

**ANNUAL
EQUAL EMPLOYMENT OPPORTUNITY
PROGRAM STATUS REPORT**

FISCAL YEAR 2017



U.S. FEDERAL TRADE COMMISSION

TABLE OF CONTENTS

Part A-D	Federal Trade Commission Total Employment and Responsible Agency Officials
Part E	Executive Summary and Workforce Analysis
Part F	Certification of Establishment of Continuing EEO Programs
Part G	Agency Self-Assessment Checklist
Part H	EEO Plan to Attain the Essential Elements of a Model EEO Program
Part I	EEO Plan to Eliminate Identified Barriers
Part J	Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities
	Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

APPENDICES

Appendix A: Equal Employment Opportunity Commission generated MD-715 Workforce Tables

Table A1	Total Workforce – Distribution by Race/Ethnicity and Sex
Table A2	Total Workforce by Component – Distribution by Race/Ethnicity and Sex
Table A3	Occupational Categories – Distribution by Race/Ethnicity and Sex (Permanent)
Table A4	Participation Rates for General Schedule Grades (Permanent and Temporary) – Distribution by Race/Ethnicity and Sex
Table A5	Participation Rates for Wage Grade table was relocated to the Alternate Pay Plan section of Table A/B4
Table A6	Participation Rates for Major Occupations (Permanent and Temporary) – Distribution by Race/Ethnicity and Sex
Table A7	Table found in Appendix B
Table A8	New Hires by Type of Appointment – Distribution by Race/Ethnicity and Sex
Table A9	Table found in Appendix B

Table A10	Table found in Appendix B
Table A11	Table found in Appendix B
Table A12	Table found in Appendix B
Table A13	Employee Recognition and Awards – Distribution by Race/Ethnicity and Sex
Table A14	Separations by Type of Separation – Distribution by Race/Ethnicity and Sex
Table B1	Total Workforce – Distribution by Disability
Table B2	Total Workforce by Component – Distribution by Disability
Table B3	Occupational Categories – Distribution by Disability
Table B4	Participation Rates for General Schedule by Grades (Permanent/Temporary) – Distribution by Disability
Table B5	Participation Rates for Wage Grade by Disability table was relocated to the Alternate Pay Plan section of Table A/B4
Table B6	Participation Rates for Major Occupations (Permanent/Temporary) – Distribution by Disability
Table B7	Table found in Appendix B
Table B8	New Hires by Type of Appointment – Distribution by Disability
Table B9	Table found in Appendix B
Table B10	Table found in Appendix B
Table B11	Table found in Appendix B
Table B12	Table found in Appendix B
Table B13	Employee Recognition and Awards – Distribution by Disability
Table B14	Separations by Type of Separation – Distribution by Disability

Occupational Categories and Participation Rates Calculated within Group:

Table A3 Occupational Categories – Distribution by Race/Ethnicity and Sex: Calculated within Group

Table A4 Participation Rates for General Schedule Grades (Permanent/Temporary) – Distribution by Race/Ethnicity and Sex: Calculated within Group

Table B3 Occupational Categories – Distribution by Disability: Calculated within Group

Table B4 Participation Rates for General Schedule by Grades (Permanent/Temporary) – Distribution by Disability: Calculated within Group

Appendix B: Federal Trade Commission generated MD-715 Workforce Tables

Table A7 Applicant and Hires for Major Occupations (Permanent) – Distribution by Race/Ethnicity and Sex

Table B7 Applicants and Hires – Distribution by Disability

Table A9 Selections for Internal Competitive Promotions for Major Occupations by Race/Ethnicity and Sex

Table B9 Selections for Internal Competitive Promotions for Major Occupations by Disability

Table A10 Non-Competitive Promotions – Time in Grade – Distribution by Race/Ethnicity and Sex

Table B10 Non-Competitive Promotions – Time in Grade – Distribution by Disability

Table A11 Internal Selections for Senior Level Positions (GS-13, GS-14, GS-15, and SES) – Distribution by Race/Ethnicity and Sex

Table B11 Internal Selections for Senior Level Positions – Distribution by Disability

Table A12 Participation in Career Development – Distribution by Race/Ethnicity and Sex

Table B12 Participation in Career Development – Distribution by Disability

Appendix C: Federal Trade Commission Organization Chart

Appendix D: The Federal Trade Commission’s Commitment to Equal Employment Opportunity

For period covering October 1, 2016, to September 30, 2017

PART A Department or Agency Identifying Information	1. Agency		1. Federal Trade Commission	
	1.a. 2 nd level reporting component		N/A	
	1.b. 3 rd level reporting component		N/A	
	1.c. 4 th level reporting component		N/A	
	2. Address		2. 600 Pennsylvania Avenue, NW	
	3. City, State, Zip Code		3. Washington, DC 20580	
	4. CPDF Code	5. FIPS code(s)	4. FT0	5. 11001
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			1. 1066
	2. Enter total number of temporary employees			2. 69
	3. Enter total number employees paid from non-appropriated funds			3. 0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			4. 1135
PART C Agency Officials(s) Responsible for Oversight of EEO Program	1. Head of Agency Official Title		1. Maureen K. Ohlhausen Acting FTC Chairman	
	2. Agency Head Designee		2. None	
	3. Principal EEO Director/Official		3. Kevin D. Williams Director of EEO and Workplace Inclusion	
	4. Affirmative Employment Manager		4. Kevin D. Williams Director of EEO and Workplace Inclusion	
	5. Complaint Processing Program Manager		5. Kevin D. Williams Director of EEO and Workplace Inclusion	
	6. Other EEO Staff		6. Namon Friends Attorney Advisor	
	7. Other EEO Staff		7. Teresa Kelsey EEO Specialist	
	8. Other EEO Staff		8. Yvette Delgado EEO Specialist	
	9. Reasonable Accommodation Program Manager		9. Elizabeth Kraszewski	
PART D List of Subordinate Components	N/A			

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715-01 PART E
U.S. FEDERAL TRADE COMMISSION
AFFIRMATIVE EMPLOYMENT REPORT

The United States Federal Trade Commission is an independent law enforcement agency. It is the only Federal agency with both consumer protection and competition jurisdiction in broad sectors of the economy. The FTC's mission is to prevent business practices that are anticompetitive, deceptive, or unfair to consumers; to enhance informed consumer choice and public understanding of the competitive process; and to accomplish this without unduly burdening legitimate business activities.

To fulfill its mission, the FTC pursues vigorous and effective law enforcement; advances consumers' interests by sharing its expertise with federal and state legislatures, and U.S. and international government agencies; develops policy and research tools through hearings, workshops, and conferences; and creates practical and plain-language educational materials for consumers and businesses. The FTC uses education and outreach to help prevent consumer injury, increase business compliance with antitrust and consumer protection laws, and augment its law enforcement efforts.

The FTC deals with issues that touch the economic life of every American. Domestically, the FTC seeks to ensure that the nation's markets function competitively and are vigorous, efficient, and free of undue restrictions. In addition, the FTC protects consumers from deceptive or misleading claims, and from harmful business practices that undermine the competitive process. Internationally, the FTC partners with the global community by serving both as an internal resource to FTC staff on international topics and by cooperating with foreign authorities through formal and informal agreements.

The FTC has two major law enforcement bureaus, Consumer Protection and Competition. The Bureau of Economics, the Office of General Counsel, the Office of the Executive Director, eight Regional Offices, and several small, yet critically important offices support these two bureaus. The agency successfully achieves its mission due to the collaborative work that occurs across the organization.

In Fiscal Year 2017, there were 1066 permanent employees in the FTC workforce. The Office of Equal Employment Opportunity and Workplace Inclusion (EEOWI) experienced an increase in its full-time staff, which meant that there were four employees in headquarters and eight collateral-duty EEO counselors in the Regional Offices (*i.e.*, one collateral-duty EEO counselor per Regional Office). The Office of EEOWI maintains a highly trained and skilled workforce, which provides the catalyst for moving the agency towards model EEO status.

Inherent in the FTC's stated goals from senior leadership, is a commitment to a zero tolerance policy with regard to unlawful employment discrimination. This is the foundation upon which the Office of EEOWI ensures that FTC employees have a workplace in which they are motivated to perform at their highest level, and are respected and valued for their contributions. This commitment extends to equality of opportunity in all aspects of employment, including, but not

limited to, recruitment, hiring, career development, advancement, discipline, and retention. It also requires identification and elimination of barriers that disadvantage or exclude any group.

**HIGHLIGHTS OF FISCAL YEAR 2017 ACCOMPLISHMENTS:
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S
ESSENTIAL ELEMENTS FOR A MODEL EEO PROGRAM**

To guide agencies toward attaining and maintaining a Model EEO Program, the Equal Employment Opportunity Commission established six essential elements in MD-715, as required under Title VII of the Civil Rights Act, as amended, and the Rehabilitation Act, as amended. The essential elements are: demonstrated commitment from agency leadership; integration of EEO into the agency's strategic mission; management and program accountability; proactive prevention of unlawful discrimination; efficiency; and responsiveness and legal compliance. These essential elements provide the framework to achieve the ultimate goal of a discrimination-free work environment, characterized by an atmosphere of inclusion and free and open competition for employment opportunities.

The FTC Fiscal Year 2017 Annual EEO Assessment/Program Status Report identifies both accomplishments and planned actions to eliminate deficiencies and identified barriers, addressed in Parts G, H, and I. Highlights of our accomplishments, in implementing the MD-715 essential elements, are discussed below.¹

Essential Element One: Demonstrated Commitment from Agency Leadership

Former Chairwoman Edith Ramirez demonstrated leadership in reaffirming the FTC's longstanding commitment to equal employment opportunity by issuing an EEO Policy and Diversity Statement on January 12, 2017, that emphasized the agency's dedication to prohibiting unlawful employment discrimination and harassment based on protected status. In addition, the Statement highlighted that the agency's commitment to equal employment opportunity was inextricably linked to the FTC's dual strategic mission to protect American consumers and promote competition. Issuance of this Statement represents a continuation of the FTC leadership's dedication to working collaboratively with the Office of EEOI to achieve and maintain an environment that is free from discrimination and embraces the principles of excellent and mutual respect.

Our current Chair, Acting Chairman Maureen Ohlhausen, who took over in this position in January 2017, continued with these efforts to promote and protect the FTC's longstanding commitment to the principles of workplace equality and nondiscrimination. Specifically, Acting Chairman Ohlhausen made certain that the EEOI Director remained a member of the agency's Senior Staff, which included, among other things, attending the Senior Staff weekly meeting with the Acting Chairman.

¹ During Fiscal Year 2017, the FTC agency head changed. The Office of EEOI received complete and unfettered support from Acting Chairman Ohlhausen, which allowed it to continue to advance the agency's EEO program.

In order to ensure efficient operations, the FTC's Diversity Council regularly collaborates with the Office of EEOI and the Human Capital Management Office to address concerns involving targeted outreach and recruitment, retention, workplace inclusion, and other relevant topics. As a result, the Diversity Council has emerged as an important strategic partner in the furtherance of equal employment opportunity.

With respect to the Office of the Chair, the former Chairwoman met regularly with the Diversity Council officers to receive briefings on the Diversity Council's programs and efforts to positively impact the FTC's workplace environment. The Chief of Staff to the Chair also participated in the regularly scheduled meetings held by the Diversity Council. As a result of this consistent and visible leadership approach, the Diversity Council has been reinvigorated with regard to its membership and programmatic events. In addition, the Office of EEOI and the Diversity Council have continued their strong partnership efforts to ensure a fair, diverse, and inclusive organization for all employees.

In addition to the work of the Diversity Council, the EEOI Director meets with Bureau Directors, and their managers and supervisors to discuss important EEO topics, including targeted outreach and recruitment, strategies to diversify the hiring pool, retention of the agency's talent, and explaining what is permissible under EEO laws. By building professional relationships across the organization, the EEOI Director raises the level of awareness of certain issues and concerns, which are then communicated down the supervisory chain so they may be addressed.

Further, to communicate the FTC leadership's commitment to equal employment opportunity, members from the Office of EEOI, the Office of the General Counsel, HCMO, and the Office of the Inspector General collaborate several times a year to present a management-training program for new and seasoned management officials. This mandatory training focuses on how the various offices work together to address critical employee relations and EEO issues at the FTC. This training encourages managers and supervisors to address workplace disputes before they escalate into intractable conflicts. In addition to this management training, the Office of EEOI, OGC, and HCMO constantly seeks opportunities to provide necessary workshops that address issues in the workplace.

Essential Element Two: Integration of EEO into the Agency's Strategic Mission

As a result of the reporting structure, the EEOI Director enjoyed direct and regular access to the Office of the Chair on policy and operational issues and trends. The EEOI staff worked closely and frequently with the Chair's Office to advance the principles of equal opportunity and ensured that policies and procedures were current and workplace policies, practices, procedures, and conditions that were identified as barriers to equal employment were addressed. The EEOI Director provided the Chair with regular updates regarding the activities and accomplishments of the office.

The EEOI Director regularly briefed the former Chairwoman, her Chief of Staff, and Senior Management Officials on the state of equal employment opportunity in the FTC on a regular

basis. In this regard, the EEOI Director's briefings strategically integrated EEO principles at the highest levels of the agency. Through these briefing sessions, the EEOI Director ensured that the Chairwoman remained informed and apprised on the development and implementation of potential strategies to address and correct deficiencies and any potential barriers. In addition to highlighting issues and concerns across the organization, the EEOI Director communicated what resources were expended during the prior month, the types of training delivered, and the status of EEO cases. These EEOI briefings also included discussions of the MD-715 essential elements: accountability; effectiveness; efficiency; and legal compliance. Additional concerns or problem areas, as identified by the EEOI Director were presented to the Chairwoman and Chief of Staff during these briefings, and as circumstances required throughout the year.

The EEOI Director is also actively involved in expanding opportunities to integrate EEO into all FTC employment plans, policies, procedures, and practices. The EEOI Director and the Chief Human Capital Officer (CHCO) meet formally and informally several times a month to discuss topics and issues that implicate both offices and the agency at-large. As a result of this collaborative relationship, the EEOI Director and the CHCO have developed new strategies to improve the work environment, discussed concerns that were raised by FTC staff, and addressed any recurring issues that had not been fully resolved. The EEOI Director and the CHCO met with managers and supervisors, the Diversity Council's Executive Committee, and the Executive Director. Moreover, the EEOI Office served as a resource to assist managers and supervisors by providing direction, guidance, and monitoring workplace initiatives to achieve a diverse work force free of barriers to equal opportunity.

The Diversity Council continued to collaborate extensively with the Office of the Chairwoman, the EEOI Director, the CHCO, and the Executive Director to address diversity and inclusion concerns. The Diversity Council organized its committee structure to align with the FTC's Diversity and Inclusion Strategic Plan. Specifically, there are five committees, including Workforce Diversity, Workplace Inclusion, Sustainability, Communications, and Employees-Only. These committees worked both independently to achieve their goals, and collaboratively to increase diversity and foster inclusion. During its regularly scheduled meetings, the various committees provided reports to the membership at-large as it related to any accomplishments.

In FY 2017, the FTC followed past efforts to address the underrepresentation of Hispanic and Latino Americans in its workforce. Specifically, the FTC continued to maintain and further cultivate effective partnerships by sponsoring employees to attend the 41st Hispanic National Bar Association's Convention in Kansas City, Missouri. The FTC, through its Office of EEOI, sponsored three attorneys' attendance at the HNBA Convention in September 2017.

The FTC also participated in the 29th National Asian Pacific American Bar Association Convention, held in Washington, D.C., to increase its visibility as an employer of choice for Asian/Pacific Islander Americans. The FTC, through its Office of EEOI, sponsored five attorneys at the NAPABA Convention held in November 2017. As in prior years, FTC attorneys interacted with law students, attorneys, and judges, to discuss career opportunities at the FTC and the agency's mission. In addition, the attorneys conducted mock interviews to prepare persons for the interviewing process. Further, they participated in the moot court competition at the

conference by serving as panel judges and evaluating the performance of the participants. The FTC's presence at NAPABA served several purposes, including increasing the likelihood that Asian/Pacific Islander Americans will seek employment at the agency in the future and offering current employees the opportunity to represent the agency as ambassadors, which aids in retention.

The FTC participated in the 92nd National Bar Association Annual Convention held in July and August, 2017, in Toronto, Ontario, Canada. The FTC, through its Office of EEO/OFI, sponsored four attorneys for this event. These attorneys met with judges, attorneys, and law students to provide an overview of the FTC and its mission. Of particular note, was the Cornell University Law School Alumni breakfast, which was hosted by one of the FTC's senior African American attorneys. This event provided another opportunity to discuss job opportunities at the FTC and to introduce the agency as a prospective employer.

The FTC expanded its outreach through its Pathways Internship Program, which targets rising high school seniors. The FTC's first African American commissioner, Mozelle Thompson, established this program, originally known as the Partnership in Education Program. Commissioner Thompson designed the PIE Program to provide opportunities for diverse students to gain work experience at the FTC and to introduce them to a Federal agency that was non-existent to many of them. Through its ongoing relationships with many local high schools, during Fiscal Year 2017, the FTC was fortunate to hire a total of fifteen students. With each subsequent class of Pathways Interns, the FTC continues to build upon its record of establishing relationships with these potential future government leaders. In fact, several full-time, permanent FTC employees began their careers as members of the PIE Program.

The FTC hired a total of 109 students from diverse backgrounds to fill summer positions during FY 2017: 40 were legal interns, 10 were in the information technology field, and 59 were clerical assistants. Of the summer students hired, 53 were female, 56 were male, 49 were African American, 12 were Asian American, 2 were Hispanic/Latinos, 2 were American Indian/Alaskan Native, and 43 were White. These employees are not reflected in statistical data because their temporary appointments expired before September 30, 2017. Note: Inasmuch as the responses to these demographic questions are voluntary, some students elected not to provide information.

Through the aforementioned programmatic activities and events, and others not highlighted here, the FTC integrates equal employment opportunity principles into the achievement of its strategic mission of protecting American consumers, who comprise a mosaic of races, national origins, religions, differing abilities, etc.

Essential Element Three: Management and Program Accountability

In FY 2017, the agency's continued to strengthen its Disability Policy and streamlined the provision of reasonable accommodations. In particular, FTC staff and management officials grew more accustomed to utilizing the Disability Program Manager (DPM). Whether the request involved additional training, a specific concern, or a novel issue, the DPM raised the visibility of

her office and is now viewed as a valuable resource across the organization. A strong disability program supports increased retention of persons with disabilities.

In addition, the DPM managed the FTC's Intranet page regarding point-of-contact information for the agency's Schedule A Hiring program. The DPM communicated informally, during this fiscal year, with hiring officials regarding this under-utilized hiring authority.

The Office of EEOWI presented at several mandatory programs for employees, supervisors, and managers during FY 2017. During these training opportunities, the Office of EEOWI communicated to staff their rights and responsibilities pursuant to the Federal civil rights laws and the FTC's internal policies that implement these laws.

The FTC continued to include EEO as a critical element in the performance plans of supervisors and managers. The necessity of managing diversity and fostering inclusion in the workplace are skills that have received increased attention during required training for new and seasoned management officials. As a result of these targeted efforts, the Office of EEOWI processed two, formal EEO complaints. In relation to the agency's total workforce, this number represents a low number of discrimination complaint activities.

Essential Element Four: Proactive Prevention of Unlawful Discrimination

The Office of EEOWI continued to look for new and innovative ways to address and correct inappropriate conduct before it rose to an actionable level. In particular, with support from the agency's Chair, the Office of EEOWI met with hiring officials, regional directors, supervisors and managers, to discuss issues in their respective organizations. The Office of EEOWI's staff devoted an extensive amount of time to building or maintaining relationships with the agency's management officials. In the short-term, this effort resulted in continuous dialogue between the Office of EEOWI and management, which reduced disputes in the workplace and increased the likelihood of resolution of conflicts. Similarly, it allowed the Office of EEOWI to present itself as a proactive resource for employees, and not only as the entity that processes discrimination complaints.

In the long-term, the Office of EEOWI established important relationships with front-line staff and management officials. The existence of these relationships provided an opportunity for management officials to contact the Office of EEOWI to discuss potential issues in the workplace in the earliest stages of conflict. Similarly, employees regularly reached out to the Office of EEOWI to receive guidance and suggestions on conflict avoidance and resolution. Ultimately, this developed increased employee engagement and it meant a better, overall workplace environment for FTC staff.

In addition, the Office of EEOWI manages the Employee Exit Interview survey program. This includes making the survey questionnaire electronically available and accessible via the agency's Intranet website, tracking employees who are separating from the agency, promoting its completion, and analyzing the data for EEO trends, issues, and potential barriers to equality of opportunity. In order to keep the Employee Exit Interview survey program efficient and user-

friendly, the Office of EEOWI continued to seek ways to improve the technology. The internal goal for the upcoming fiscal year is to deliver a new and improved electronic platform, which will make the production of reports less time consuming.

Essential Element Five: Efficiency

During this reporting period, the Office of EEOWI continued to experience success in its pre-complaint resolution rate. In particular, the FTC's pre-complaint resolution rate was 80% in FY 2017. Pursuant to EEOC's management guidance, the Office of EEOWI continued to place great emphasis on resolving complaints at the lowest levels possible. To that end, practices remained in place to make certain that the EEO Counselors possessed the necessary tools and skill sets to determine whether an informal complaint was ripe for resolution. The Office of EEOWI expects this trend to continue in the years ahead.

Due to the success of its informal resolution program, only two FTC employees filed formal complaints in FY 2017. Both formal complaints were investigated. Of the two complaints, one reached settlement and one is now pending a hearing before an EEOC Administrative Judge.

Element Six: Responsiveness and Legal Compliance

The Office of EEOWI, HCMO, and OGC continued to share responsibility for responsiveness and legal compliance in the area of EEO. Historically, these three offices have combined their efforts to ensure that the FTC remains in full compliance with all Federal civil rights laws, and EEOC regulations, management directives, and guidance. The aforementioned offices conducted trainings throughout the year and emphasis was placed on the collaborative relationship that these three offices possess. In addition, these offices reiterated to FTC staff and management officials that the aim was the provision of excellent customer service and a welcoming work environment. When EEO matters arose, these offices also worked collaboratively together to address the underlying issues.

The Office of EEOWI kept track of all EEO matters to ensure timely processing and an efficient process. Mechanisms were put in place to ensure that complainants and responsible management officials were made aware of their responsibilities and obligations, and knew the various steps of the administrative process.

The Office of EEOWI renewed its Interagency Agreement with one of its sister agencies to assist in the processing of conflict cases. The importance of these relationships with other Federal agencies cannot be overstated. A major goal of the Office of EEOWI continued to be its insistence on supporting other organizations in the pursuit of model EEO employer status.

FTC – Model EEO Employer

In light of the foregoing, the FTC appreciates the opportunity to present this MD-715 EEO Plan to guide our efforts in achieving model EEO employer status in the future. In FY 2018, the FTC will continue to identify areas that need strengthening and strive to remove even more barriers to

equality of opportunity, both real and perceived. In particular, the Office of EEOVI anticipates an agency-wide effort of deploying new strategies to increase the population rate of individuals with targeted disabilities; increasing the agency's visibility with area colleges and law schools; and strengthening the Office of EEOVI's reputation as an entity that, above all else, seeks to proactively prevent unlawful employment discrimination, and promotes diversity and inclusion. Furthermore, in FY 2018, the Office of EEOVI will develop and deliver a slate of workshops and courses that will focus on civil rights, and diversity and inclusion.

WORKFORCE ANALYSIS

INTRODUCTION

This workforce analysis section provides an overview of the total FTC employment, including temporary and permanent employment with a focus on the agency's permanent and attorney workforces. Analyzed separately are the Senior Executive Service, GS-15, GS-14, and GS-13 workforces. *(Note: This workforce analysis data is comprised of the voluntary responses of persons who self-reported demographic information.)*

The Equal Employment Opportunity Commission (EEOC) requires comparing the profiles of the race/ethnic/gender groups in these categories at the FTC against the profile for the Civilian Labor Force (CLF), which serves as the benchmark. The FTC workforce data are viewed in light of the CLF for grade level distribution, promotions, recognition and awards, and separations. This measure is based on EEOC's assumption that the distribution of racial minorities and women at various grade levels, or with regards to promotions, recognition and awards, and separations should approximate their same percentage as represented in the CLF. The Relevant Civilian Labor Workforce (RCLF) covers all individuals in the United States, who are employed in a specific occupation, such as attorneys.

CHANGES IN THE WORKFORCE

Total Workforce

The total FTC workforce decreased by 1.8% percent from 1156 at the close of FY 2016 to 1135 at the end of FY 2017. (See Table A1). A review of the total FTC workforce shows:

- Women's representation in total employment remained constant at 50%, which is slightly above their national CLF of 48.1%. Men's representation in total employment remained constant at 50%, which is slightly below their national CLF of 51.9%.
- Hispanic Americans' representation in total employment decreased slightly from 4% to 3.9%, which is below their national CLF of 10%. Hispanic American women's representation in total employment decreased slightly from 2.4% to 2.3%, which is below their national CLF of 4.8%. Hispanic American men's representation in total employment remained constant at 1.6%, which is below their national CLF of 5.2%.
- White Americans' representation in total employment decreased slightly from 68.8% to 68.5%, which is below their national CLF of 72.3%. White American women's representation in total employment remains constant at 30%, which is below their national CLF of 34%. White American men's representation in total employment decreased slightly from 38.8% to 38.5%, which is slightly above their national CLF of 38.3%.

- Black Americans' representation in total employment increased from 17.8% to 18.7%, which is above their national CLF of 12%. Black American women's representation in total employment increased slightly from 11.9% to 12.4%, which is significantly above their national CLF of 6.5%. Black American men's representation in total employment increased from 5.9% to 6.3%, which is above their national CLF of 5.5%.
- Asian Americans' representation in total employment decreased slightly from 8.3% to 8%, which is significantly above their national CLF of 3.9%. Asian American women's representation in total employment decreased slightly from 4.9% to 4.8%, which is above their national CLF of 1.9%. Asian American men's representation decreased slightly from 3.4% to 3.2%, which is above their national CLF of 2%.
- Native Hawaiians or Other Pacific Islanders' representation in total employment remains constant at 0.3%, which is above their national CLF of 0.1%. Native Hawaiians or Other Pacific Islander women's representation in total employment remains constant at 0.1%, which matches their national CLF of 0.1%. Native Hawaiians or Other Pacific Islander men's representation remained constant at 0.2%, which is slightly above their national CLF of 0.1%.
- American Indians or Alaskan Natives' representation in total employment decreased slightly from 0.6% to 0.5%, which is below their national CLF of 1.1%. American Indians or Alaskan Native women's representation in total employment decreased slightly from 0.4% to 0.3%, which is slightly below their national CLF of 0.5%. American Indians or Alaskan Native men's representation in total employment remained constant at 0.2%, which is below their national CLF of 0.6%.
- Persons of two or more races' representation in total employment remained constant at 0.4%, which is below their national CLF of 0.6%. Women of two or more races' representation in total employment remained constant at 0.3%, which matches their national CLF of 0.3%. Men of two or more races' representation remained constant at 0.1%, which is slightly below their national CLF is 0.3%.
- Americans with targeted disabilities' representation in total employment increased from 0.7% to 1%. There is no CLF for Americans with targeted disabilities. The federal goal is 2%.

Total Workforce: FY 2017

Total employment representation of White American men, Black American men and women, Asian American men and women, and Native Hawaiians or Other Pacific Islander men exceeded their percentage in the national CLF. By contrast, total employment representation of Hispanic

American men and women, White American women, American Indians or Alaskan Native men and women, and men of two or more races were below their percentage in the national CLF.

Temporary Workforce

The number of temporary employees decreased 13.8% from 80 at the close of FY 2016 to 69 at the close of FY 2017. Temporary employees represented 6.9% of the FTC's total workforce at the end of FY 2016, compared to 6.1% at the end of FY 2017. (See Table A1). A review of the agency's temporary workforce shows:

- Women represented 57.5% of temporary employment at the end of FY 2016, compared to 60.9% at the end of FY 2017, which is above their national CLF of 48.1%. Men represented 42.5% of temporary employment at the end of FY 2016, compared to 39.1% at the end of FY 2017, which is below their national CLF of 51.9%.
- Hispanic American employees represented 2.5% of temporary employment at the end of FY 2016, compared to 0% at the end of FY 2017. The number of Hispanic American women decreased from 2 to 0. Their representation decreased from 2.5% to 0%. Hispanic American men were not represented in the temporary workforce at the end of FY 2016 and FY 2017.
- White American employees' represented 61.3% of temporary employment at the end of FY 2016, compared to 66.6% at the end of FY 2017. The number of White American women increased from 26 to 27. Their representation increased from 32.5% to 39.1%. The number of White American men decreased from 23 to 19. Their representation decreased from 28.8% to 27.5%
- Black American employees represented 21.3% of temporary employment at the end of FY 2016, compared to 24.7% at the end of FY 2017. The number of Black American women increased from 10 to 12. Their representation increased from 12.5% to 17.4%. The number of Black American men decreased from 7 to 5. Their representation decreased from 8.8% to 7.3%.
- Asian American employees represented 12.5% of temporary employment at the end of FY 2016, compared to 5.9% at the end of FY 2017. The number of Asian American women decreased from 6 to 1. Their representation decreased from 7.5% to 1.5%. The number of Asian American men decreased from 4 to 3. Their representation decreased slightly from 5% to 4.4%.
- Native Hawaiians or Other Pacific Islanders were not represented in the temporary workforce at the end of FY 2016 or FY 2017.
- American Indians or Alaskan Natives were not represented in the temporary workforce at the end of FY 2016 or FY 2017.

- Persons of two or more races represented 2.5% of temporary employment at the end of FY 2016, compared to 2.9% at the end of FY 2017. Women of two or more races' representation increased from 2.5% to 2.9%. Men of two or more races were not represented in the temporary workforce at the end of FY 2016 or FY 2017.
- The number of Americans with targeted disabilities in the temporary workforce decreased from 1 to 0. Americans with targeted disabilities were not represented in the temporary workforce at the end of FY 2017.

Permanent Workforce

The number of permanent employees decreased 0.9% from 1076 to 1066. Permanent employees represented 93.1% of the FTC workforce at the end of FY 2016, compared to 93.9% at the end of FY 2017. (See Table A1). A review of the agency's permanent workforce shows that:

- Women's representation in permanent employment decreased 0.9% from 531 to 526. Their representation decreased slightly from 49.4%, to 49.3%, which is slightly above their national CLF of 48.1%. Men's representation remained constant at 50.7%, which is below their national CLF of 51.9%.
- The number of Hispanic American women in permanent employment remained constant at 26. Their representation remained constant at 2.4%, which is below their national CLF of 4.8%. The number of Hispanic American men in permanent employment decreased slightly from 19 to 18. Their representation decreased slightly from 1.8% to 1.7%, which is below their national CLF of 5.2%.
- The number of White American women in permanent employment decreased 2.5% from 321 to 313. Their representation decreased slightly from 29.8% to 29.4%, which is below their national CLF of 34%. The number of White American men in permanent employment decreased 1.6% from 425 to 418. Their representation decreased slightly from 39.5% to 39.2%, which is above their national CLF of 38.3%.
- The number of Black American women in permanent employment increased 1.6% from 127 to 129. Their representation increased slightly from 11.8% to 12.1%, which is significantly above their national CLF of 6.5%. The number of Black American men in permanent employment increased 8.2% from 61 to 66. Their representation increased slightly from 5.7% to 6.2%, which is above their national CLF of 5.5%.
- The number of Asian American women in permanent employment increased 3.9% from 51 to 53. Their representation increased slightly from 4.7% to 5%, which is above their national CLF of 1.9%. The number of Asian American

men in permanent employment decreased 5.7% from 35 to 33. Their representation decreased slightly from 3.3% to 3.1%, which is below their national CLF of 2%.

- The number of Native Hawaiian or Other Pacific Islander women in permanent employment remained constant at 1. Their representation remained constant at 0.1%, which matches their national CLF of 0.1%. The number of Native Hawaiian or Other Pacific Islander men in permanent employment remained constant at 2. Their representation remained constant at 0.2%, which is above their national CLF of 0.1%.
- The number of American Indian or Alaskan Native women in permanent employment decreased 25% from 4 to 3. Their representation decreased slightly from 0.4% to 0.3%, which is below their national CLF of 0.5%. The number of American Indian or Alaskan Native men in permanent employment remained constant at 2. Their representation remained constant at 0.2%, which is below their national CLF of 0.6%.
- The number of women of two or more races in permanent employment remained constant at 1. Their representation remained constant at 0.1%, which is slightly below their national CLF of 0.3%. The number of men of two or more races in permanent employment remained constant at 1. Their representation remained constant at 0.1%, which is slightly below their national CLF of 0.3%.
- The number of Americans with targeted disabilities in permanent employment increased from 8 to 11. Their representation increased from 0.7% to 1%, which is below the government-wide goal of 2%.

CHANGES IN LEVELS OF EMPLOYMENT

October 1, 2016 to September 30, 2017

Senior Executive Service

The Senior Executive Service (SES) workforce decreased 10% from 40 to 36. SES employees accounted for 3.7% of the FTC's permanent employment at the end of FY 2016, and 3.4% at the end of FY 2017. (See Table A4-1).

- Women decreased 6.7% from 15 to 14. Their representation in the SES workforce increased from 37.5% to 38.9%, which is below their representation of 49.3% in the permanent workforce.
- The number of racial minorities in the FTC SES workforce remained constant at 4. Their representation in the SES workforce increased from 7.5% to 11.1%, which is significantly below their representation of 31.4% in the permanent

workforce. Hispanic Americans, Black American men, Asian American men, Native Hawaiians or Other Pacific Islanders, American Indians or Alaska Natives, and persons of two or more races were not represented in this workforce.

- Americans with targeted disabilities were not represented in the SES workforce.

Grades 13-15

Total employees in grades 13-15 increased by 1.1% from 843 to 852. This pool of employees provides the major source of highly qualified candidates for managerial and supervisory positions. Employees in grades 13-15 accounted for 78.3% of the permanent workforce at the end of FY 2016, compared to 80% at the end of FY 2017.

Grade 15

Total employees in grade 15 increased 2% from 553 to 564. As the largest populated FTC grade level, grade 15 accounted for 51.4% of the FTC's permanent workforce at the end of FY 2016, compared to 53% at the end of FY 2017.

The number of women in grade 15 increased 2% from 251 to 256. Their portion of grade 15 remained constant at 45.4%, which is below their representation of 49.3% in the permanent workforce. The number of men increased from 302 to 308. Their portion of grade 15 remained constant at 54.6%, which is above their representation of 50.7% in the permanent workforce at the end of FY 2017.

Hispanic Americans in grade 15 increased 5.3% from 19 to 20. Their portion of grade 15 increased slightly from 3.4% to 3.6%, which is below their representation of 4.1% in the permanent workforce. The number of Hispanic American women remained constant at 10. Their portion of grade 15 remained constant at 1.8%, which is below their representation of 2.4% in the permanent workforce at the end of FY 2017. The number of Hispanic American men increased slightly from 9 to 10. Their portion of grade 15 increased slightly from 1.6% to 1.8%, which is slightly above their representation of 1.7% in the permanent workforce at the end of FY 2017.

White Americans in grade 15 increased 2% from 452 to 461. Their portion of grade 15 increased slightly from 81.7% to 81.8%, which is significantly above their representation of 68.6% in the permanent workforce. The number of White American women increased from 188 to 190. Their portion of grade 15 decreased slightly from 34% to 33.7%, which is above their representation of 29.4% in the permanent workforce at the end of FY 2017. The number of White American men increased from 264 to 271. Their portion of grade 15 increased slightly from 47.7% to 48.1%, which is above their representation of 39.2% in the permanent workforce at the end of FY 2017.

Black Americans in grade 15 increased 3.2% from 31 to 32. Their portion of grade 15 increased slightly from 5.6% to 5.7%, which is significantly below their representation of 18.3% in the permanent workforce. The number of Black American women remained constant at 21. Their portion of grade 15 decreased slightly from 3.8% to 3.7%, which is significantly below their representation of 12.1% in the permanent workforce at the end of FY 2017. The number of Black American men increased from 10 to 11. Their portion of grade 15 increased slightly from 1.8% to 2%, which is below their representation of 6.2% in the permanent workforce at the end of FY 2017.

Asian Americans in grade 15 remained constant at 48. Their portion of grade 15 decreased slightly from 8.7% to 8.5%, which is slightly above their representation of 8.1% in the permanent workforce. The number of Asian American women increased from 31 to 34. Their portion of grade 15 increased slightly from 5.6% to 6%, which is slightly above their representation of 5% in the permanent workforce at the end of FY 2017. The number of Asian American men decreased from 17 to 14. Their portion of grade 15 decreased slightly from 3.1% to 2.5%, which is below their representation of 3.1% in the permanent workforce at the end of FY 2017.

Native Hawaiian or Other Pacific Islanders in grade 15 remained constant at 2. Their portion of grade 15 remained constant at 0.4%, which is slightly above their representation of 0.3% in the permanent workforce at the end of FY 2017. Native Hawaiian or Other Pacific Islander women were not represented at the end of FY 2016 and FY 2017. The number of Native Hawaiian or Other Pacific Islander men remained constant at 2. Their portion of grade 15 remained constant at 0.4%, which is slightly above their representation of 0.2% in the permanent workforce at the end of FY 2017.

American Indian or Alaskan Native Americans in grade 15 remained constant at 1. Their portion of grade 15 remained constant at 0.2%, which is slightly below their representation of 0.5% in the permanent workforce at the end of FY 2017. American Indian or Alaskan Native American women remained constant at 1. Their portion of grade 15 remained constant at 0.2%, which is slightly below their representation of 0.3% in the permanent workforce at the end of FY 2017. American Indians or Alaskan Native American men were not represented in grade 15 at the end of FY 2017.

Persons of two or more races were not represented in grade 15 at the end of FY 2016 or FY 2017.

Americans with Targeted Disabilities in grade 15 increased from 2 to 4. Their portion of grade 15 increased from 0.4% to 0.7%, which is slightly below their representation of 1% in the permanent workforce at the end of FY 2017.

Grade 14

Total employees in grade 14 remained constant at 167. This grade accounted for 15.5% of the FTC's permanent workforce at the end of FY 2016, compared to 15.7% at the end of FY 2017.

The number of women in grade 14 decreased 1.3% from 80 to 79. Their portion of grade 14 decreased slightly from 47.9% to 47.3%, which is below their representation of 49.3% in the permanent workforce. The number of men increased from 87 to 88. Their portion of grade 14 increased slightly from 52.1% to 52.7%, which is slightly above their representation of 50.7% in the permanent workforce at the end of FY 2017.

The number of Hispanic Americans in grade 14 decreased 22.2% from 9 to 7. Their portion of grade 14 decreased from 5.4% to 4.2%, which is slightly above their representation of 4.1% in the permanent workforce at the end of FY 2017. The number of Hispanic American women in grade 14 decreased from 5 to 4. Their portion of grade 14 decreased slightly from 3% to 2.4%, which matches their representation of 2.4% in the permanent workforce at the end of FY 2017. The number of Hispanic American men decreased from 4 to 3. Their portion of grade 14 decreased slightly from 2.4% to 1.8%, which is slightly above their representation of 1.7% in the permanent workforce at the end of FY 2017.

The number of White Americans in grade 14 decreased 6% from 117 to 110. Their portion of grade 14 decreased from 70% to 65.8%, which is slightly below their representation of 68.6% in the permanent workforce at the end of FY 2017. The number of White American women in grade 14 decreased from 54 to 51. Their portion of grade 14 decreased slightly from 32.3% to 30.5%, which is slightly above their representation of 29.4% in the permanent workforce at the end of FY 2017. The number of White American men in grade 14 decreased from 63 to 59. Their portion of grade 14 decreased slightly from 37.7% to 35.5%, which is below their representation of 39.2% in the permanent workforce at the end of FY 2017.

The number of Black Americans in grade 14 increased 24% from 25 to 31. Their portion of grade 14 increased from 14.9% to 18.6%, which is slightly above their representation of 18.3% in the permanent workforce at the end of FY 2017. The number of Black American women in grade 14 increased from 14 to 17. Their portion of grade 14 increased slightly from 8.4% to 10.2%, which is below their representation of 12.1% in the permanent workforce at the end of FY 2017. The number of Black American men increased from 11 to 14. Their portion of grade 14 slightly increased from 6.6% to 8.4%, which is above their representation of 6.2% in the permanent workforce at the end of FY 2017.

The number of Asian Americans in grade 14 increased 21.4% from 14 to 17. Their portion of grade 14 increased slightly from 8% to 10.2%, which is above their representation of 8.1% in the permanent workforce at the end of FY 2017. The number of Asian American women remained constant at 6. Their portion of grade 14 remained constant at 3.6%, which is below their representation of 5% in the permanent workforce. The number of Asian American men increased

from 8 to 11. Their portion of grade 14 increased from 4.8% to 6.6%, which is above their representation of 3.1% in the permanent workforce at the end of FY 2017.

Native Hawaiians or Other Pacific Islanders in grade 14 remained constant at 1. Their portion of grade 14 representation in the permanent workforce was less than 1% in FY 2016 and FY 2017. The number of Native Hawaiians and Other Pacific Islander women in grade 14 remained constant at 1 and their portion of grade 14 remained constant at 0.6%, which is slightly below their representation of 0.1% in the permanent workforce at the end of FY 2017. Native Hawaiians or Other Pacific Islander men were not represented at the end of FY 2016 or FY 2017.

The number of American Indians or Alaskan Natives remained at 1. Their portion of grade 14 remained constant at 0.6%, which is slightly above their representation of 0.5% in the permanent workforce. The number of American Indian or Alaskan Native women in grade 14 remained at 0 at the end of FY 2017. American Indian or Alaskan Native men remained constant at 1. Their portion of grade 14 remained constant at 0.6%, which is above their representation of 0.2% in the permanent workforce at the end of FY 2017.

Persons of two or more races in grade 14 were not represented in grade 14 at the end of FY 2016 or FY 2017.

Americans with targeted disabilities in grade 14 increased to 1. Their portion of grade 14 increased from 0% to 0.6%, which is below their representation of 1% in the permanent workforce at the end of FY 2017.

Grade 13

Total employees in grade 13 decreased 1.6% from 123 to 121. This grade accounted for 11.4% of the FTC's permanent workforce at the end of FY 2016 and FY 2017.

The number of women in grade 13 remained constant at 64. Their portion of grade 13 increased slightly from 52% to 52.9%, which is above their representation of 49.3% in the permanent workforce. The number of men decreased from 59 to 57. Their portion of grade 13 decreased slightly from 48% to 47.1%, which is below their representation of 50.7% in the permanent workforce at the end of FY 2017.

The number of Hispanic Americans in grade 13 increased 20% from 5 to 6. Their portion of grade 13 increased slightly from 4%, to 5%, which is slightly above their representation of 4.1% in the permanent workforce at the end of FY 2017. The number of Hispanic American women increased from 2 to 3. Their portion of grade 13 increased slightly from 1.6% to 2.5%, which is slightly above their representation of 2.4% in the permanent workforce at the end of FY 2017. The number of Hispanic American men remained constant at 3. Their portion of grade 13 increased slightly from 2.4% to 2.5%, which is above their representation of 1.7% in the permanent workforce at the end of FY 2017.

The number of White Americans in grade 13 decreased 14.7%, from 75 to 64. Their portion of grade 13 decreased from 61% to 53%, which is below their representation of 68.6% in the permanent workforce at the end of FY 2017. The number of White American women decreased from 38 to 32. Their portion of grade 13 decreased from 30.9% to 26.5%, which is slightly below their representation of 29.4% in the permanent workforce at the end of FY 2017. The number of White American men decreased from 37 to 32. Their portion of grade 13 decreased from 30.1% to 26.5%, which is below their representation of 39.2% in the permanent workforce at the end of FY 2017.

The number of Black Americans in grade 13 increased 35.7% from 28 to 38. Their portion of grade 13 increased from 22.8% to 31.5%, which is significantly above their representation of 18.3% in the permanent workforce at the end of FY 2017. The number of Black American women increased from 15 to 21. Their portion of grade 13 increased from 12.2% to 17.4%, which is above their representation of 12.1% in the permanent workforce at the end of FY 2017. The number of Black American men increased from 13 to 17. Their portion of grade 13 increased from 10.6% to 14.1%, which is significantly above their representation of 6.2% in the permanent workforce at the end of FY 2017.

The number of Asian Americans in grade 13 decreased 15.4% from 13 to 11. Their portion of grade 13 decreased from 10.6% to 9.1%, which is slightly above their representation of 8.1% in the permanent workforce at the end of FY 2017. The number of Asian American women remained constant at 7. Their portion of grade 13 slightly increased from 5.7% to 5.8%, which is above their representation of 5% in the permanent workforce at the end of FY 2017. The number of Asian American men decreased from 6 to 4. Their portion of grade 13 slightly decreased from 4.9% to 3.3%, which is slightly above their representation of 3.1% in the permanent workforce at the end of FY 2017.

Native Hawaiians or Other Pacific Islanders in grade 13 were not represented at the end of FY 2016 or FY 2017.

The number of American Indians or Alaskan Natives in grade 13 decreased 50% from 2 to 1. Their portion of grade 13 decreased from 1.6% to 0.8%, which is slightly above their representation of 0.5% in the permanent workforce at the end of FY 2017. The number of American Indian or Alaskan Native women decreased from 2 to 1. Their portion of grade 13 decreased from 1.6% to 0.8%, which is above their representation of 0.3% in the permanent workforce at the end of FY 2017. American Indian or Alaskan Native men were not represented at the end of FY 2016 or FY 2017.

The number of persons of two or more races in grade 13 increased to 1. Their portion of grade 13 increased from 0% to 0.8%, which is above their representation of 0.2% in the permanent workforce at the end of FY 2017. The number of men of two or more races in grade 13 increased from 0 to 1. Women of two or more races were not represented at the end of FY 2016 and FY 2017.

Americans with targeted disabilities in grade 13 decreased from 2 to 0. The number of Americans with targeted disabilities in grade 13 decreased from 2 to 0. Americans with targeted disabilities were not represented in the permanent workforce at the end of FY 2017.

ATTORNEY WORKFORCE

Attorneys accounted for 58.1% of the FTC's permanent workforce at the end of FY 2016, compared to 58.7% at the end of FY 2017.¹ The number of employees in the attorney workforce increased slightly from 625 in FY 2016 to 626 in FY 2017. (See Table A6). A review of the attorney workforce shows:

- ***The number of women in the attorney workforce decreased 0.3% from 309 to 308.*** Their portion of the FTC's attorney workforce decreased slightly from 49.4% to 49.2%, which is significantly above their RCLF of 32.8%. The number of men in the attorney workforce increased 0.6% from 316 to 318. Their portion of the FTC's attorney workforce increased slightly from 50.6% to 50.8%, which is below their RCLF of 67.2%.
- ***The number of racial minorities in the attorney workforce increased 5.2% from 115 to 121.*** Racial minorities' portion of the FTC's attorney workforce increased slightly from 18.4% to 19.3%, which is above their RCLF of 13.2%.
- ***The number of Hispanic Americans in the attorney workforce remained constant at 25.*** Their portion of the attorney workforce remained constant at 4%, which is below their RCLF of 4.3%. The number of Hispanic American women decreased 5.9% from 17 to 16. Their portion of the attorney workforce decreased slightly from 2.7% to 2.6%, which is above their RCLF of 1.8%. The number of Hispanic American men increased 12.5% from 8 to 9. Their portion of the attorney workforce increased slightly from 1.3% to 1.4%, which is below their RCLF of 2.5%.
- ***The number of White Americans in the attorney workforce decreased 1% from 510 to 505.*** Their portion of the attorney workforce decreased slightly from 81.6% to 80.6%, which is below their RCLF of 86.7%. The number of White American women decreased 1.7% from 234 to 230. Their portion of the attorney workforce decreased slightly from 37.4% to 36.7%, which is significantly above their RCLF of 26.4%. The number of White American men decreased 0.4% from 276 to 275. Their portion of the attorney workforce decreased slightly from 44.2% to 43.9%, which is below their RCLF of 60.3%.

¹ MD-715 requires analysis of occupations having 100 or more employees. The FTC's attorney workforce is the only occupation that has 100 or more employees.

- ***The number of Black Americans in the attorney workforce increased 21.9% from 32 to 39.*** Their portion of the attorney workforce increased slightly from 5.1% to 6.3%, which is above their RCLF of 4.7%. The number of Black American women increased 21.1% from 19 to 23. Their portion of the attorney workforce increased slightly from 3% to 3.7%, which is above their RCLF of 2.6%. The number of Black American men increased 23.1% from 13 to 16. Their portion of the attorney workforce increased from 2.1% to 2.6%, which is above their RCLF of 2.1%.
- ***The number of Asian Americans in the attorney workforce decreased 1.8% from 56 to 55.*** Their portion of the attorney workforce decreased slightly from 9% to 8.8%, which is above their RCLF of 3.5%. The number of Asian American women remained constant at 38. Their portion of the attorney workforce remained constant at 6.1%, which is significantly above their RCLF of 1.7%. The number of Asian American men decreased 12.5% from 18 to 17. Their portion of the attorney workforce decreased slightly from 2.9% to 2.7%, which is above their RCLF of 1.8%.
- ***Native Hawaiians or Other Pacific Islanders in the attorney workforce remained constant at 1.*** Their portion of the attorney workforce remained constant at 0.2%, which is above their RCLF of 0.03%. Native Hawaiians or Other Pacific Islanders women were not represented in the attorney population at the end of FY 2016 or FY 2017. The number of Native Hawaiians or Other Pacific Islanders men remained constant at 1. Their portion of the attorney workforce remained constant at 0.2%, which is above their RCLF of 0.02%.
- ***The number of American Indian or Alaska Natives in the attorney workforce remained constant at 1.*** Their portion of the attorney workforce remained constant at 0.2%, which matches their RCLF of 0.2%. The number of American Indian or Alaska Native women remained constant at 1. Their portion of the attorney workforce remained constant at 0.2%, which is slightly above their RCLF of 0.1%. American Indian or Alaska Native men were not represented in the attorney population at the end of FY 2016 or FY 2017.
- ***Persons of two or more races in the attorney workforce were not represented in the attorney population in FY 2016 or FY 2017.*** Their RCLF is 0.4%.
- ***2The number of attorneys with targeted disabilities increased from 1 to 3.*** Their representation remained less than 1% of the attorney workforce. There is no RCLF for Americans with targeted disabilities.

ATTORNEY WORKFORCE IN GRADES 13-15

Attorneys in grades 13-15 accounted for 54.3% of the FTC's permanent workforce at the end of FY 2016, compared to 55% at the end of FY 2017. The number of attorneys in grades 13-15 increased 0.3% from 584 to 586.

Grade 15

The number of attorneys in grade 15 increased 2.2% from 453 to 463. These attorneys accounted for 72.5% of the FTC's attorney workforce at the end of FY 2016, compared to 74% at the end of FY 2017. (See Table A6).

The number of women in the grade 15 attorney workforce increased 0.9% from 224 to 226. Their representation in the grade 15 attorney workforce decreased slightly from 49.4% to 48.8%, which is slightly below their representation of 49.2% of the FTC's attorney workforce. The number of men in the grade 15 attorney workforce increased 3.5% from 229 to 237. Their representation in the grade 15 attorney workforce increased slightly from 50.6% to 51.2%, which is slightly above their representation of 50.8% of the FTC's attorney workforce at the end of FY 2017.

The number of Hispanic Americans in the grade 15 attorney workforce increased 6.3% from 16 to 17. Hispanic Americans' representation in the grade 15 attorney workforce increased slightly from 3.5% to 3.7%, which is slightly below their representation of 4% of the FTC's attorney workforce at the end of FY 2017. Hispanic American women's representation in the grade 15 attorney workforce remained constant at 2.2%, which is below their representation of 2.6% of the FTC's attorney workforce at the end of FY 2017. Hispanic American men's representation in the grade 15 attorney workforce increased slightly from 1.3% to 1.5%, which is slightly above their representation of 1.4% of the FTC's attorney workforce at the end of FY 2017.

The number of White Americans in the grade 15 attorney workforce increased 1.6% from 377 to 383. Their representation in the grade 15 attorney workforce decreased slightly from 83.2% to 82.7%, which is slightly above their representation of 80.6% of the FTC's attorney workforce at the end of FY 2017. White American women's representation in the grade 15 attorney workforce decreased slightly from 38.2% to 37.1%, which is slightly above their representation of 36.7% of the FTC's attorney workforce at the end of FY 2017. White American men's representation in the grade 15 attorney workforce increased slightly from 45% to 45.6%, which is above their representation of 43.9% of the FTC's attorney workforce at the end of FY 2017.

The number of Black Americans in the grade 15 attorney workforce increased 9.5% from 21 to 23. Black Americans' representation in the grade 15 attorney workforce increased slightly from 4.7% to 5%, which is slightly below their representation of 6.3% of the FTC's attorney workforce at the end of FY 2017. Black American women's representation in the grade 15 attorney workforce decreased slightly from 3.1% to 3%, which is below their representation of

3.7% of the FTC's attorney workforce at the end of FY 2017. Black American men's representation in the grade 15 attorney workforce increased slightly from 1.6% to 1.9%, which is below their representation of 2.6% of the FTC's attorney workforce at the end of FY 2017.

The number of Asian Americans in the grade 15 attorney workforce increased 2.7% from 37 to 38. Asian Americans' representation in the grade 15 attorney workforce increased slightly from 8.1% to 8.2%, which is above their representation of 8.8% of the FTC's attorney workforce at the end of FY 2017. Asian American women's representation in the grade 15 attorney workforce increased from 5.7% to 6.3%, which is slightly above their representation of 6.1% of the FTC's attorney workforce at the end of FY 2017. Asian American men's representation in the grade 15 attorney workforce decreased slightly from 2.4% to 1.9%, which is below their representation of 2.7% of the FTC's attorney workforce at the end of FY 2017.

Native Hawaiians or Other Pacific Islanders in the grade 15 attorney workforce remained constant at 1 at the end of FY 2017.

American Indians or Alaskan Natives in the grade 15 attorney workforce remained constant at 1 at the end of FY 2017.

Persons of two or more races were not represented in the grade 15 attorney workforce at the end of FY 2017.

Americans with targeted disabilities in the grade 15 attorney workforce increased from 1 to 3. Their representation remained less than 1% of the attorney workforce at the end of FY 2017.

Grade 14

The number of attorneys in grade 14 decreased 1% from 99 to 98. These attorneys accounted for 15.8% of the FTC's attorney workforce at the end of FY 2016, compared to 15.7% at the end of FY 2017.

The number of women in the grade 14 attorney workforce increased 2.7% from 51 to 52. Their representation in the grade 14 attorney workforce increased slightly from 51.5% to 53.1%, which is above their representation of 49.2% of the FTC's attorney workforce at the end of FY 2017. The number of men in the grade 14 attorney workforce decreased 4.2% from 48 to 46. Their representation in the grade 14 attorney workforce decreased from 48.5% to 46.9%, which is below their representation of 50.8% of the FTC's attorney workforce at the end of FY 2017.

The number of Hispanic Americans in the grade 14 attorney workforce decreased 50% from 8 to 4. Their representation in the grade 14 attorney workforce decreased from 8.1% to 4.1%, which is slightly above their representation of 4% of the FTC's attorney workforce at the end of FY 2017. Hispanic American women's representation in the grade 14 attorney workforce decreased from 5.1% to 3.1%, which is slightly above their representation of 2.6% of the FTC's

attorney workforce at the end of FY 2017. Hispanic American men's representation in the grade 14 attorney workforce decreased from 3% to 1%, which is below their representation of 1.4% of the FTC's attorney workforce at the end of FY 2017.

The number of White Americans in the grade 14 attorney workforce decreased 4.1% from 74 to 71. Their representation in the grade 14 attorney workforce decreased slightly from 74.8% to 72.5%, which is below their representation of 80.6% of the FTC's attorney workforce at the end of FY 2017. White American women's representation in the grade 14 attorney workforce increased from 37.4% to 38.8%, which is slightly above their representation of 36.7% of the FTC's attorney workforce at the end of FY 2017. White American men's representation in the grade 14 attorney workforce decreased slightly from 37.4% to 33.7%, which is below their representation of 43.9% of the FTC's attorney workforce at the end of FY 2017.

The number of Black Americans in the grade 14 attorney workforce increased 50% from 8 to 12. Their representation in the grade 14 attorney workforce increased from 8.1% to 12.2%, which is significantly above their representation of 6.3% of the FTC's attorney workforce at the end of FY 2017. Black American women's representation in the grade 14 attorney workforce increased from 3% to 6.1%, which is above their representation of 3.7% of the FTC's attorney workforce at the end of FY 2017. Black American men's representation in the grade 14 attorney workforce increased from 5.1% to 6.1%, which is significantly above their representation of 2.6% of the FTC's attorney workforce at the end of FY 2017.

The number of Asian Americans in the grade 14 attorney workforce increased 22.2% from 9 to 11. Their representation in the grade 14 attorney workforce increased from 9.1% to 11.2%, which is significantly above their representation of 8.8% of the FTC's attorney workforce at the end of FY 2017. Asian American women's representation in the grade 14 attorney workforce decreased from 6.1% to 5.1%, which is slightly below their representation of 6.1% of the FTC's attorney workforce at the end of FY 2017. Asian American men's representation in the grade 14 attorney workforce increased from 3% to 6.1%, which is significantly above their representation of 2.7% of the FTC's attorney workforce at the end of FY 2017.

Native Hawaiians or Other Pacific Islanders were not represented in the grade 14 attorney workforce at the end of FY 2017.

American Indians or Alaskan Natives were not represented in the grade 14 attorney workforce at the end of FY 2017.

Persons of two or more races were not represented in the grade 14 attorney workforce at the end of FY 2017.

Americans with targeted disabilities were not represented in the grade 14 attorney workforce at the end of FY 2017.

Grade 13

The number of attorneys in grade 13 decreased 21.9% from 32 to 25. These attorneys accounted for 5.1% of the FTC's attorney workforce at the end of FY 2016, compared to 4% at the end of FY 2017.

The number of women in the grade 13 attorney workforce decreased 12.5% from 16 to 14. Their representation in the grade 13 attorney workforce increased from 50% to 56%, which is above their representation of 49.2% of the FTC's attorney workforce at the end of FY 2017. The number of men in the grade 13 attorney workforce decreased 31.3% from 16 to 11. Their representation in the grade 13 attorney workforce decreased from 50% to 44%, which is below their representation of 50.8% of the FTC's attorney workforce at the end of FY 2017.

The number of Hispanic Americans in the grade 13 attorney workforce remained constant at 1. Their representation in the grade 13 attorney workforce increased slightly from 3.1% to 4%, which matches their representation of 4% of the FTC's attorney workforce at the end of FY 2017. Hispanic American women's representation in the grade 13 attorney workforce increased from 3.1% to 4%, which exceeds their representation of 2.6% of the FTC's attorney workforce at the end of FY 2017. Hispanic American men were not represented in the grade 13 attorney workforce at the end of FY 2017.

The number of White Americans in the grade 13 attorney workforce decreased 11.1% from 24 to 18. Their representation in the grade 13 attorney workforce decreased slightly from 75.1% to 72%, which is below their representation of 80.6% of the FTC's attorney workforce at the end of FY 2017. White American women's representation in the grade 13 attorney workforce increased slightly from 31.3% to 32%, which is below their representation of 36.7% of the FTC's attorney workforce at the end of FY 2017. White American men's representation in the grade 13 attorney workforce decreased from 43.8% to 40%, which is below their representation of 43.9% of the FTC's attorney workforce at the end of FY 2017.

The number of Black Americans in the grade 13 attorney workforce remained constant at 2. Their representation in the grade 13 attorney workforce increased from 6.3% to 8%, which is above their representation of 6.3% of the FTC's attorney workforce at the end of FY 2017. Black American women's representation in the grade 13 attorney workforce increased from 6.3% to 8%, which is above their representation of 3.7% of the FTC's attorney workforce at the end of FY 2017. Black American men were not represented in the grade 13 attorney workforce at the end of FY 2017.

The number of Asian Americans in the grade 13 attorney workforce decreased 20% from 5 to 4. Their representation in the grade 13 attorney workforce increased slightly from 15.7% to 16%, which is significantly above their representation of 8.8% of the FTC's attorney workforce at the end of FY 2017. Asian American women's representation in the grade 13 attorney workforce increased from 9.4% to 12%, which is above their representation of 6.1% of the FTC's attorney workforce at the end of FY 2017. Asian American men's representation

decreased from 6.3% to 4%, which is above their representation of 2.7% of the FTC's attorney workforce at the end of FY 2017.

Native Hawaiians or Other Pacific Islanders were not represented in the grade 13 attorney workforce at the end of FY 2017.

American Indians or Alaskan Natives were not represented in the grade 13 attorney workforce at the end of FY 2017.

Persons of two or more races were not represented in the grade 13 attorney workforce at the end of FY 2017.

Americans with targeted disabilities were not represented in the grade 13 attorney workforce at the end of FY 2017.

OFFICIALS AND MANAGERS

Management level employees accounted for 37% of the FTC's permanent workforce. The number of management employees decreased from 405 to 394. (See Table A3). There are four occupational categories in the management workforce: Executive/Senior Level (ESL), (GS-15 and above); Mid-Level Grades (MLG), (Grades 13-14); First-Level (Grades 12 and below); and Other Management Officials.²

² EEOC's occupational categories for other management officials (Nonsupervisory Employees) include the following Office of Personnel Management occupations and series: Security Administration (0080), Equal Employment Opportunity (0260), Miscellaneous Administration & Program (0301), Administrative Officer (0341), Support Services Administration (0342), Management Program Analysis (0343), Financial Administration & Program (0501), Financial Management (0505), Budget Analysis (0560), Economists (0110), Attorney (0905), General Business & Industry (1101), Contracting (1102), Financial Analysis (1160), Building Management (1176), Facility Operations (1640), Printing Management (1654), and General Inspection, Investigation & Compliance (1801).

The Executive/Senior Level managers and officials include employees in pay plans GS/GM Grade 15, SES, EX, and AJ with supervisory codes 2, 4, and 5. The Other Management Officials occupational category includes employees in selected series with supervisory codes 7 and 8. The following statistical snapshot shows the percent of representation in the Executive/Senior level.

**Percent of Executive/Senior level (GS-15 and above) Workforce
by Race/Ethnicity and Gender**

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
% of ESL 2016	1.1	1.7	50.3	32.6	2.3	5.7	1.1	4.6	0.6	0.0	0.0	0.0	0.0	0.0
% of FTC 2016	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.4	0.1	0.1
% of ESL 2017	1.8	1.8	49.7	32.8	1.8	5.9	0.6	5.3	0.6	0.0	0.0	0.0	0.0	0.0
% of FTC 2017	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.1	0.2	0.3	0.1	0.1

This snapshot of Executive/Senior Level positions reflects that all groups were represented in the ESL workforce except Native Hawaiian or Other Pacific Islander women, American Indian or Alaskan Native men and women, and men and women of two or more races at the end of FY 2017. Hispanic women, Black men and women, and Asian men in the ESL workforce were lower than their percentage of the FTC workforce. The percentage of Hispanic men, White men and women, Asian women, and Native Hawaiian or Other Pacific Islander men in the ESL workforce were higher than their percentage of the FTC workforce.

In FY 2016, all groups were represented in the ESL workforce except Native Hawaiian or Other Pacific Islander women, American Indian or Alaskan Native men and women, and men and women of two or more races at the end of FY 2016. Hispanic men and women, Black men and women, and Asian men and women in the ESL workforce were lower than their percentage of the FTC workforce. The percentage of White men and women and Native Hawaiian or Other Pacific Islander men in the ESL workforce were higher than their percentage of the FTC workforce.

**Percent of Mid-Level Grades 13-14 Officials and Managers
by Race/Ethnicity and Gender**

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
% MLG 2016	0.0	0.0	29.4	35.3	0.0	17.7	5.9	5.9	0.0	5.9	0.0	0.0	0.0	0.0
% of FTC 2016	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.1	0.1	0.1
% MLG 2017	5.3	0.0	36.8	21.1	5.3	15.8	5.3	5.3	0.0	5.3	0.0	5.3	0.0	0.0
% of FTC 2017	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.1	0.2	0.3	0.1	0.1

Total employees in the MLG workforce at the end of FY 2016 was 17 compared to 19 at the end of FY 2017. Hispanic men, Black women, Asian men and women, Native Hawaiian or Pacific Islander women, and American Indian or Alaskan Native women in the MLG workforce were higher than their percentage of the FTC workforce at the end of FY 2017. White men and women and Black men in the MLG workforce had a lower representation than their percentage of the FTC workforce. Hispanic women, Native Hawaiian or Other Pacific Islander men, American Indian or Alaskan Native men, and men and women of two or more races were not represented in the MLG positions in FY 2017.

FY 2016, White women, Black women, Asian men and women, and Native Hawaiian or Pacific Islander women in the MLG workforce were higher than their percentage of the FTC workforce. White men in the MLG workforce had a lower representation than their percentage of the FTC workforce. Hispanic men and women, Black men, Native Hawaiian or Other Pacific Islander men, American Indian or Alaskan Native men and women, and men and women of two or more races were not represented in the MLG positions in FY 2016.

PROFESSIONAL WORKFORCE

Professional employees accounted for 629 or 58.5% of the FTC’s workforce at the end of FY 2016, compared to 637 or 59.8% at the end of FY 2017. The chart below shows the percent of representation of the FTC’s permanent, professional workforce at the end of FY 2016 and FY 2017.

Percent of Professional Employees by Race/Ethnicity and Gender Groups

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
% of Professional 2016	1.6	2.2	45.8	32.6	3.5	3.7	4.3	5.6	0.2	0.0	0.2	0.5	0.0	0.0
% of FTC 2016	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.4	0.1	0.1
% of Professional 2017	1.4	2.2	44.9	32.2	4.2	4.6	4.1	5.8	0.2	0.0	0.2	0.3	0.0	0.0
% of FTC 2017	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.1	0.2	0.3	0.1	0.1

In FY 2017, all groups were represented in the professional workforce except Native Hawaiian or Other Pacific Islander women and men and women of two or more races. White men and women, and Asian men and women in the professional workforce exceeded their representation in the FTC workforce. Hispanic men and women, and Black men and women in the professional workforce had a lower representation than their percentage of the FTC workforce at the end of FY 2017. Native Hawaiian or Other Pacific Islander men and American Indian/Alaskan Native men and women in the professional workforce equaled their representation in the FTC workforce at the end of FY 2017.

In FY 2016, all groups were represented in the professional workforce except Native Hawaiian or Other Pacific Islander women, and men and women of two or more races. White men and women, Asian men and women, and American Indian/Alaskan Native women in the professional workforce exceeded their representation in the FTC workforce. Hispanic men and women, and Black men and women in the professional workforce had a lower representation than their percentage of the FTC workforce at the end of FY 2016. Native Hawaiian or Other Pacific Islander men and American Indian or Alaskan Native men in the professional workforce equaled their representation in the FTC workforce at the end of FY 2016.

Administrative Support Workforce

Administrative support employees accounted for 40 or 3.7% of the FTC’s workforce at the end of FY 2016, compared to 33 or 3.1% at the end of FY 2017. The chart below shows the percent of representation of the FTC’s permanent administrative support workforce at the end of FY 2016 and FY 2017.

Percent of Administrative Support Workforce by Race/Ethnicity and Gender Groups

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
% of ASP 2016	0.0	15.0	2.5	7.5	12.5	52.5	0.0	5.0	0.0	0.0	0.0	2.5	0.0	2.5
% of FTC 2016	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.4	0.1	0.1
% of ASP 2017	0.0	15.2	0.0	9.1	12.1	54.6	0.0	3.0	0.0	0.0	0.0	3.0	0.0	3.0
% of FTC 2017	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.1	0.2	0.3	0.1	0.1

At the end of FY 2017, all groups were represented in the administrative support workforce except Hispanic men, White men, Asian men, Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native men, and men of two or more races. Hispanic women, Black men and women, American Indian or Alaskan Native women, and women of two or more races in the administrative support workforce exceeded their percentage of the FTC workforce at the end of FY 2017. White women and Asian women in the administrative support workforce had a lower representation than their percentage of the FTC workforce at the end of FY 2017.

At the end of FY 2016, all groups were represented in the administrative support workforce except Hispanic men, White men, Asian men, Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native men, and men of two or more races. Black men and women, Hispanic women, American Indian or Alaskan Native women, and women of two or more races in the administrative support workforce exceeded their percentage of the FTC workforce at the end of FY 2016. White women and Asian women in the administrative support workforce had a lower representation than their percentage of the FTC workforce at the end of FY 2016.

APPLICANTS
Fiscal Year 2017 Applicant Flow Data Summary

	Hispanic or Latino		White		African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races		
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
Attorney Series 0905															
Voluntarily Identified	%	7.5	3.9	36.1	20.3	7.7	11.8	3.4	6.4	0.4	0.0	0.3	0.4	1.2	0.7
Qualified of those Identified	%	7.2	3.8	37.7	20.5	7.4	11.0	3.6	5.9	0.5	0.0	0.3	0.4	1.0	0.7
Selected of those Identified	%	0.0	11.1	33.3	33.3	0.0	11.1	0.0	11.1	0.0	0.0	0.0	0.0	0.0	0.0
RCLF	%	2.5	1.8	60.3	26.4	2.1	2.6	1.8	1.7	0.02	0.01	0.1	0.1	0.2	0.2

Applicant flow data was collected by the FTC through Monster Government Solutions. The data is limited to the applicants who responded to the voluntary electronic survey. The FTC received 2,379 attorney applications for all vacancies that closed in FY 2017. Monster Government Solutions captured separately, responses based on race, ethnicity, and gender. Therefore, the data does not reflect how many individuals of a particular race, ethnicity, or gender applied for a position. The race, ethnicity, or gender of an individual selected for a position may not be reflected, if the individual did not respond to the voluntary electronic survey. The applicant flow data show that 68.5% of all attorney applicants responded to the RNO form. Approximately, 11.4% self-identified as Hispanic or Latino, 56.4% self-identified as White, 19.5% self-identified as Black, 9.8% self-identified as Asian, 0.4% self-identified as Native Hawaiian or Other Pacific Islander, 0.7% self-identified as American Indian or Alaskan Native, and 1.9% self-identified as two or more races. (See Table A7)

NEW HIRES
Percent of New Hires by Race/Ethnicity and Gender Groups

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
FY 2016	2.9	0.0	30.0	27.1	12.9	20.0	4.3	1.4	0.0	0.0	0.0	0.0	1.4	0.0
FY 2017	0.0	3.1	32.3	23.1	9.2	20.0	6.2	6.2	0.0	0.0	2.5	0.0	0.0	0.0
CLF 2010	5.2	4.8	38.3	34.0	5.5	6.5	2.0	1.9	0.1	0.1	0.6	0.5	0.3	0.3

In FY 2017, total permanent new hires decreased 11.4% from 70 to 62. (See Table A8). This snapshot shows that Black men and women, Asian men and women, and American Indian or Alaskan Native men were hired at a percentage higher than their availability in the CLF. Hispanic women and White men and women were hired at a rate lower than their availability in the CLF at the end of FY 2017. No new hires were identified as Hispanic men, Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native women, and men and women of two or more races at the end of FY 2017.

In FY 2016, total permanent new hires decreased 36.9% from 111 to 70. (See Table A8). This snapshot shows that Black men and women, Asian men, and men of two or more races were hired at a hired percentage higher than their availability in the CLF. Hispanic men, White men and women, and Asian women were hired at a rate lower than their availability in the CLF at the end of FY 2016. No new hires were identified as Hispanic women, Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native men and women, and women of two or more races at the end of FY 2016.

Percent of Attorney New Hires by Race/Ethnicity and Gender Group

	Hispanic American		White American		Black/African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
FY 2016	0.0	0.0	40.0	45.0	0.0	10.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FY 2017	0.0	0.0	35.5	25.8	9.7	16.1	6.5	6.5	0.0	0.0	0.0	0.0	0.0	0.0
RCLF	2.5	1.8	60.3	26.4	2.1	2.6	1.8	1.7	0.02	0.01	0.1	0.1	0.2	0.2

Of total new hires, 31 or 50% were attorneys. (See Table A8). Black men and women and Asian men and women were hired at a percentage higher than their percent of the RCLF in FY 2017. White men and women were hired at a percentage lower than their percent of the RCLF in FY 2017. Hispanic men and women, Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native men and women, and men and women of two or more races were not represented in the newly hired attorney pool in FY 2017.

**Percent of Permanent New Hires into Grade 13-15 by
Race/Ethnicity and Gender Groups**

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Grade 13														
% of New Hires FY 2016	10.5	0.0	31.6	31.6	10.5	10.5	0.0	5.3	0.0	0.0	0.0	0.0	0.0	0.0
% of New Hires FY 2017	0.0	0.0	23.1	15.4	7.7	38.5	0.0	15.4	0.0	0.0	0.0	0.0	0.0	0.0
Grade 14														
% of New Hires FY 2016	0.0	0.0	30.8	38.5	0.0	30.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% of New Hires FY 2017	0.0	5.3	31.6	15.8	15.8	15.8	15.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Grade 15														
% of New Hires FY 2016	0.0	0.0	37.5	25.0	6.3	18.8	12.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% of New Hires FY 2017	0.0	0.0	50.0	25.0	12.5	0.0	0.0	12.5	0.0	0.0	0.0	0.0	0.0	0.0
CLF	5.2	4.8	38.3	34.0	5.5	6.5	2.0	1.9	0.1	0.1	0.6	0.5	0.3	0.3

In FY 2017, there were 40 new hires at the 13-15 grade levels. Hispanic women accounted for 2.5%, White men accounted for 32.5%, White women accounted for 17.5%, Black men accounted for 12.5%, Black women accounted for 20%, Asian men accounted for 7.5%, and Asian women accounted for 7.5% of new hires at the 13-15 grade levels. Hispanic men, Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native men and women, and men and women of two or more races were not represented in the new hires at the 13-15 grade levels in FY 2017.

Table A-11 includes the FTC's internal selections for senior level positions (GS 13-15 and SES) for FY 2017.

SEPARATIONS

The separation snapshot below reflects the total permanent workforce. The separations are divided between voluntary and involuntary separations. The benchmark used to evaluate progress is the permanent FTC workforce.

Percent of Separations by Race/Ethnicity and Gender Groups

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Voluntary														
% of Separations 2016	1.0	3.9	41.8	25.2	8.7	13.6	1.0	3.9	0.0	0.0	0.0	1.0	0.0	0.0
% of FTC 2016	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.4	0.1	0.1
% of Separations 2017	2.7	2.7	36.0	28.0	4.0	14.7	6.7	4.0	0.0	0.0	0.0	1.3	0.0	0.0
% of FTC 2017	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.09	0.2	0.3	0.1	0.1
Involuntary														
% of Separations 2016	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% of FTC 2016	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.4	0.1	0.1
% of Separations 2017	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
% of FTC 2017	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.1	0.2	0.3	0.1	0.1

In FY 2017, the number of voluntary separations totaled 75. (See Table A14). Hispanic men and women, Black women, Asian men, and American Indian or Alaskan Native women separated at a percentage higher than their representation in the FTC workforce. White men and women, Black men, and Asian women separated at a percentage lower than their representation in the FTC workforce. Native Hawaiian or Other Pacific Islander men and women, American Indian/Alaskan Native men, and men and women of two or more races were not represented in the voluntary separations at the end of FY 2017.

In FY 2016, the number of voluntary separations totaled 103. (See Table A14). Hispanic women, White men, and Black men and women, and American Indian or Alaskan Native women

separated at a percentage higher than their representation in the FTC workforce. Hispanic men, White women, and Asian men and women separated at a percentage lower than their representation in the FTC workforce. Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native men, and men and women of two or more races were not represented in the voluntary separations at the end of FY 2016.

**PROMOTIONS, TRAINING OPPORTUNITIES,
AND PERFORMANCE INCENTIVES**

The tables below reflect promotion data, training opportunities, and performance incentives. The benchmark used to evaluate the distribution and progress is the total permanent workforce. An additional benchmark comparison is the “feeder grades,” or those grades that typically feed into the promoted positions.

FY 2016														
	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Employees Eligible for Promotion	1.9	3.7	35.8	27.4	7.4	13.0	4.7	5.1	0.0	0.0	0.0	0.5	0.5	0.0
Time-in-grade in excess of minimum														
1-12 months	2.5	0.0	40.0	22.5	7.5	15.0	5.0	5.0	0.0	0.0	0.0	2.5	0.0	0.0
13-24 months	5.9	5.9	23.5	29.4	5.9	17.7	0.0	11.8	0.0	0.0	0.0	0.0	0.0	0.0
25+ months	2.1	8.5	29.8	34.0	6.4	8.5	2.1	8.5	0.0	0.0	0.0	0.0	0.0	0.0
FY 2017														
	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Employees Eligible for Promotion	0.0	2.3	29.9	32.2	6.9	14.9	6.9	5.8	0.0	0.0	0.0	1.2	0.0	0.0
Time-in-grade in excess of minimum														
1-12 months	2.4	4.8	47.6	26.2	4.8	9.5	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0
13-24 months	0.0	0.0	43.8	18.8	12.5	12.5	6.3	6.3	0.0	0.0	0.0	0.0	0.0	0.0
25+ months	2.2	4.4	26.7	35.6	8.9	13.3	2.2	6.7	0.0	0.0	0.0	0.0	0.0	0.0

The career ladder, time-in-grade, snapshot shows the number of FTC employees who were eligible for promotion at the end of FY 2016 and FY 2017 and the time-in-grade in excess of the minimum. (See Table A10). No meaningful conclusion can be drawn from this data comparing eligible candidates for promotion in all FTC job series. In addition, other factors such as the time spent in grade at other agencies and performance evaluations affect promotions.

Percent of Promotions by Race/Ethnicity and Gender Groups

	Hispanic American		White American		Black/African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Promotions FY 2016	3	3	57	37	10	20	7	6	0	0	1	1	0	0
%	2.1	2.1	39.3	25.5	6.9	13.8	4.8	4.1	0.0	0.0	0.7	0.7	0.0	0.0
% of FTC 2016	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.4	0.1	0.1
Promotions FY 2017	1	1	45	29	8	20	6	9	0	0	0	1	0	0
%	0.8	0.8	37.5	24.2	6.7	16.7	5.0	7.5	0.0	0.0	0.0	0.8	0.0	0.0
% of FTC 2017	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.1	0.2	0.3	0.1	0.1

In FY 2017, all groups, except Native Hawaiian or Other Pacific Islander men and women, American Indian or Alaskan Native men, and men and women of two or more races received promotions. Black men and women, Asian men and women, and American Indian or Alaskan Native women received promotions at a rate that exceeded their percent of representation in the FTC workforce at the end of FY 2017.

In FY 2016, all groups, except Native Hawaiian or Other Pacific Islander men and women, and men and women of two or more races received promotions. Hispanic men, Black men and women, Asian men, and American Indian or Alaskan Native men and women received promotions at a rate that exceeded their percent of representation in the FTC workforce at the end of FY 2016.

Average Grade by Race/Ethnicity and Gender Groups

Fiscal Year	All Employees	Hispanic American		White American		Black/African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
All GS Employees															
2013	13.5	13.2	13.3	14.0	13.9	12.3	11.5	14.1	13.7	15.0	10.5	11.0	9.3	14.0	9.0
2014	13.6	13.8	12.7	14.1	15.9	12.4	11.5	14.3	13.1	13.8	12.0	11.0	14.0	0.0	9.0
2015	13.7	13.7	13.0	14.2	14.1	12.5	11.0	13.9	14.0	15.0	12.7	12.5	12.0	0.0	9.5
2016	13.8	13.9	12.8	14.3	14.2	12.5	11.9	14.1	14.1	15.0	14.0	13.0	12.0	12.0	9.0
2017	13.9	14.2	13.1	14.4	14.2	12.8	12.1	14.1	14.1	15.0	14.0	13.0	11.7	13.0	9.0

In FY 2017, the number of permanent General Schedule employees was 1066. The largest percentage of the FTC workforce is concentrated in grades 13-15. All EEO groups have the largest percentages of their workforces in this grouping. Of the permanent employees, 19 (1.8%) were in grades 4-8, 157 (14.7%) were in grades 9-12, and 852 (79.9%) were in grades 13-15 at the end of FY 2017. At the end of FY 2017, the average grade of Hispanic women, Black men and women, American Indian or Alaskan Native men and women, and men and women of two or more races was below the overall average grade of permanent FTC employees.

Percent of Awards by Race/Ethnicity and Gender Groups

	Hispanic American		White American		Black/ African American		Asian American		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
FY 2016														
Time-Off 1-9 hrs.	0.5	1.5	37.9	32.3	7.1	9.6	3.5	7.6	0.0	0.0	0.0	0.0	0.0	0.0
Time-Off 9+ hrs.	1.8	2.7	35.6	35.6	1.8	13.1	2.7	5.4	0.5	0.5	0.0	0.0	0.0	0.5
% Cash \$500 & Under	1.1	3.5	35.3	27.0	7.7	15.8	3.9	4.6	0.4	0.0	0.4	0.2	0.0	0.4
% Cash \$501+	1.6	2.7	39.7	29.7	4.8	12.8	3.5	4.6	0.1	0.1	0.1	0.2	0.1	0.1
% of FTC	1.8	2.4	39.5	29.8	5.7	11.8	3.3	4.7	0.2	0.1	0.2	0.4	0.1	0.1
FY 2017														
Time-Off 1-9 hrs.	1.1	2.7	34.9	31.9	7.6	12.6	3.8	3.8	0.8	0.0	0.4	0.0	0.0	0.4
Time-Off 9+ hrs.	0.9	5.1	33.2	31.8	6.9	11.1	2.8	6.5	0.0	0.0	0.0	0.5	0.5	0.9
% Cash \$500 & Under	1.2	2.3	39.7	29.4	6.2	11.1	3.5	5.0	0.7	0.0	0.1	0.3	0.1	0.4
% Cash \$501+	1.5	1.8	39.1	31.7	5.2	11.6	3.0	5.1	0.1	0.1	0.2	0.3	0.1	0.1
% of FTC	1.7	2.4	39.2	29.4	6.2	12.1	3.1	5.0	0.2	0.1	0.2	0.3	0.1	0.1

RECOGNITION AND AWARDS

Time-Off Awards

In FY 2017, 480 employees received time-off awards. A total of 6,291 hours was awarded. (See Table A13).

Time-Off Awards Between 1-9 Hours

In FY 2017, 263 time-off awards were awarded to employees in this category. The total number of hours awarded in FY 2017 was 1,867. The average number of hours awarded for men and women was 7 hours. (See Table A13). The participation rate for Hispanic employees was 3.8%,

White employees was 66.8%, Black employees was 20.2%, Asian employees was 7.6%, Native Hawaiian or Other Pacific Islander men was 0.8%, American Indian or Alaskan Native men was 0.4%, and women of two or more races was 0.4%. Native Hawaiian or Other Pacific Islander women, American Indian or Alaskan Native women, and men of two or more races were not represented in the 1-9 hour time-off awards.

Time-Off Awards Over 9 Hours

During FY 2017, 217 time-off awards were awarded to employees in this category. The total number of hours awarded was 4,424. The average number of hours awarded for men and women was 20 hours. The participation rate for Hispanic employees was 6%, White employees was 65%, Black employees was 18%, Asian employees was 9.3%, American Indian or Alaskan Native women was 0.5%, and men and women of two or more races was 1.4%. Native Hawaiian or Other Pacific Islander men and women and American Indian or Alaskan Native men were not represented in the over 9 hours time-off awards.

Cash Awards

There were 1,634 cash awards given in FY 2017. The total amount of cash awards given in FY 2017 was \$2,538,632.00.

Cash Awards (\$500 and Under)

There were 754 cash awards given in FY 2017 that totaled \$115,720.00. The average award was \$153.00. Award averages for women ranged from \$67.00 (women of two or more races) to \$194.00 (Black women). Award averages for men ranged from \$119.00 (Asian men) to \$250.00 (American Indian or Alaskan Native men and men of two or more races). On average, men and women received a \$153.50 cash award in this category.

Cash Awards (\$501 and Over)

There were 880 cash awards \$800.00 and over given in FY 2017 that totaled \$2,422,912.00. The average award was \$2,753.00. Award averages for women ranged from \$1,217.00 (American Indian or Alaskan Native women) to \$4,000.00 (Native Hawaiian or Other Pacific Islander women). Award averages for men ranged from \$800.00 (men of two or more races) to \$3,316.00 (White men). On average, men received \$3,009.00, which was \$503.00 more than women received.

Quality Step Increases

A quality step increase (QSI) is intended to recognize outstanding FTC employees by providing rapid advancement within an employee's grade of pay, and to provide an incentive for remaining in a position. Out of 304 QSIs awarded for "outstanding" performance during FY 2017, Hispanics received 15 (4.9%), Whites received 209 (68.7%), Blacks received 42 (13.8%), Asians

received 33 (10.9%), Native Hawaiian or Other Pacific Islanders men received 1 (0.3%), American Indian or Alaskan Natives women received 2 (0.7%), and women of two or more races received 2 (0.7%). Native Hawaiian or Other Pacific Islanders women, American Indian or Alaskan Native men, and men of two or more races were not represented in this category.

EEOC FORM
715-01
PART F

U.S. Equal Employment Opportunity Commission
**FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, **Kevin D. Williams, Director, Office of EEO and Workplace Inclusion** am the
GS-0905-15-10

(Insert name above)

(Insert official
title/series/grade above)

Principal EEO Director/Official for **United States Federal Trade Commission**

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

4/30/18

Date



Signature of Agency Head or Agency Head Designee

4/30/18

Date

EEOC FORM
715-01
PART G

U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL
EEO PROGRAM STATUS REPORT

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP
Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

Federal Trade Commission

For period covering October 1, 2016 to September 30, 2017

Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Measures					
The Agency Head was installed on <u>2013</u> The EEO policy statement was issued on <u>1/17/14</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			The FTC Chairman issues the EEO policy statement on an annual basis.
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X			
Are new employees provided a copy of the EEO policy statement during orientation?		X			
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X			The Director of EEO/OCI coordinates with the Director of HCMO to ensure new supervisors receive a copy of the EEO policy statement.
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X			
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X			
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X			

Federal Trade Commission		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X			

Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017		
<p>Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?</p>	X		<p>In FY 2017, the FTC Disability Program Manager provided eight training sessions for management officials. The sessions provided managers and supervisors with the skills and resources necessary for acknowledging and responding to requests and fostering an inclusive environment.</p>

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.						
Federal Trade Commission		For period covering October 1, 2016 to September 30, 2017				
Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X				
Are the duties and responsibilities of EEO officials clearly defined?		X				
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X				
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				X		
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting				X		
If not, please describe how EEO program authority is delegated to subordinate reporting components.				X		
Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X				
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X			The "State of the Agency" briefing was held on October 4, 2017.	
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections		X				

Federal Trade Commission		For period covering October 1, 2016 to September 30, 2017			
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?		X			
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X			
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure		X			
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X			
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X			
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently			X		
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204			X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204			X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X			
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X			
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017			
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems	X			
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X			
in the EEO discrimination complaint process?	X			
to participate in ADR?	X			

Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY						
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.						
Federal Trade Commission			For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X			During EEO process. Annually and as needed. EEO policy is also noted in the FTC Administrative Manual.	
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X				
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X			
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X			
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X			
Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X				

Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017			
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?			X	
If so, cite number found to have discriminated and list penalty /disciplinary action				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??	X			

Essential Element D: PROACTIVE PREVENTION

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Federal Trade Commission

For period covering October 1, 2016 to September 30, 2017

Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.				
	Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?	X			
	When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?	X			
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X			
	Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			
	Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?	X			
	Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?	X			
Compliance Indicator	Measures	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.				
	Are all employees encouraged to use ADR?	X			
	Is the participation of supervisors and managers in the ADR process required?		X		Managers and supervisors are strongly encouraged to participate in mediation.

Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017
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Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.	
Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017

Federal Trade Commission		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X			
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X			
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				X	
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X			
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X			
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?		X			
If yes, briefly describe how:					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			
Compliance Indicator		Measure has been met			

Federal Trade Commission		For period covering October 1, 2016 to September 30, 2017			
	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.				For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X			
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			
Does the agency complete the investigations within the applicable prescribed time frame?		X			
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X			
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X			

Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017
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After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		The Director of EEO/MI will make a determination on whether mediation is appropriate to resolve a dispute on a case-by-case basis. When a claim is identified for mediation, a responsible management official is notified of the request and encouraged to participate in resolving the dispute.
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Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?	X			
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Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the	X			
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Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102	X			
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Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?	X			
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Do the agency's EEO programs address all of the laws enforced by the EEOC?	X			
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Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?	X			
--	---	--	--	--

Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?	X			
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Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?	X			
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Compliance Indicator		Measure has been met			
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Federal Trade Commission		For period covering October 1, 2016 to September 30, 2017			
Measures	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.				For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO		X			
Does the agency discrimination complaint process ensure a neutral adjudication function?				X	
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.	
Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017

Federal Trade Commission		For period covering October 1, 2016 to September 30, 2017			
Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X			
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.			X		The FTC payroll processing function is with the Department of Interior.
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X			
Are procedures in place to promptly process other forms of ordered relief?		X			
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?			X		
If so, please identify the employees by title in the comments section, and state how performance is measured.		All FTC managers and supervisors, including non-attorney managers are supervisors have a Supervision/Management critical element and performance standards to meet MD-715 requirements. These management officials are evaluated on this critical element using three rating level: "Outstanding," "Satisfactory," or at the "Unacceptable" performance level.			
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?			X		

Federal Trade Commission	For period covering October 1, 2016 to September 30, 2017			
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.	Two grade 15 attorneys in the Office of General Counsel, FOIA and Employment Litigation Division.			
Have the involved employees received any formal training in EEO compliance?	X			
Does the agency promptly provide to the EEOC the following documentation for completing compliance:				
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X			
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X			
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X			
Compensatory Damages: The final agency decision and evidence of payment, if made?	X			
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X			
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X			
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X			
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X			
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X			
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X			
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X			
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X			

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 – Part H
Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Proactive Prevention of Unlawful Discrimination	The FTC has thirty-six employees in the Senior Executive Service. Four of these employees are non-white, and all are female. In addition to a low participation rate of non-white employees in the Senior Executive Service, there are zero, non-white males who are in the Senior Executive Service.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
09/30/2017	Increase the percentage of non-white employees in the Senior Executive Service.	09/30/2019		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEOWI Director	Kevin D. Williams	No
SES Hiring Officials	Various	Yes

Planned Activities Toward Completion of Objective

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Deliver training to the FTC Hiring Team to ensure targeted outreach and recruitment occurs in advance of hiring for SES vacancies.	Yes		
09/30/2018	Deliver training to the FTC Hiring Team to address implicit bias.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 – Part H
Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Responsiveness and Legal Compliance	The FTC's revised Disability Anti-Discrimination Policy and Reasonable Accommodation Procedures have to be submitted to the EEOC for approval.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
09/30/2017	Approval of revised Disability Anti-Discrimination Policy	09/30/2018		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO/IEE Director	Kevin D. Williams	Yes
Disability Program Manager	Elizabeth Kraszewski	Yes
Labor and Employment Attorney	Jill Coleman	Yes
Labor and Employment Attorney	Gail Serenco	Yes

Planned Activities Toward Completion of Objective

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
12/15/2017	Submit revised Disability Anti-Discrimination Policy to EEOC for approval	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments

EEOC FORM
 U.S. Equal Employment Opportunity Commission
 FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 – Part H Agency EEO Plan to Attain the Essential Elements of a Model EEO Program

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Efficiency	Not collecting applicant flow data, which identifies applicants on the bases of race, national origin, sex, and disability status, and the disposition of all applications.

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
02/01/2016	Increase the percentage of applicant flow data received during the agency's on-campus recruitment activities.	09/30/2020		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Hiring officials	Various	No
Chief Human Capital Officer	Vicki Barber	No
EEOWI Director	Kevin D. Williams	No

Planned Activities Toward Completion of Objective

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Conduct focus group meetings with hiring officials to determine whether it is feasible to collect RNO data during on-campus recruitment activities.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 – Part I
Agency EEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Hispanics or Latinos Participation Rate in the FTC Workforce and Employee Exit Interviews	A4, A6, A7 and A8	Hispanics/Latinos' participation rate in the FTC workforce is lower than their CLF. In addition, the participation rate is affected negatively because some Hispanics/Latinos who departed the FTC suggested that promotions and advancement opportunities were not being provided equitably.

EEO Group(s) Affected by Trigger

EEO Group
All Men
All Women
✓ Hispanic or Latino Males
✓ Hispanic or Latino Females
White Males
White Females
Black or African American Males
Black or African American Females
Asian Males
Asian Females
Native Hawaiian or Other Pacific Islander Males

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEO Group
Native Hawaiian or Other Pacific Islander Females
American Indian or Alaska Native Males
American Indian or Alaska Native Females
Two or More Races Males
Two or More Races Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	A4, A6, A7 and A8
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	Yes	In-person communications with Hispanics/Latinos who separate from the agency.
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	OPM/EEOC Report – “Annual Report to the President Hispanic Employment in the Federal Government”
Other (Please Describe)	No	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Yes	Yes

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Historically, the FTC has had a low participation rate of Hispanic/Latino employees generally, which includes attorneys. Although the FTC recruits nationwide, at all national law schools, Hispanic/Latino bar conventions, and other events, there continues to be minimal improvement in the percentage of Hispanic/Latino employees.

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Increase the participation rate of Hispanic/Latino employees, including attorneys, at all levels of the FTC workforce through targeted outreach, recruitment, and innovative retention plans.	10/01/2017	09/30/2018	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
SEPM for Hispanics/Latinos	Yvette Delgado	

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Review Employee Exit Interviews		
09/30/2018	Meet with Diversity Council leaders		
09/30/2018	Create a Task Force/Meet with Task Force		
09/30/2018	Sponsor FTC attorneys to attend the National Hispanic Bar Association Annual Convention		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Develop relationships with Hispanic/Latino Student Associations at Washington, D.C., area law schools/colleges/universities		

Report of Accomplishments

Fiscal Year	Accomplishments

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 – Part I
Agency EEO Plan to Eliminate Identified Barrier

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Data Tables	B1, B4, B6, B7 and B8	There is a low participation rate of individuals with targeted disabilities.

EEO Group(s) Affected by Trigger

EEO Group
✓ All Men
✓ All Women
Hispanic or Latino Males
Hispanic or Latino Females
White Males
White Females
Black or African American Males
Black or African American Females
Asian Males
Asian Females
Native Hawaiian or Other Pacific Islander Males
Native Hawaiian or Other Pacific Islander Females
American Indian or Alaska Native Males
American Indian or Alaska Native Females
Two or More Races Males
Two or More Races Females

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	MD-715 reports from prior years
Complaint Data (Trends)	Yes	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	Yes	Employee Exit Interview Survey reports from FY 2017
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Yes	Yes

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Institutional and attitudinal barriers – Although management and hiring officials have received some training on Schedule A Hiring Authority, additional training and guidance is needed to result in positive impact on the low participation rate of individuals with targeted disabilities being hired.

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Additional training for management and hiring officials on Schedule A Hiring Authority	09/30/2017	09/30/2018	Yes		
Develop relationships with Washington, D.C., area law schools, colleges, and universities that have groups, which support students with disabilities	09/30/2017	09/30/2018	Yes		
Select and train a Special Emphasis Program Manager, who will manage the People with Disabilities Program	09/30/2017	09/30/2018	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Disability Program Manager	Elizabeth Kraszewski	
EOWI Director	Kevin Williams	

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Develop and deliver fact sheets and other materials that discuss Schedule A Hiring Authority and instruct management and hiring officials how to use it		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Report of Accomplishments

Fiscal Year	Accomplishments

MD-715 – Part J

Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. Cluster GS-11 to SES (PWD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

The participation rate of PWDs in the GS-1 to GS-10 cluster is 3.79%, as compared to the federal goal of 12%.

The participation rate of PWDs in the GS-11 to SES cluster is 8.29%, as compared to the federal goal of 12%.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWTD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. Cluster GS-11 to SES (PWTD)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

The participation rate of PWTDs in the GS-1 to GS-10 cluster is 1.74%, as compared to the federal goal of 2%.

The participation rate of PWTDs in the GS-11 to SES cluster is .63%, as compared to the federal goal of 2%.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The FTC's Disability Program Manager (DPM) notified FTC Human Capital Management Office (HCMO) staff of the new numerical goals. The DPM also communicated the numerical goals to the Agency-Wide Diversity Council and to hiring managers during Schedule A Hiring Authority training.

Section II: Model Disability Program

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

Yes No

During FY 2015, the FTC created a DPM position. Before the onboarding of the DPM, the duties that fall under managing a model disability program were handled collaterally. These duties are now performed by the DPM in a full-time capacity. The DPM is responsible for:

- (1) Implementing the FTC's reasonable accommodation procedures consistent with this policy, governing laws and regulations, executive orders, and EEOC directives.
- (2) Providing guidance and delivering training to employees and management officials concerning the agency's reasonable accommodation procedures and disability hiring matters, and serving as a resource for information on disability issues that affect the agency.
- (3) Establishing effective tracking systems to monitor the processing of reasonable accommodation requests and affirmative employment initiatives for individuals with disabilities to include complying with all reporting and record retention requirements.
- (4) Regularly reviewing and analyzing the FTC's reasonable accommodation process and progress in the recruitment and retention of individuals with disabilities.
- (5) Regularly reviewing agency procedures to ensure that vacancy announcements and hiring and promotion procedures include information describing how applicants may submit reasonable accommodation requests.

EEOC FORM

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

(6) Managing the FTC's reasonable accommodation procedures, to include providing necessary guidance and technical assistance to managers, supervisors, employees, and applicants regarding requests for reasonable accommodation, and consulting with other agency offices and officials as necessary.

(7) Assisting FTC management officials in evaluating accommodations that have been provided to ensure their continued effectiveness.

(8) Requesting and reviewing medical information if an impairment or need for accommodation is not obvious to include having medical information reviewed by an external Medical Review Official (MRO) of the agency's choosing and at the agency's request and expense.

(9) Serving as the deciding official for reasonable accommodation requests from applicants.

(10) Participating in annual training relating to disability laws and regulations, including the provision of reasonable accommodation.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1			HR Benefits Specialists, Human Capital Management Office (HCMO), hcmoemployment@ftc.gov
Answering questions from the public about hiring authorities that take disability into account	1			Elizabeth Kraszewski, Disability Program Manager, HCMO, ekraszewski@ftc.gov
Processing reasonable accommodation requests from applicants and employees	1			Elizabeth Kraszewski, Disability Program Manager, HCMO ekraszewski@ftc.gov
Section 508 Compliance	1			Trevor Beierschmitt, Honors Paralegal, OCIO, TBeierschmitt@ftc.gov ; Section508compliance@ftc.gov

EEOC FORM

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Architectural Barriers Act Compliance	1			Brandon Bailey, Space Management Specialist, Administrative Services Office, Bbailey@ftc.gov
Special Emphasis Program for PWD and PWTD	1			Elizabeth Kraszewski, Disability Program Manager, HCMO, ekraszewski@ftc.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

Yes No

During FY 2017, the DPM completed the following trainings:

- Special Emphasis Program Management (Training offered through the EEOC)
- Absence, Leave Abuse and Medical Issues (Training offered through the Federal Employment Law Training Group (FELTG))
- Absence Due to Illness: Understanding the Family & Medical Leave Act (Training offered through FELTG)
- Telework and Leave as Reasonable Accommodation (Training offered through FELTG)
- Case Law Update and Practical Discussion on Disability Law and Reasonable Accommodation (Training offered through OPM)
- Skills for Extraordinary Customer Relations and Service (Training offered through the Small Agency Council (SAC))

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

Yes No

Funding has been made available for the provision of reasonable accommodations during FY 2017. All requests submitted have been purchased either through the FTC's budget, or have been acquired through the Computer/Electronic Accommodations Program (CAP). As CAP is a centrally funded federal program, the equipment through

CAP comes at no cost to the Commission.

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The FTC's DPM serves as the Selective Placement Program Coordinator (SPPC) and actively communicates with Schedule A candidates. In FY 2017, the DPM advised 68 Schedule A eligibles on the federal job application process and Schedule A hiring authority. In addition, the DPM developed a Schedule A resume database aimed to assist management in selecting diverse and qualified applicants. The DPM has also created an FTC account for the Workforce Recruitment Program (WRP), a recruitment and referral program that connects federal sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs.

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

The FTC's DPM/SPPC regularly communicates with and encourages Schedule A eligible individuals to apply for FTC vacancies that match their educational and employment backgrounds. When a PWD or PWTD contacts the DPM to express interest in employment at the FTC, the DPM requests a copy of the individual's resume to save in the FTC's Schedule A Eligible Resume Database. In addition, the DPM also sends FTC vacancy links posted on USAJOBS that match the PWD or PWTD's interests and skill set, when applicable. Individuals are encouraged to apply to FTC vacancies and to email the job posting ID number for which they applied, so the DPM can communicate with the Human Resources Specialist and the Hiring Manager regarding the individual's Schedule A preference and any accommodation needs if the individual is called in for an interview. Additionally, the DPM encourages hiring managers and HR Specialists to reach out and review resumes of Schedule A eligibles prior to posting a vacancy announcement on USAJOBS.

The FTC also uses authorities such as Veterans' Recruitment Appointments (VRA), Appointment of 30% or More Disabled Veterans, and Veterans Employment Opportunities Appointments (VEOA) for hiring veterans with disabilities as ways to

EEOC FORM

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

address critical hiring needs while continuing to ensure that it is recruiting and retaining a diverse group of candidates. Currently, the agency's primary recruitment efforts are focused on students and graduates of law and economic schools and programs. Our goal for FY 2018 is to broaden where practicable and broaden the applicant pool to include PWD or PWTD's, and internal recruitment methods to reach status employees in all federal agencies.

HCMO staff attends federal human resources courses, delegated examining training, and hiring flexibilities seminars, to maintain and upgrade their ability to better target the agency's recruitment efforts and improve results in attracting veterans in general, and veterans with disabilities. In addition, HCMO developed and provided pool and referral data in chart format with every selection certificate. The charts display the percentage of veterans and of applicants with disabilities who applied for a position and the percentage of applicants who were referred for consideration. This provides a visual means to highlight the applicant makeup of total and referred pools and serves as a tool in addressing their underrepresentation in the FTC workforce.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

In cases where the individual is applying for a position with assistance from the DPM/SPPC, the DPM will review the Schedule A letter presented by the PWD or PWTD to verify disability status and Schedule A eligibility. In cases where an individual applies directly, via USAJOBS, without reaching out to the DPM/SPPC, the HR Specialist overseeing the posting will review all documents submitted by the applicant with a PWD or PWTD, to include their Schedule A letter. When a Schedule A eligible applies with assistance from the DPM/SPPC, the DPM/SPPC will notify the HR Specialist of the individual's Schedule A status and advise the HR Specialist to notify the Hiring Manager of the individual's hiring preference. In some cases, the DPM/SPPC will work with the Hiring Manager to coordinate accommodations for the interview and advise on etiquette when interviewing an individual with a PWD or PWTD.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Yes No N/A

During FY 2017, the DPM rolled out an ABC's of Schedule A training. This training for management covers how to initiate the hiring process using the Schedule A Hiring

authority for individuals with disabilities, how to obtain access to resumes of qualified candidates, and understanding the on-boarding and conversion process. The training was piloted during an Agency-Wide Diversity Council meeting and has since been facilitated with managers in the Office of the Chief Information Officer (OCIO) and during required Supervisory Development Program training for FTC managers. Additional sessions are scheduled throughout FY 2018. During each training, managers are reminded of the new federal targets of 12% for PWD and 2% for PWTD.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

Contacts have been established with the University of Maryland's Disability Support Services Office, the University of the District of Columbia's Disability Resource Center, and the Department of Veterans Affairs Vocational Rehabilitation and Employment Program (VR&E) to develop a pipeline of qualified students, recent graduates, and veterans with disabilities. Additionally, the FTC participated in the Department of Transportation's *Selective Placement Program Annual Job Club* event. This event was hosted in cooperation with the Virginia, Maryland and the District of Columbia's Department of Rehabilitation Services to support diversity and inclusion in the workplace. Approximately 40 jobseekers with disabilities possessing varied education and skillsets, who wish to re-enter the workforce attended this event. During this event, candidates had the opportunity to network, present their resume to Selective Placement Program Coordinators, discuss their qualifications, improve job search skills, and understand professional protocol and self-advocacy. FTC's participation in this event served as a method to increase diversity within the Commission by increasing the diversity of candidate pools, building relationships with professional organizations, working to identify and remove barriers to diversity, and sharing the FTC's important role in protecting the nation's consumers and the marketplace.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Yes x	No 0
b. New Hires for Permanent Workforce (PWTD)	Yes x	No 0

Among the new hires in the permanent workforce, triggers exist for PWD and PWTD, both of which fall below the respective benchmarks of 12% for PWD and 2% for PWTD.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. New Hires for MCO (PWD) Yes x No 0
 b. New Hires for MCO (PWTD) Yes x No 0

In comparison to the benchmarks, triggers exist for PWD and PWTD among the new attorney hires.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Qualified Applicants for MCO (PWD) Yes x No 0
 b. Qualified Applicants for MCO (PWTD) Yes x No 0

In comparison to the benchmarks, triggers exist for PWD and PWTD among the qualified internal applicants for promotions and for employees who voluntarily separated from the agency during FY 2017.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Promotions for MCO (PWD) Yes x No 0
 b. Promotions for MCO (PWTD) Yes x No 0

In comparison to the benchmarks, triggers exist for PWD and PWTD among the selections for promotion involving the attorney population in FY 2017.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section,

agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The FTC continues to ensure vacancy announcements include a statement that all applicants will receive consideration without regard to non-disqualifying disabilities. The FTC also provides employment opportunities to students, including those who are disabled, in a professional work environment that focuses on career-related fields. The FTC continues to provide training programs intended to enhance employee skills. Enhanced skills can better position employees to deal more effectively with the agency's skills requirements and to compete successfully for internal promotion opportunities. While some of the agency's developmental activities are implemented by and for a particular bureau, the FTC has an agency-wide Training Council composed of front-line staff and leadership with an appreciation for the skills needed in accomplishing all mission-critical work. Although areas of emphasis vary from year to year, the FTC's experience is that professional skill requirements for the majority of the staff are relatively stable, and thus are best accomplished on an agency-wide and cyclical basis. Information technology skills for all staff, especially support staff, tend to change over time with successive advances in technology. To address this need, the Training Council supports an agency-wide development program in computer application skills, safety, and leadership. The agency-wide development program approach, including input from the FTC Training Council, defines competency standards for mission-specific and other core work requirements. Linking competency standards and employee development planning with the centralized training budget planning process permits targeting, expanding, and refocusing of the core curricula to occur at a measured pace and with relatively accurate forecasting.

The large offices and bureaus, including the Office of the Executive Director, the Bureau of Consumer Protection, and the Bureau of Competition possess formal mentoring programs. These mentoring programs were established to promote relationships within the respective organizations, foster diversity and inclusion principles, and as a tool to allow for professional career development.

The FTC has a robust and active Diversity Council, which is comprised of management officials and front-line staff. To ensure that employees' concerns pertaining to advancement are met, the Diversity Council has an Employees Only subcommittee, which addresses these issues.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

The FTC's Learning Management System (LMS) continues to give all FTC employees access to on-line training on demand. Thousands of courses are available to meet employees' career and individual developmental needs. All employees have the ability to look up and register for online, and on-site, training classes, and to access e-books. Agency attorneys have subscription access to more than 7,000 on-line continuing legal education (CLE) programs that are available from any location with an internet connection. Completions of external (at-cost) training courses are also tracked via the LMS.

The FTC's agency-wide Individual Development Plan (IDP) program and guide provides a tool for managers and supervisors to assess the training needs of both employees and the organization. The IDP planning process provides both the supervisor and the employee with the opportunity to identify training and development needs together to ensure job and organizational success. Additionally, each bureau in the FTC, and OED, has a mentoring program that provides FTC employees with an opportunity to further their professional development and growth, hone their expertise, expand their network of contacts, and improve job satisfaction.

The FTC's Leadership Development Program (LDP) prepares GS-14 and GS-15s for the Senior Executive Service through a rigorous training program, which is mirrored in other Federal government agencies. In a normal year, the agency has two classes comprised of approximately four individuals.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0

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2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD)	Yes 0	No x
b. Pay Increases (PWTD)	Yes x	No 0

In FY 2017, a trigger exists for PWTD involving quality step increases.

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)	Yes 0	No 0	N/A x
b. Other Types of Recognition (PWTD)	Yes 0	No 0	N/A x

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES

i. Qualified Internal Applicants (PWD)	Yes n/a	No n/a
ii. Internal Selections (PWD)	Yes n/a	No n/a

b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Yes	No x
ii. Internal Selections (PWD)	Yes	No x

c. Grade GS-14

i. Qualified Internal Applicants (PWD)	Yes n/a	No n/a
ii. Internal Selections (PWD)	Yes n/a	No n/a

d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Yes	No x
ii. Internal Selections (PWD)	Yes	No x

There is no data to report on in the SES and GS-14 categories.

While no internal applicants with disabilities were qualified or selected in the GS 13 category, there were 5 candidates who were deemed qualified but who did not disclose their disability status. Of those 5 candidates, 2 were selected. In the GS-15 category, 2 individuals were deemed qualified and selected for the promotion. Of those 2 candidates, one chose not to self-identify.

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes," describe the trigger(s) in the text box.

a. SES

- | | | | |
|---|-----|-------------------------------------|----|
| i. Qualified Internal Applicants (PWTD) | Yes | <input checked="" type="checkbox"/> | No |
| ii. Internal Selections (PWTD) | Yes | <input checked="" type="checkbox"/> | No |

b. Grade GS-15

- | | | | |
|---|-----|-------------------------------------|----|
| i. Qualified Internal Applicants (PWTD) | Yes | <input checked="" type="checkbox"/> | No |
| ii. Internal Selections (PWTD) | Yes | <input checked="" type="checkbox"/> | No |

c. Grade GS-14

- | | | | |
|---|-----|-------------------------------------|----|
| i. Qualified Internal Applicants (PWTD) | Yes | <input checked="" type="checkbox"/> | No |
| ii. Internal Selections (PWTD) | Yes | <input checked="" type="checkbox"/> | No |

d. Grade GS-13

- | | | | |
|---|-----|-------------------------------------|----|
| i. Qualified Internal Applicants (PWTD) | Yes | <input checked="" type="checkbox"/> | No |
| ii. Internal Selections (PWTD) | Yes | <input checked="" type="checkbox"/> | No |

From GS-13 to the SES, there were no qualified internal applicants or selectees for promotions to the senior grade levels.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

- | | | | | |
|-----------------------------|-----|-------------------------------------|----|---|
| a. New Hires to SES (PWD) | Yes | n/a | No | 0 |
| b. New Hires to GS-15(PWD) | Yes | <input checked="" type="checkbox"/> | No | |
| c. New Hires to GS-14 (PWD) | Yes | n/a | No | 0 |
| d. New Hires to GS-13(PWD) | Yes | <input checked="" type="checkbox"/> | No | |

While no internal applicants with PWDs were qualified or selected in the GS-13 category, there were 5 candidates who were deemed qualified, but who did not disclose their disability status. Of those 5 candidates, 2 were selected. In the GS-15 category, 2 individuals were deemed qualified and selected for the promotion. Of those 2

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

candidates, one chose not to self-identify.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWTD)	Yes n/a	No 0
b. New Hires to GS-15 (PWTD)	Yes x	No
c. New Hires to GS-14 (PWTD)	Yes n/a	No 0
d. New Hires to GS-13 (PWTD)	Yes x	No

There were no PWTDs represented in the GS-13 through GS-15 categories for new hires to the senior grade level. The agency has an underrepresentation rate of PWTDs at the senior grade level.

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWD)	Yes x	No 0
ii. Internal Selections (PWD)	Yes x	No 0

b. Managers

i. Qualified Internal Applicants (PWD)	Yes 0	No x
ii. Internal Selections (PWD)	Yes 0	No x

c. Supervisors

i. Qualified Internal Applicants (PWD)	Yes 0	No x
ii. Internal Selections (PWD)	Yes 0	No x

There is a lower than expected participation rate for PWD in the Executive ranks.

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD)	Yes	x	No	0
ii. Internal Selections (PWTD)	Yes	x	No	0

b. Managers

i. Qualified Internal Applicants (PWTD)	Yes	0	No	x
ii. Internal Selections (PWTD)	Yes	0	No	x

c. Supervisors

i. Qualified Internal Applicants (PWTD)	Yes	0	No	x
ii. Internal Selections (PWTD)	Yes	0	No	x

There is a lower than expected participation rate for PWTD in the Executive ranks.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD)	Yes	x	No	0
b. New Hires for Managers (PWD)	Yes	x	No	0
c. New Hires for Supervisors (PWD)	Yes	x	No	0

There is a lower than expected participation rate for PWD among the selectees for new hires to supervisory positions.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD)	Yes	x	No	0
b. New Hires for Managers (PWTD)	Yes	x	No	0
c. New Hires for Supervisors (PWTD)	Yes	x	No	0

There is a lower than expected participation rate for PWTD among the selectees for new hires to supervisory positions.

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Yes 0 No 0 N/A x

One Schedule A appointee came on board as a GS-14 level Accountant 08/07/2016 and is still employed at the FTC as a GS-15 level Accountant. This employee will be eligible for conversion 08/07/18.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)	Yes 0	No x
b. Involuntary Separations (PWD)	Yes 0	No x

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD)	Yes 0	No x
b. Involuntary Separations (PWTD)	Yes 0	No x

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.ftc.gov/site-information/accessibility>

How to file a complaint:

The FTC is committed to making the information it delivers through its Internet site accessible for all members of the public, including individuals with disabilities. In the spirit of this commitment, the FTC strives to provide electronic and information technology that meets or exceeds the compliance requirements of Section 508 of the Rehabilitation Act of 1973, as amended.

If an individual has feedback, concerns or complaints related to the accessibility of electronic and information technology provided by the FTC, including content on the web site, they may contact the FTC Section 508 Coordinator via email at Section508compliance@FTC.gov (link sends e-mail).

Individuals may also send complaints regarding Section 508 to the following address:

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U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Room H-683
Information Assurance
ATTN: Section 508 Compliance
Federal Trade Commission
600 Pennsylvania Ave., NW
Washington, DC 20580

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

While the Architectural Barriers Act of 1968 (ABA), as amended, (42 U.S.C. §§ 4151-4157) is cited in Chapter 3, Section 300, Disability Anti-Discrimination Policy and Reasonable Accommodation Procedures Policy, and on the reasonable accommodation request form (FTC Form 641), there is not currently a link explaining employees' and applicants' rights under the ABA, nor a description of how to file a complaint on the FTC's public website. In FY 2018, the website will be updated to include this information for employees and applicants.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

In FY 2018, the FTC will update its public facing website to include a notice explaining employees' and applicants' rights under the ABA, including a description of how to file a complaint. Currently, the DPM serves as a contact for employees who encounter barriers to accessibility of agency facilities and/or technology. In cases where a barrier is identified, the DPM partners with the Administrative Services Office (ASO) and/or the OCIO when necessary to ensure the barrier is identified and an effective accommodation is implemented to afford the employee equal access to agency facilities and/or technology.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

In FY 2017, 97% of reasonable accommodation requests were processed within the 30-day timeframe set forth in the agency's reasonable accommodation procedures. The FTC processed 72 reasonable accommodation requests in FY 2017. The average time to process a request was five business days, which is below the ten business day processing policy. However, two reasonable accommodation requests were processed untimely. In particular, one request was processed in twelve days and the other request was processed in twenty-one days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The FTC remains committed to overseeing a model reasonable accommodation program. To support its efforts, the agency continues to conduct reasonable accommodation training to managers and supervisors in order to keep their knowledge up to date. During FY 2017, managers were provided with the following training opportunities:

- ✓ **Successfully Managing Employees with Mental Health Impairments:** The DPM, in partnership with Office of Equal Employment Opportunity and Workplace Inclusion (EEOWI), provided managers and supervisors with training on how to effectively manage employees with mental health impairments. The training addressed how mental health impairments may impact an employee's ability to perform job functions, how to identify reasonable accommodation solutions for employees with mental health impairments, including effective techniques for managing such employees, and FTC contacts who can assist managers and supervisors with managing difficult situations.
- ✓ **Making Telework Work as a Reasonable Accommodation:** The DPM addressed laws and policies relevant to telework as a reasonable accommodation, how to identify an accommodation request and engage in the interactive process, how to effectively implement telework, and how to avoid managerial practices that violate the law.
- ✓ **FTC Supervisory Development Training and Refresher Sessions:** HCMO, in collaboration with the Office of General Council (OGC) and EEOWI, facilitated two panel discussions, one for new supervisors and a refresher course for

supervisors who have previously completed the Supervisory Development Training program. Panelists included an Employee Relations/Labor Relations Specialist (HCMO), the Disability Program Manager (HCMO), a General Counsel Attorney (OGC), and an Attorney Advisor (EEOWI). Each panelist discussed performance management as it relates to their respective area of expertise in order to prepare managers for the end of the FY 2017 performance appraisal cycle. The DPM outlined the FTC's Reasonable Accommodation procedures during both sessions.

- ✓ **Introduction to Reasonable Accommodation:** The DPM facilitated an Introduction to Reasonable Accommodation training session to provide new management in the Bureau of Consumer Protection and Office of the Executive Director with the skills and resources necessary for processing requests and fostering an inclusive environment. Managers were provided with guidance and practical application for acknowledging and responding to requests through the FTC Reasonable Accommodation process.
- ✓ **The ABC's of Schedule A:** This training for managers covered how to initiate the hiring process using the Schedule A Hiring authority for individuals with disabilities, how to obtain access to resumes of qualified candidates, and understanding the on-boarding and conversion process. Additional training opportunities will be offered to management throughout FY 2018.
- ✓ **Absence Due to Illness: Understanding the Family & Medical Leave Act:** This session focused on Family Medical Leave Act (FMLA) and addressed issues related to entitlement, notice requirements, FMLA medical certification requirements, and discipline and FMLA (excessive absence, falsified information, failure to comply with notice requirements, and last chance agreements). This training was facilitated by subject matter experts from the Federal Employment Law Training Group (FELTG).
- ✓ **Telework and Leave as Reasonable Accommodation:** This training outlined disability law and detailed the required three-step process for agencies to be compliant when dealing with reasonable accommodation requests. From there, the facilitator addressed:
 - What to do if telework would be an effective accommodation – but something else would work too
 - Why accommodations are always the agency's choice
 - Alternative approaches to providing telework, leave and modified work schedules as accommodation
 - The undue hardship analysis
 - What the EEOC says about accommodating an employee's commute

Additionally, the DPM actively engaged in the interactive process with all

accommodation requests to help facilitate timely processing of all requests received by FTC management. In 97% of accommodation requests submitted, timely processing was granted, with an average processing window of five business days. In cases where FTC management did not provide timely responses, the DPM advised management on the importance of timely processing for all future requests received.

Moreover, in celebration of FY 2017's National Disability Employment Awareness Month (NDEAM) and in support of fostering an inclusive work environment, the DPM collaborated with the Diversity Council Chair to coordinate a presentation on the Computer/Electronic Accommodations Program (CAP) and an interactive disability awareness workshop focused on creating, promoting and sustaining positive employment outcomes for people with disabilities. Each year the FTC uses NDEAM as a tool to enhance disability awareness within the agency, including knowledge of its Reasonable Accommodation request process.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

In an effort to meet the requirements outlined in 29 C.F.R. § 1614.203(d)(5), the EOWI in partnership with OGC, ER/LR and the DPM, established a policy and procedures for the provision of Personal Assistance Services (PAS) for FTC employees. The proposed draft was submitted to EEOC in December 2017 for review and approval. Upon approval, the PAS policy will be posted on the FTC's internet and intranet web pages. Training on the provision of PAS will be forthcoming in FY 2018. The FTC did not receive any requests for PAS from applicants or employees in FY 2017, but is prepared to approve and implement requests for PAS where a need is demonstrated.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

- ✓ **Telework and Leave as Reasonable Accommodation:** This training outlined disability law and detailed the required three-step process for agencies to be compliant when dealing with reasonable accommodation requests. From there, the facilitator addressed:
 - What to do if telework would be an effective accommodation – but something else would work too
 - Why accommodations are always the agency's choice
 - Alternative approaches to providing telework, leave and modified work schedules as accommodation
 - The undue hardship analysis
 - What the EEOC says about accommodating an employee's commute

Additionally, the DPM actively engaged in the interactive process with all accommodation requests to help facilitate timely processing of all requests received by FTC management. In 97% of accommodation requests submitted, timely processing was granted, with an average processing window of five business days. In cases where FTC management did not provide timely responses, the DPM advised management on the importance of timely processing for all future requests received.

Moreover, in celebration of FY 2017's National Disability Employment Awareness Month (NDEAM) and in support of fostering an inclusive work environment, the DPM collaborate with the Diversity Council Chair to coordinate a presentation on the Computer/Electronic Accommodations Program (CAP) and an interactive disability awareness workshop focused on creating, promoting and sustaining positive employment outcomes for people with disabilities. Each year the FTC uses NDEA as a tool to enhance disability awareness within the agency, including knowledge of its Reasonable Accommodation request process.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?
Yes No x N/A
2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?
Yes No x N/A
3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination based on disability during FY 2017.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?
Yes No x N/A
2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?
Yes No x N/A
3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination involving the agency's failure to provide a reasonable accommodation during FY 2017.

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

EEOC FORM

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Yes No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Yes No N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Trigger 1	The lower than expected participation rates of persons with disabilities and persons with targeted disabilities in the agency's total workforce, as compared to the goals of 12% and 2% respectively.	
Barrier(s)	Less than total coverage with regard to training managers, supervisors, and hiring officials on the Schedule A hiring authority and re-survey the agency's employees to ensure current, accurate data. The perception that the federal government cannot keep this information private and secure – OPM data breach cited.	
Objective(s)	Increase the amount of training regarding the Schedule A hiring authority and re-survey the agency's staff as well as encourage employees to verify accuracy of disability information in Employee Express	
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)
The DPM and the EEO/AD Director		Yes
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)
No		Yes, some barriers have been identified
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	
Complaint Data (Trends)	Yes	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes	
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS scores
Exit Interview Data	Yes	Employee Exit Interview forms

EEOC FORM

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Focus Groups	Yes			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes			
Other (Please Describe)	N/A			
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	100% goal for the training of hiring officials on Schedule A hiring authority	Yes		
09/30/2018	Re-survey FTC population	Yes		
09/30/2018	Enhanced communications to agency employees regarding issues and concerns with providing disability information	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

SECTION I: EFFORTS TO REACH REGULATORY GOALS	2
SECTION II: MODEL DISABILITY PROGRAM	3
A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR DISABILITY PROGRAM	3
B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM	5
SECTION III: PROGRAM DEFICIENCIES IN THE DISABILITY PROGRAM	5
SECTION IV: PLAN TO RECRUIT AND HIRE INDIVIDUALS WITH DISABILITIES	5
A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES	5
B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS	7
C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)	8
SECTION V: PLAN TO ENSURE ADVANCEMENT OPPORTUNITIES FOR EMPLOYEES WITH DISABILITIES	8
A. ADVANCEMENT PROGRAM PLAN	9
B. CAREER DEVELOPMENT OPPORTUNITIES	9
C. AWARDS	11
D. PROMOTIONS	11
SECTION VI: PLAN TO IMPROVE RETENTION OF PERSONS WITH DISABILITIES	15
A. VOLUNTARY AND INVOLUNTARY SEPARATIONS	15
B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES	15
C. REASONABLE ACCOMMODATION PROGRAM	17
D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE	18
SECTION VII: EEO COMPLAINT AND FINDINGS DATA	19
A. EEO COMPLAINT DATA INVOLVING HARASSMENT	19
B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION	19
SECTION VIII: IDENTIFICATION AND REMOVAL OF BARRIERS	

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.
 - a. Cluster GS-1 to GS-10 (PWD) Answer: Yes
 - b. Cluster GS-11 to SES (PWD) Answer: Yes

The participation rate of PWDs in the GS-1 to GS-10 cluster is 3.79%, as compared to the federal goal of 12%.

The participation rate of PWDs in the GS-11 to SES cluster is 8.29%, as compared to the federal goal of 12%.

* For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.
 - a. Cluster GS-1 to GS-10 (PWTD) Answer: Yes
 - b. Cluster GS-11 to SES (PWTD) Answer: Yes

The participation rate of PWTDs in the GS-1 to GS-10 cluster is 1.74%, as compared to the federal goal of 2%.

The participation rate of PWTDs in the GS-11 to SES cluster is .63%, as compared to the federal goal of 2%.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

The FTC's Disability Program Manager (DMP) notified FTC Human Capital Management Office (HCMO) staff of the new numerical goals. The DMP also communicated the numerical goals to the Agency-Wide Diversity Council and to hiring

managers during Schedule A Hiring Authority training.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer: Yes

During the FY 2015, the FTC created a DPM position. Before the onboarding of the DPM, the duties that fall under managing a model disability program were handled collaterally. These duties are now performed by the DPM in a full time capacity. The DPM is responsible for:

1. Implementing the FTC's reasonable accommodation procedures consistent with this policy, governing laws and regulations, executive orders, and EEOC directives.
2. Providing guidance and delivering training to employees and management officials concerning the agency's reasonable accommodation procedures and disability hiring matters, and serving as a resource for information on disability issues that affect the agency.
3. Establishing effective tracking systems to monitor the processing of reasonable accommodation requests and affirmative employment initiatives for individuals with disabilities to include complying with all reporting and record retention requirements.
4. Regularly reviewing and analyzing the FTC's reasonable accommodation process and progress in the recruitment and retention of individuals with disabilities.
5. Regularly reviewing agency procedures to ensure that vacancy announcements and hiring and promotion procedures include information describing how applicants may submit reasonable accommodation requests.
6. Managing the FTC's reasonable accommodation procedures, to include providing necessary guidance and technical assistance to managers, supervisors, employees, and applicants regarding request for reasonable accommodation, and consulting with other agency offices and officials as necessary.
7. Assisting FTC management officials in evaluating accommodations that have been provided to ensure their continued effectiveness.
8. Requesting and reviewing medical information if an impairment or need for accommodation is not obvious to include having medical information reviewed by an external Medical Review Official (MRO) of the agency's choosing and at the agency's

request and expense.

9. Serving as the deciding official for reasonable accommodation requests from applicants.

10. Participating in annual training relating to disability laws and regulations, including the provision of reasonable accommodation.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	HR Benefits Specialists, Human Capital Management Office (HCMO), hcmoemployment@ftc.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Elizabeth Kraszewski, Disability Program Manager, HMCO, EKraszewki@ftc.gov
Processing reasonable accommodation requests from applicants and employees	1	0	0	Elizabeth Kraszewski, Disability Program Manager, HMCO, EKraszewki@ftc.gov
Section 508 Compliance	1	0	0	Trevor Beierschmitt, Honors Paralegal, OICO, TBeierschmitt@ftc.gov; Section508complaince@ftc.gov
Architectural Barriers Act Compliance	1	0	0	Brandon Bailey, Space Management Specialist, Administrative Services Office, BBailey@ftc.gov
Special Emphasis Program for PWD and PWTD	1	0	0	Elizabeth Kraszewski, Disability Program Manager, HMCO, EKraszewki@ftc.gov

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training(s) that disability program staff have received. If "no", describe the training(s) planned for the upcoming year.

Answer: Yes

During FY 2017, the DPM completed the following trainings:

- Special Emphasis Program Management (Training offered through the EEOC)
- Absence, Leave Abuse and Medical Issues (Training offered through the Federal Employment Law Training Group (FELTG))

- Absence Due to Illness: Understanding the Family and Medical Leave Act (Training offered through FELTG)
- Telework and Leave as Reasonable Accommodation (Training offered through FELTG)
- Case Law Update and Practical Discussion on Disability Law and Reasonable Accommodation (Training offered through OPM)
- Skills for Extraordinary Customer Relations and Service (Training offered through Small Agency Council (SAC))

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer: Yes

Funding has been made available for the provision of reasonable accommodations during FY 2017. All requests submitted have been purchased either through the FTC’s budget, or have been acquired through the Computer/Electronic Accommodations Program (CAP). As CAP is a centrally funded federal program, the equipment through CAP comes at no cost to the Commission.

Section III: Program Deficiencies in the Disability Program

The agency has not reported any program deficiencies involving the disability program.

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD.

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The FTC's DPM served as the Selective Placement Program Coordinator (SPPC) and actively communicates with Schedule A candidates. In FY 2017, the DPM advised 68 Schedule A eligibles on the federal job application process and Schedule A hiring authority. In addition, the DPM developed a Schedule A resume database aimed to assist management in selecting diverse and qualified applicants. The DPM has also created an FTC account for the Workforce Recruitment Program (WRP), a recruitment and referral program that connects federal sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs.

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

The FTC's DPM/SPPC regularly communicates with and encourages Schedule A eligible individuals to apply to FTC vacancies that match their educational and employment backgrounds. When a PWD or PWTD contacts the DPM to express interest in employment at the FTC, the DPM requests a copy of the individual's resume to save in the FTC's Schedule A Eligible Resume Database. In addition, the DPM also sends FTC vacancy links posted on USAJOBS that match the PWD or PWTD's interests and skill set, when applicable. Individuals are encouraged to apply to FTC vacancies and to email the job posting ID number for which they applied, so the DPM can communicate with the Human Resources Specialist and the Hiring Manager regarding the individual's Schedule A preference and any accommodation needs if the individual is called in for an interview. Additionally, the DPM encourages hiring managers and HR Specialists to reach out and review resumes of Schedule A eligibles prior to posting a vacancy announcement on USAJOBS.

The FTC also uses authorities such as Veterans' Recruitment Appointments (VRA), Appointment of 30% of More Disable Veterans, and Veterans Employment Opportunities Appointments (VEOA) for hiring veterans with disabilities as ways to address critical hiring needs while continuing to ensure that it is recruiting and retaining a diverse group of candidates. Currently, the agency's primary recruitment efforts are focused on students and graduates of law and economic schools and programs. Our goal for FY 2018 is to broaden where practicable and broaden the applicant pool to include PWD or PWTD's, and internal recruitment methods to reach status employees in all federal agencies.

HCMO staff attends federal human resources courses, delegated examining training, and hiring flexibilities seminars, to maintain and upgrade their ability to better target the agency's recruitment efforts and improve results in attracting veterans in general, and veterans with disabilities. In addition, HCMO developed and provided pool and referral data in chart format with every selection certificate. The charts display the percentage of veterans and of applicants with disabilities who applied for a position and the percentage of applicants who were referred for consideration. This provides a visual means to highlight the applicant makeup of total and referred pools and serves as a tool in addressing their underrepresentation in the FTC workforce.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1)

determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

In cases where the individual is applying for a position with assistance from the DPM/SPPC, the DPM will review the Schedule A letter presented by the PWD or PWTD to verify disability status and Schedule A eligibility. In cases where an individual applies directly, via USAJOBS, without reaching out to the DPM/SPPC, the HR Specialist overseeing the posting will review all documents submitted by the applicant with a PWD or PWTD, to include their Schedule A letter. When a Schedule A eligible applies with assistance from the DPM/SPPC, the DPM/SPPC will notify the HR Specialist of the individual's Schedule A status and advise the HR Specialist to notify the Hiring Manager of the individual's hiring preference. In some cases, the DPM/SPPC will work the Hiring Manager to coordinate accommodations for the interview and advise on etiquette when interviewing an individual with a PWD or PWTD.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer: No

During FY 2017, the DPM rolled out an ABC's of Schedule A training. This training for management covers how to initiate the hiring process using the Schedule A Hiring authority for individuals with disabilities, how to obtain access to resumes of qualified candidates, and understanding the on-boarding and conversion process. The training was piloted during an Agency-Wide Diversity Council meeting and has since then facilitated with managers in the Office of Chief Information Officer (OCIO) and during required Supervisory Development Program training for FTC managers. Additional sessions are scheduled throughout FY 2018. During each training, managers are reminded of the new federal targets of 12% for PWD and 2% for PWTD.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

Contacts have been established with the University of Maryland's Disability Support Service Office, the University of the District of Columbia's Disability Resource Center, and the Department of Veterans Affairs Vocational Rehabilitation and Employment Program (VR&E) to develop a pipeline of qualified students, recent graduates, and veterans with disabilities. Additionally, the FTC participated in the Department of Transportation's Selective Placement Program Annual Job Club event. This event was hosted in cooperation with the Virginia, Maryland, and the District of Columbia's Department of Rehabilitation Services to support diversity and inclusion in the workplace. Approximately 40 jobseekers with disabilities possessing varied education and skillsets, who wish to re-enter the workforce attended this event. During this event, candidates had the opportunity to network, present their resume to Selective Placement Program Coordinators, discuss their qualifications, improve job search skills, and understand professional protocol and self-advocacy. FTC's participation in

this event served as a method to increase diversity with the Commission by increasing the diversity of candidate pools, building relationship with professional organizations, working to identify and remove barriers to diversity, and sharing the FTC's important role in protecting the nation's consumers and the marketplace.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.
 - a. New Hires for Permanent Workforce (PWD) Answer: Yes
 - b. New Hires for Permanent Workforce (PWTD) Answer: Yes

Among the new hires in the permanent workforce, triggers exist for PWD and PWTD, both of which fall below the respective benchmarks of 12% for PWD and 2% for PWTD.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.
 - a. New Hires for MCO (PWD) Answer: Yes
 - b. New Hires for MCO (PWTD) Answer: Yes

In comparison to the benchmarks, triggers exist for PWD and PWTD among the new attorney hires.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.
 - a. Qualified Applicants for MCO (PWD) Answer: Yes
 - b. Qualified Applicants for MCO (PWTD) Answer: Yes

In comparison to the benchmarks, triggers exist for PWD and PWTD among the qualified internal applicants for promotions and for employees who voluntarily separated from the agency during FY 2017.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.
 - a. Promotions for MCO (PWD) Answer: Yes
 - b. Promotions for MCO (PWTD) Answer: Yes

In comparison to the benchmarks, triggers exist for PWD and PWTD among the selections for promotions involving the attorney population FY 2017.

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The FTC continues to ensure vacancy announcements include a statement that all applicants will receive consideration without regard to non-disqualifying disabilities. The FTC also provides employment opportunities to students, including those who are disabled, in a professional work environment that focuses on career-related fields. The FTC continues to provide training programs intended to enhance employee skills. Enhanced skills can better position employees to deal more effectively with the agency's skills requirements and to compete successfully for internal promotion opportunities. While some of the agency's developmental activities are implemented by and for a particular bureau, the FTC has an agency-wide Training Council composed of front-line staff and leadership with an appreciation for the skills needed in accomplishing all mission-critical work. Although areas of emphasis vary from year to year, the FTC's experience is that professional skill requirements for the majority of the staff are relatively stable, and thus are best accomplished on an agency-wide and cyclical basis. Information technology skills for all staff, especially support staff, tend to change over time with successive advances in technology. To address this need, the Training Council supports an agency-wide development program in computer application skills, safety, and leadership. The agency-wide development program approach, including input from the FTC Training Council, defines competency standards for mission-specific and other core work requirements. Linking competency standards and employee development planning with the centralized training budget planning process permits targeting, expanding, and refocusing of the core curricula to occur at a measured pace and with relatively accurate forecasting.

The large offices and bureaus, including the Office of the Executive Director, the Bureau of Consumer Protection, and the Bureau of Competition possess formal mentoring programs. These mentoring programs were established to promote relationships within the respective organizations, foster diversity and inclusion principles, and as a tool to allow for professional career development.

The FTC has a robust and active Diversity Council, which is comprised of management officials and from-line staff. To ensure that employees' concerns pertaining to advancement are met, the Diversity Council has a Employees Only subcommittee, which addresses these issues.

B. CAREER DEVELOPMENT OPPORTUNITIES

1. Please describe the career development opportunities that the agency provides to its employees.

The FTC's Learning Management System (LMS) continues to give all FTC employees access to on-line training on demand. Thousands of courses are available to meet employees' career and individual developmental needs. All employees have the ability to look up and register for online, and on-site, training classes, and to access e-books. Agency attorneys have subscription access to more than 7,000 online continuing legal education (CLE) programs that are available from any location with an internet connection. Completions of external (at-cost) training courses are also tracked via the LMS.

The FTC's agency-wide Individual Development Plan (IDP) program and guide provides a tool for managers and supervisors to assess the training needs of both employees and the organization. The IDP planning process provides both the supervisor and the employee with the opportunity to identify training and development needs together to ensure job and organizational success. Additionally, each bureau in the FTC, and OED, has mentoring program that provides FTC employees with an opportunity to further their professional development and growth, hone their expertise, expand their network of contacts and improve job satisfaction.

The FTC's Leadership Development Program (LDP) prepares GS-14s and GS-15s for Senior Executive Service through a rigorous training program, which is mirrored in other Federal government agencies. In a normal year, the agency has two classes comprised of approximately four individuals.

2. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)

Answer: No

b. Selections (PWD)

Answer: No

While Table B-12 highlights no representation of PWD in career development opportunities at the FTC, it also reflects no participation rate with FTC employees in general, suggesting issues beyond a disability-related barrier to participation in such programs.

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)

Answer: No

b. Selections (PWTD)

Answer: No

While Table B-12 highlights no representation of PWTD in career development opportunities at the FTC, it also reflects no participation rate with FTC employees in general, suggesting issues beyond a disability-related barrier to participation in such programs.

C. AWARDS

1. 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? If "yes", please describe the trigger(s) in the text box.
 - a. Awards, Bonuses, & Incentives (PWD) Answer: Yes
 - b. Awards, Bonuses, & Incentives (PWTD) Answer: Yes

In FY 2017, triggers exist for PWD and PWTD involving time-off awards.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.
 - a. Pay Increases (PWD) Answer: No
 - b. Pay Increases (PWTD) Answer: Yes

In FY 2017, a trigger exists for PWTD involving quality step increases.

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.
 - a. Other Types of Recognition (PWD) Answer: N/A
 - b. Other Types of Recognition (PWTD) Answer: N/A

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.
 - a. SES
 - i. Qualified Internal Applicants (PWD) Answer: No
 - ii. Internal Selections (PWD) Answer: No
 - b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer: No
 - ii. Internal Selections (PWD) Answer: No
 - c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer: No

- | | |
|--|------------|
| ii. Internal Selections (PWD) | Answer: No |
| d. Grade GS-13 | |
| i. Qualified Internal Applicants (PWD) | Answer: No |
| ii. Internal Selections (PWD) | Answer: No |

There is no data to report on in the SES and GS-14 categories.

While no internal applicants with disabilities were qualified or selected in the GS-13 category, there were 5 candidates who were deemed qualified but who did not disclose their disability status. Of those 5 candidates, 2 were selected. In the GS-15 category, 2 individuals were deemed qualified and selected for the promotion. Of those 2 candidates, one chose not to self-identify.

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.
- | | |
|---|-------------|
| a. SES | |
| i. Qualified Internal Applicants (PWTD) | Answer: Yes |
| ii. Internal Selections (PWTD) | Answer: Yes |
| b. Grade GS-15 | |
| i. Qualified Internal Applicants (PWTD) | Answer: Yes |
| ii. Internal Selections (PWTD) | Answer: Yes |
| c. Grade GS-14 | |
| i. Qualified Internal Applicants (PWTD) | Answer: Yes |
| ii. Internal Selections (PWTD) | Answer: Yes |
| d. Grade GS-13 | |
| i. Qualified Internal Applicants (PWTD) | Answer: Yes |
| ii. Internal Selections (PWTD) | Answer: Yes |

From GS-13 to the SES, there were no qualified internal applicants or selectees for promotions to the senior grade levels.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

- | | |
|-----------------------------|-------------|
| a. New Hires to SES (PWD) | Answer: No |
| b. New Hires to GS-15 (PWD) | Answer: Yes |
| c. New Hires to GS-14 (PWD) | Answer: No |
| d. New Hires to GS-13 (PWD) | Answer: Yes |

While no internal applicants with PWDs were qualified or selected in the GS-13 category, there were 5 candidates who were deemed qualified, but who did not disclose their disability status. Of those 5 candidates, 2 were selected. In the GS-15 category, 2 individuals were deemed qualified and selected for the promotion. Of those 2 candidates, one chose not to self-identify.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

- | | |
|------------------------------|-------------|
| a. New Hires to SES (PWTD) | Answer: No |
| b. New Hires to GS-15 (PWTD) | Answer: Yes |
| c. New Hires to GS-14 (PWTD) | Answer: No |
| d. New Hires to GS-13 (PWTD) | Answer: Yes |

There were no PWTDs represented in the GS-13 through GS-15 categories for new hires to the senior grade level. The agency has an underrepresentation rate of PWTDs at the senior grade level.

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

- | | |
|--|-------------|
| a. Executives | |
| i. Qualified Internal Applicants (PWD) | Answer: Yes |
| ii. Internal Selections (PWD) | Answer: Yes |
| b. Managers | |
| i. Qualified Internal Applicants (PWD) | Answer: No |
| ii. Internal Selections (PWD) | Answer: No |
| c. Supervisors | |
| i. Qualified Internal Applicants (PWD) | Answer: No |

ii. Internal Selections (PWD)

Answer: No

There is a lower than expected participation rate for PWD in the Executive ranks.

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives

i. Qualified Internal Applicants (PWTD)

Answer: Yes

ii. Internal Selections (PWTD)

Answer: Yes

b. Managers

i. Qualified Internal Applicants (PWTD)

Answer: No

ii. Internal Selections (PWTD)

Answer: No

c. Supervisors

i. Qualified Internal Applicants (PWTD)

Answer: No

ii. Internal Selections (PWTD)

Answer: No

There is a lower than expected participation rate for PWTD in the Executive ranks.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD)

Answer: Yes

b. New Hires for Managers (PWD)

Answer: Yes

c. New Hires for Supervisors (PWD)

Answer: Yes

There is a lower than expected participation rate for PWD among the selectees for new hires to supervisory positions.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD)

Answer: Yes

b. New Hires for Managers (PWTD)

Answer: Yes

c. New Hires for Supervisors (PWTD)

Answer: Yes

There is a lower than expected participation rate for PWTD among the selectees for new hires to supervisory positions.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer: N/A

One Schedule A appointee came on board as a GS-14 level Accountant 08/07/2016 and is still employed at the FTC as a GS-15 level Accountant. This employee will be eligible for conversion on 08/07/2018.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD) Answer: No

b. Involuntary Separations (PWD) Answer: No

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD) Answer: No

b. Involuntary Separations (PWTD) Answer: No

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b)), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151 – 4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.ftc.gov/site-information/accessibility>

How to file a complaint:

The FTC is committed to making the information it delivers through its Internet site accessible for all members of the public, including individuals with disabilities. In the spirit of this commitment, the FTC strives to provide electronic and information technology that meets or exceeds the compliance requirements of Section 508 of the Rehabilitation Act of 1973, as amended.

If an individual has feedback, concerns or complaints related to the accessibility of electronic and information technology provided by the FTC, including content on the web site, they may contact the FTC Section 508 Coordinator via email at Section508compliance@ftc.gov (links sends email).

Individuals may also send complaints regarding Section 508 to the following address:

Room H-683
Information Assurance
ATTN: Section 508 Compliance
Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

While the Architectural Barriers Act of 1968 (ABA), as amended, (42 U.S.C. §§ 4151-4157) is cited in Chapter 3, Section 300, Disability Anti-Discrimination Policy and Reasonable Accommodation Procedures Policy, and on the reasonable accommodation request form (FTC Form 641), there is not currently a link explaining employees' and applicants' rights under the ABA, nor a description of how to file a complaint on the FTC's public website. In FY 2018, the website will be updated to include this information for employees and applicants.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

In FY 2018, the FTC will update its public facing website to include a notice explaining employees' and applicants' rights under the ABA, including a description of how to file a complaint. Currently, the DPM serves as a contact for employees who encounter

barriers to accessibility of agency facilities and/or technology. In cases where a barrier is identified, the DPM partners with the Administrative Services Office (ASO) and/or the OCIO when necessary to ensure the barrier is identified and an effective accommodation is implemented to afford the employee equal access to agency facilities and/or technology.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

In FY 2017, 97% of reasonable accommodation requests were processed within the 30-day timeframe set forth in the agency's reasonable accommodation procedures. The FTC processed 72 reasonable accommodation requests in FY 2017. The average time to process a request was five business days, which is below the ten business day processing policy. However, two reasonable accommodation requests were processed untimely. In particular, one request was processed in twelve days and the other request was processed in twenty-one days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The FTC remains committed to overseeing a model reasonable accommodation program. To support its efforts, the agency continues to conduct reasonable accommodation training to managers and supervisors in order to keep their knowledge up to date. During FY 2017, managers were provided with the following training opportunities:

- **Successful Managing Employees with Mental Health Impairments:** The DPM, in partnership with the Office of Equal Employment Opportunity and Workplace Inclusion (EEOI), provided managers and supervisors with training on how to effectively manage employees with mental health impairments. The training addressed how mental impairments may impact an employee's ability to perform job functions, how to identify reasonable accommodation solutions for employees with mental health impairments, including effective techniques for managing such employees, and FTC contacts who can assist managers and supervisors with managing difficult situations.
- **Making Telework Work as a Reasonable Accommodation:** The DPM addressed laws and policies relevant to telework as a reasonable accommodation, how to identify an accommodation request and engage in the interactive process, how to effectively implement telework, and how to avoid managerial practices that violate the law.
- **FTC Supervisory Development Training and Refresher Sessions:** HCMO, in collaboration with the Office of General Counsel (OGC) and EEOI, facilitated two

panel discussions, one for the new supervisors and a refresher course for supervisors who have previously completed the Supervisory Development Training program. Panelist included an Employee Relations/Labor Relations Specialist (HCMO), the Disability Program Manager (HCMO), a General Counsel Attorney (OGC), and an Attorney Advisor (EEOWI). Each panelist discussed performance management as it relates to their respective area of expertise in order to prepare managers for the end of the FY 2017 performance appraisal cycle. The DPM outlined the FTC's Reasonable Accommodation procedures during both sessions.

- **Introduction to Reasonable Accommodation:** The DPM facilitated an Introduction to Reasonable Accommodation training session to provide new management in the Bureau of Consumer Protection and Office of the Executive Director with the skills and resources necessary for processing requests and fostering an inclusive environment. Managers were provided with guidance and practical application for acknowledging and responding to requests through the FTC Reasonable Accommodation process.
- **The ABC's of Schedule A:** This training for managers covered how to initiate the hiring process using the Schedule A Hiring authority for individuals with disabilities, how to obtain access to resumes of qualified candidates, and understanding the onboarding and conversion process. Additional training opportunities will be offered to management throughout FY 2018.
- **Absence Due to Illness: Understanding the Family & Medical Leave Act:** This session focused on Family Medical Leave Act (FMLA) and addresses issues related to entitlement, notice requirements, FMLA medical certification requirements, and discipline and FMLA (excessive absence, falsified information, failure to comply with notice requirements, and last chance agreements). This training was facilitated by subject matter experts from Federal Employment Law Training Group (FELTG).

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

In an effort to meet the requirements outlined in 29 C.F. R. § 1614.203(d)(5), the EEOWI in partnership with OGC, ER/LR and the DPM, established a policy and procedures for the provision of Personal Assistance Services (PAS) for FTC employees. The proposed draft was submitted to EEOC in December 2017 for review and approval. Upon approval, the PAS policy will be posted on the FTC's internet and intranet web pages. Training on the provision of PAS will be forthcoming in FY 2018. The FTC did not receive any requests for PAS from applicants or employees in FY 2017, but is prepared to approve and implement requests for PAS where a need is demonstrated.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer: No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer: No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination based on disability during FY 2017.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer: No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer: No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination involving the agency's failure to provide a reasonable accommodation during FY 2017.

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer: Yes

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer: Yes

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where

applicable, accomplishments.

Trigger 1	The lower than expected participation rates of persons with disabilities and persons with targeted disabilities in the agency's total workforce, as compared to the goals of 12% and 2%, respectively.			
Barrier(s)	Less than total coverage with regard to training managers, supervisors, and hiring officials on the Schedule A hiring authority and re-survey of the agency's employees to ensure current, accurate data. The perception that the federal government cannot keep this information private and secure – OPM data breach cited.			
Objective(s)	Increase the amount of training regarding the Schedule A hiring authority and re-survey the agency's staff as well as encourage employees to verify accuracy of disability information on Employee Express.			
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
The DPM and the EEO/IE Director		Yes		
Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
No		Yes		
Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes			
Complaint Data (Trends)	Yes			
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes			
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS scores		
Exit Interview Data	Yes	Employee Exit Interview forms		
Focus Groups	Yes			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes			
Other (Please Describe)	No	N/A		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	100% goal for the training of hiring officials on Schedule A hiring authority.	Yes		
09/30/2018	Re-survey FTC population.	Yes		

09/30/2018	Enhanced communications to agency employees regarding issues and concerns with providing disability information.	Yes		
Fiscal Year	Accomplishments			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A

APPENDIX A

File Process Date and Time: null

Table A2: TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
FT00	#	1066	540	526	18	26	418	313	66	129	33	53	2	1	2	3	1	1
FT00 percent row	%	100	50.66	49.34	1.69	2.44	39.21	29.36	6.19	12.10	3.10	4.97	0.19	0.09	0.19	0.28	0.09	0.09

File Process Date and Time: null

Table A4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex (Permanent)

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female	
																			#
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-01 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-02 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-05 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	2	0	2	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
GS-06 percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	2	0	2	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0
GS-07 percent row	%	100	0.00	100.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
GS-08	#	15	3	12	0	1	0	1	3	10	0	0	0	0	0	0	0	0	0
GS-08 percent row	%	100	20.00	80.00	0.00	6.67	0.00	6.67	20.00	66.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	28	9	19	0	2	6	4	3	11	0	1	0	0	0	0	0	0	1
GS-09 percent row	%	100	32.14	67.86	0.00	7.14	21.43	14.29	10.71	39.29	0.00	3.57	0.00	0.00	0.00	0.00	0.00	0.00	3.57
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-10 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	48	12	36	0	4	6	9	6	21	0	2	0	0	0	0	0	0	0
GS-11 percent row	%	100	25.00	75.00	0.00	8.33	12.50	18.75	12.50	43.75	0.00	4.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-12	#	81	39	42	2	1	20	16	12	24	4	1	0	0	1	0	0	0	0
GS-12 percent row	%	100	48.15	51.85	2.47	1.23	24.69	19.75	14.81	29.63	4.94	1.23	0.00	0.00	1.23	0.00	0.00	0.00	0.00
GS-13	#	121	57	64	3	3	32	32	17	21	4	7	0	0	0	1	1	1	0
GS-13 percent row	%	100	47.11	52.89	2.48	2.48	26.45	26.45	14.05	17.36	3.31	5.79	0.00	0.00	0.00	0.83	0.83	0.83	0.00
GS-14	#	167	88	79	3	4	59	51	14	17	11	6	0	1	1	0	0	0	0
GS-14 percent row	%	100	52.69	47.31	1.80	2.40	35.33	30.54	8.38	10.18	6.59	3.59	0.00	0.60	0.60	0.00	0.00	0.00	0.00
GS-15	#	564	308	256	10	10	271	190	11	21	14	34	2	0	0	1	0	0	0
GS-15 percent row	%	100	54.61	45.39	1.77	1.77	48.05	33.69	1.95	3.72	2.48	6.03	0.35	0.00	0.00	0.18	0.00	0.00	0.00
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	36	22	14	0	1	22	10	0	2	0	1	0	0	0	0	0	0	0

Federal Trade Commission

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: null

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Senior Executive Service percent row	%	100	61.11	38.89	0.00	2.78	61.11	27.78	0.00	5.56	0.00	2.78	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	100	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1066	540	526	18	26	418	313	66	129	33	53	2	1	2	3	1	1
TOTAL percent row	%	100	50.66	49.34	1.69	2.44	39.21	29.36	6.19	12.10	3.10	4.97	0.19	0.09	0.19	0.28	0.09	0.09

File Process Date and Time: null

Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Race/Ethnicity and Sex (Permanent)

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
0905: GENERAL ATTORNEY	#	626	318	308	9	16	275	230	16	23	17	38	1	0	0	1	0	0
0905: GENERAL ATTORNEY percent row	%	100	50.80	49.20	1.44	2.56	43.93	36.74	2.56	3.67	2.72	6.07	0.16	0.00	0.00	0.16	0.00	0.00
CLF for Major Occupation 1: GENERAL ATTORNEY	%	100	67.23	32.77	2.51	1.78	60.25	26.4	2.13	2.55	1.82	1.67	0.02	0.01	0.12	0.12	0.2	0.15
0904: LAW CLERK	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0904: LAW CLERK percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLF for Major Occupation 2: LAW CLERK	%	100	67.23	32.77	2.51	1.78	60.25	26.4	2.13	2.55	1.82	1.67	0.02	0.01	0.12	0.12	0.2	0.15

File Process Date and Time: null

Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Race/Ethnicity and Sex (Temporary)

Job Title/Series Agency Rate Occupational CLF (Job Title-Series)		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
0905: GENERAL ATTORNEY	#	11	5	6	0	0	3	5	1	0	1	0	0	0	0	0	0	1
0905: GENERAL ATTORNEY percent row	%	100	45.45	54.55	0.00	0.00	27.27	45.45	9.09	0.00	9.09	0.00	0.00	0.00	0.00	0.00	0.00	9.09
CLF for Major Occupation 1: GENERAL ATTORNEY	%	100	67.23	32.77	2.51	1.78	60.25	26.4	2.13	2.55	1.82	1.67	0.02	0.01	0.12	0.12	0.2	0.15
0904: LAW CLERK	#	2	1	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0
0904: LAW CLERK percent row	%	100	50.00	50.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CLF for Major Occupation 2: LAW CLERK	%	100	67.23	32.77	2.51	1.78	60.25	26.4	2.13	2.55	1.82	1.67	0.02	0.01	0.12	0.12	0.2	0.15

Federal Trade Commission

File Process Date and Time: null

Table A8: NEW HIRES BY TYPE OF APPOINTMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Permanent New Hires	#	62	28	34	0	2	20	14	5	14	3	4	0	0	0	0	0	0
Permanent New Hires percent row	%	100	45.16	54.84	0.00	3.23	32.26	22.58	8.06	22.58	4.84	6.45	0.00	0.00	0.00	0.00	0.00	0.00
Temporary New Hires	#	74	34	40	1	1	12	16	16	19	3	4	0	0	2	0	0	0
Temporary New Hires percent row	%	100	45.95	54.05	1.35	1.35	16.22	21.62	21.62	25.68	4.05	5.41	0.00	0.00	2.70	0.00	0.00	0.00
Non-Appropriated New Hires	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Appropriated New Hires percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total New Hires	#	136	62	74	1	3	32	30	21	33	6	8	0	0	2	0	0	0
Total New Hires percent row	%	100	45.59	54.41	0.74	2.21	23.53	22.06	15.44	24.26	4.41	5.88	0.00	0.00	1.47	0.00	0.00	0.00
CLF2010	%	100	51.86	48.14	5.17	4.79	38.33	34.03	5.49	6.53	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28

File Process Date and Time: null

Table A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex

Employment Tenure		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Voluntary Separation	#	75	37	38	2	2	27	21	3	11	5	3	0	0	0	1	0	0
Voluntary Separation percent row	%	100	49.33	50.67	2.67	2.67	36.00	28.00	4.00	14.67	6.67	4.00	0.00	0.00	0.00	1.33	0.00	0.00
Involuntary Separations	#	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Involuntary Separations percent row	%	100	0.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Separations	#	76	37	39	2	2	27	22	3	11	5	3	0	0	0	1	0	0
Total Separations percent row	%	100	48.68	51.32	2.63	2.63	35.53	28.95	3.95	14.47	6.58	3.95	0.00	0.00	0.00	1.32	0.00	0.00

File Process Date and Time: null

Table B2: TOTAL WORKFORCE BY COMPONENT - Distribution by Disability [OPM Form 256 Self-Identification Codes]

Subordinate Component		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
Total Workforce	#	1066	935	52	79	11	0	5	1	2	0	2	0	1	0
Total Workforce percent	%	100	87.71	4.88	7.41	1.03	0.00	0.47	0.09	0.19	0.00	0.19	0.00	0.09	0.00
Federal Goal	%					2.00									
FT00	#	1066	935	52	79	11	0	5	1	2	0	2	0	1	0
FT00 percent row	%	100	87.71	4.88	7.41	1.03	0.00	0.47	0.09	0.19	0.00	0.19	0.00	0.09	0.00

File Process Date and Time: null

Table B4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability (Permanent)

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-01 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-02 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-05 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0
GS-07 percent row	%	100	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	15	12	2	3	1	0	1	0	0	0	0	0	0	0
GS-08 percent row	%	100	80.00	13.33	20.00	6.67	0.00	6.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	28	23	2	5	3	0	2	0	0	0	0	0	1	0
GS-09 percent row	%	100	82.14	7.14	17.86	10.71	0.00	7.14	0.00	0.00	0.00	0.00	0.00	3.57	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-10 percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	48	42	6	6	0	0	0	0	0	0	0	0	0	0
GS-11 percent row	%	100	87.50	12.50	12.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-12	#	81	74	5	7	2	0	0	1	1	0	0	0	0	0
GS-12 percent row	%	100	91.36	6.17	8.64	2.47	0.00	0.00	1.23	1.23	0.00	0.00	0.00	0.00	0.00
GS-13	#	121	106	8	15	0	0	0	0	0	0	0	0	0	0
GS-13 percent row	%	100	87.60	6.61	12.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	167	159	8	8	1	0	0	0	1	0	0	0	0	0
GS-14 percent row	%	100	95.21	4.79	4.79	0.60	0.00	0.00	0.00	0.60	0.00	0.00	0.00	0.00	0.00
GS-15	#	564	531	19	33	4	0	2	0	0	0	2	0	0	0
GS-15 percent row	%	100	94.15	3.37	5.85	0.71	0.00	0.35	0.00	0.00	0.00	0.35	0.00	0.00	0.00
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) percent row	%	100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	36	34	1	2	0	0	0	0	0	0	0	0	0	0
Senior Executive Service percent row	%	100	94.44	2.78	5.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	2	2	1	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	100	100.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1064	934	51	79	11	0	5	1	2	0	2	0	1	0

Federal Trade Commission

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: null

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
TOTAL percent row	%	100	87.78	4.79	7.42	1.03	0.00	0.47	0.09	0.19	0.00	0.19	0.00	0.09	0.00

File Process Date and Time: null

Table B6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Disability (Permanent)

Job Title-Series		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
0905: GENERAL ATTORNEY	#	626	571	26	29	3	0	2	0	0	0	1	0	0	0
0905: GENERAL ATTORNEY percent row	%	100	91.21	4.15	4.63	0.48	0.00	0.32	0.00	0.00	0.00	0.16	0.00	0.00	0.00

Federal Trade Commission

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: null

Occupational Categories	Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
NOTE: Percentages computed down columns and NOT across rows.																	

File Process Date and Time: null

Grade Level		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Other Senior Pay (Non-SES)	#	2	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	0.19	0.37	0.00	0.00	0.00	0.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1066	540	526	18	26	418	313	66	129	33	53	2	1	2	3	1	1
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

NOTE: Percentages computed down columns and NOT across rows.

File Process Date and Time: null

Grade Level		Total Workforce	Total Workforce Male	Total Workforce Female	Hispanic or Latino Male	Hispanic or Latino Female	White Male	White Female	Black or African American Male	Black or African American Female	Asian Male	Asian Female	Native Hawaiian or Other Pacific Islander Male	Native Hawaiian or Other Pacific Islander Female	American Indian or Alaskan Native Male	American Indian or Alaskan Native Female	Two or More Races Male	Two or More Races Female
Other Senior Pay (Non-SES)	#	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	2.99	0.00	4.76	0.00	0.00	0.00	7.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	67	25	42	0	0	17	27	5	12	3	1	0	0	0	0	0	2
TOTAL percent row	%	100.00	100.00	100.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00

NOTE: Percentages computed down columns and NOT across rows.

File Process Date and Time: null

Table B3: Occupational Categories - Distribution by Disability: Calculated within Group

Occupational Categories		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
Executive/Senior Level Officials and Managers (Grades 15 and Above)	#	171	156	3	12	2	0	1	0	0	0	1	0	0	0
Executive/Senior Level Officials and Managers (Grades 15 and Above) percent row	%	16.04	16.68	5.77	15.19	18.18	0.00	20.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
Mid-Level Officials and Managers (Grades 13-14)	#	19	18	1	0	0	0	0	0	0	0	0	0	0	0
Mid-Level Officials and Managers (Grades 13-14) percent row	%	1.78	1.93	1.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
First-Level Officials and Managers (Grades 12 and Below)	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0
First-Level Officials and Managers (Grades 12 and Below) percent row	%	0.09	0.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	#	203	160	13	30	6	0	2	1	2	0	0	0	1	0
Other percent row	%	19.04	17.11	25.00	37.97	54.55	0.00	40.00	100.00	100.00	0.00	0.00	0.00	100.00	0.00
Officials and Managers - TOTAL	#	394	335	17	42	8	0	3	1	2	0	1	0	1	0
Officials and Managers - TOTAL percent row	%	36.96	35.83	32.69	53.16	72.73	0.00	60.00	100.00	100.00	0.00	50.00	0.00	100.00	0.00
Professionals	#	637	574	31	32	2	0	1	0	0	0	1	0	0	0
Professionals percent row	%	59.76	61.39	59.62	40.51	18.18	0.00	20.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
Technicians	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0
Technicians percent row	%	0.19	0.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales Workers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales Workers percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Support Workers	#	33	24	4	5	1	0	1	0	0	0	0	0	0	0
Administrative Support Workers percent row	%	3.10	2.57	7.69	6.33	9.09	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Craft Workers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Craft Workers percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Operatives	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Laborers and Helpers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers and Helpers percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Service Workers	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Workforce	#	1066	935	52	79	11	0	5	1	2	0	2	0	1	0
Total Workforce percent row	%	100	100	100	100	100	100	100	100	100	100	100	100	100	100

NOTE: Percentages computed down columns and NOT across rows.

File Process Date and Time: null

Table B4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability (Permanent): Calculated within Group

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-01 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-02 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-03 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-04 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-05 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0
GS-06 percent row	%	0.19	0.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0
GS-07 percent row	%	0.19	0.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	15	12	2	3	1	0	1	0	0	0	0	0	0	0
GS-08 percent row	%	1.41	1.28	3.92	3.80	9.09	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	28	23	2	5	3	0	2	0	0	0	0	0	1	0
GS-09 percent row	%	2.63	2.46	3.92	6.33	27.27	0.00	40.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GS-10 percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	48	42	6	6	0	0	0	0	0	0	0	0	0	0
GS-11 percent row	%	4.51	4.50	11.76	7.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-12	#	81	74	5	7	2	0	0	1	1	0	0	0	0	0
GS-12 percent row	%	7.61	7.92	9.80	8.86	18.18	0.00	0.00	100.00	50.00	0.00	0.00	0.00	0.00	0.00
GS-13	#	121	106	8	15	0	0	0	0	0	0	0	0	0	0
GS-13 percent row	%	11.37	11.35	15.69	18.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	167	159	8	8	1	0	0	0	1	0	0	0	0	0
GS-14 percent row	%	15.70	17.02	15.69	10.13	9.09	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	564	531	19	33	4	0	2	0	0	0	2	0	0	0
GS-15 percent row	%	53.01	56.85	37.25	41.77	36.36	0.00	40.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other (Unspecified GS) percent row	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	36	34	1	2	0	0	0	0	0	0	0	0	0	0
Senior Executive Service percent row	%	3.38	3.64	1.96	2.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	2	2	1	0	0	0	0	0	0	0	0	0	0	0
Other Senior Pay (Non-SES) percent row	%	0.19	0.21	1.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1064	934	51	79	11	0	5	1	2	0	2	0	1	0

Federal Trade Commission

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: null

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
TOTAL percent row	%	100.00	100.00	100.00	100.00	100.00	0.00	100.00	100.00	100.00	0.00	100.00	0.00	100.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

Federal Trade Commission

For period covering October 1, 2016 to September 30, 2017.

File Process Date and Time: null

Grade Level		Total Workforce	No Disability [05]	Not Identified [01]	Disability [06-94]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68] or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
TOTAL percent row	%	100.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

NOTE: Percentages computed down columns and NOT across rows.

APPENDIX B

Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex (Permanent)

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY															
				Hispanic or Latino		Non-Hispanic or Latino													
			White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races						
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female		
Occupation Series Code (0905):																			
Total Received	#	2379																	
Voluntarily Identified	#	1630	923	707	122	63	589	330	125	192	55	105	7	0	5	6	20	11	
	%	100.00	56.63	43.37	7.48	3.87	36.13	20.25	7.67	11.78	3.37	6.44	0.43	0.00	0.31	0.37	1.23	0.67	
Qualified of those Identified	#	1442	832	610	104	55	544	296	106	159	52	85	7	0	4	5	15	10	
	%	100.00	57.70	42.30	7.21	3.81	37.73	20.53	7.35	11.03	3.61	5.89	0.49	0.00	0.28	0.35	1.04	0.69	
Selected of those Identified	#	9	3	6	0	1	3	3	0	1	0	1	0	0	0	0	0	0	
	%	100.00	33.33	66.67	0.00	11.11	33.33	33.33	0.00	11.11	0.00	11.11	0.00	0.00	0.00	0.00	0.00	0.00	
Occupational CLF	%	100.00	67.23	32.77	2.51	1.78	60.25	26.40	2.13	2.55	1.82	1.67	0.02	0.01	0.12	0.12	0.20	0.15	

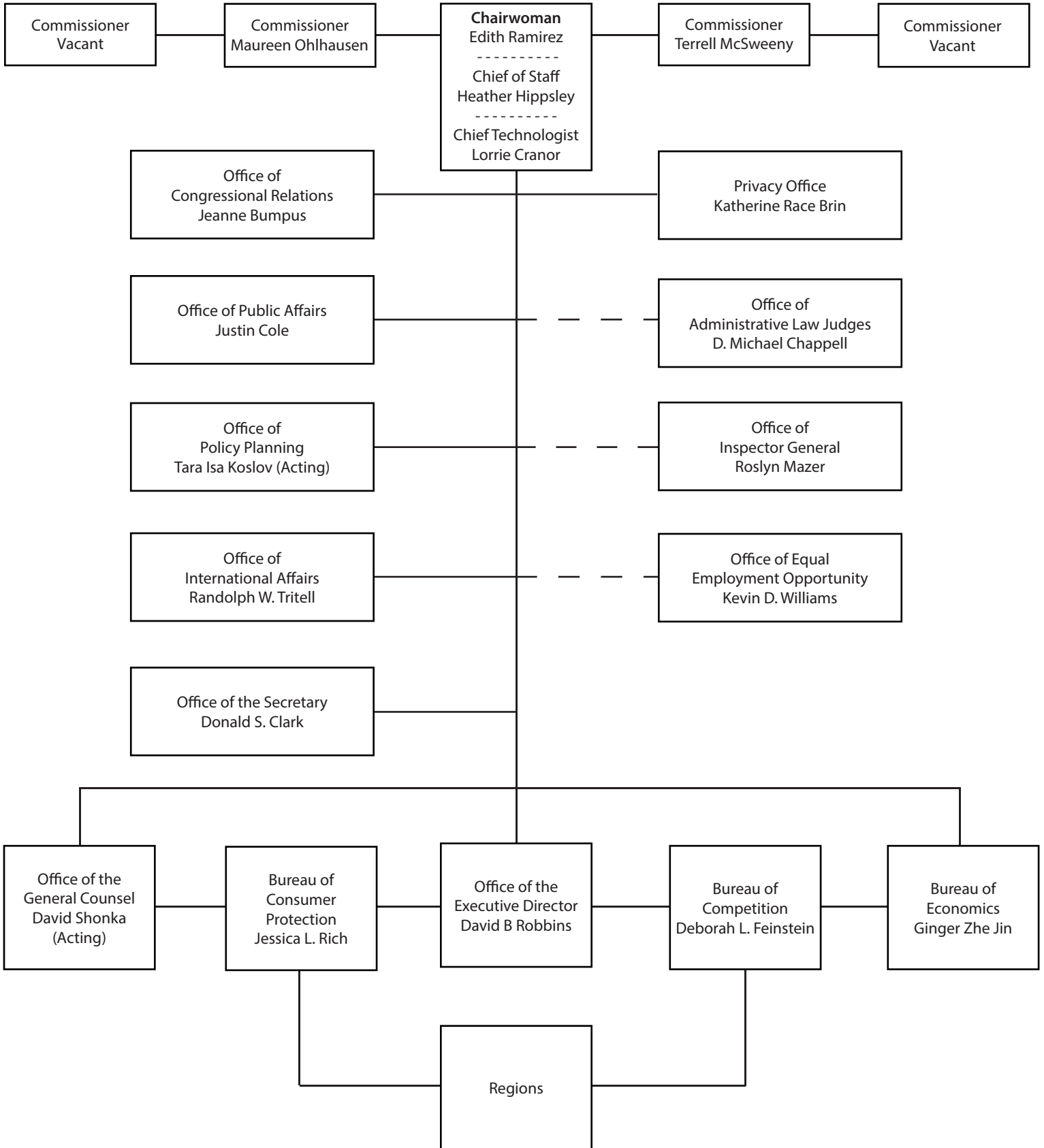
Table A12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific		American Indian or Alaska Native		Two or more races						
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	
Career Development Programs for GS 5-12																		
Slots	#	0																
Relevant Applicant Pool	%	100.00	37.25	62.75	1.47	4.90	20.10	16.18	13.24	37.25	1.96	3.43	0.00	0.00	0.49	0.49	0.00	0.49
Applied	#	0																
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	0																
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Development Programs for GS 13-14																		
Slots	#	0																
Relevant Applicant Pool	%	100.00	49.21	50.79	2.21	2.52	30.91	30.28	10.09	12.93	5.36	4.10	0.00	0.32	0.32	0.63	0.32	0.00
Applied	#	0																
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	0																
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Development Programs for GS 15 and SES																		
Slots	#	0																
Relevant Applicant Pool	%	100.00	55.35	44.65	1.57	1.89	49.90	32.86	1.89	3.93	2.67	5.82	0.31	0.00	0.00	0.16	0.00	0.00
Applied	#	8	3	5	1	0	2	1	0	2	0	1	0	0	0	1	0	0
	%	100.00	37.50	62.50	12.50	0.00	25.00	12.50	0.00	25.00	0.00	12.50	0.00	0.00	0.00	12.50	0.00	0.00
Participants	#	5	2	3	0	0	2	0	0	2	0	0	0	0	0	1	0	0
	%	100.00	40.00	60.00	0.00	0.00	40.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00

APPENDIX C

FEDERAL TRADE COMMISSION

Organization Chart



APPENDIX D



Office of the Chairwoman

UNITED STATES OF AMERICA
FEDERAL TRADE COMMISSION
WASHINGTON, D.C. 20580

January 12, 2017

MEMORANDUM

FROM: Chairwoman Edith Ramirez
TO: Commission Staff and Commissioners
SUBJECT: FTC's Commitment to Equal Employment Opportunity

"The hope of a secure and livable world lies with disciplined nonconformists who are dedicated to justice, peace, and brotherhood."

— Dr. Martin Luther King, Jr.

This Monday marks the 31st anniversary of Dr. Martin Luther King, Jr. Day. As we commemorate Dr. King's legacy, it is an opportune time to reaffirm the Federal Trade Commission's commitment to equal employment opportunity in the workplace.

As a federal agency, we are always striving toward a model EEO workplace where all feel welcome. To that end, we have renamed our EEO office. It is now called the Office of Equal Employment Opportunity and Workplace Inclusion.

I am also pleased to announce that Yvette Delgado will be joining the newly renamed EEOWI office. A federally certified EEO counselor, Yvette is currently a Program Support Specialist in BCP's Division of Marketing Practices. She is also the Chair of the agency's Diversity Council. Prior to joining the FTC in 2015, Yvette worked in the Office of Equal Employment at the National Transportation Safety Board, as the Hispanic Employment Program Manager. In that role, Yvette led and managed the NTSB's Special Emphasis Month Programs. In addition, Yvette established a mentoring program with ASPIRA's Public Policy and Leadership Program to promote NTSB internship opportunities for high school students. I know she will be a terrific addition to the EEOWI office.

Let me also take this opportunity to remind you that the FTC has a zero tolerance policy for harassment and unlawful employment discrimination based on race, color, national origin, sex (including pregnancy and gender identity), age (40 years and over), disability, religion, genetic information, sexual orientation, or reprisal. All FTC employees, supervisors, and managers bear responsibility for implementing our policies of workplace equality and inclusion in employment actions, daily conduct, and decisions. I urge all staff to read the Administrative Manual, Chapter 5, Sections 400-420 where our EEO policies are found.

If you believe that you have been discriminated against or if you have any questions regarding EEO policy, or need specific information on the Federal EEO program, please contact the staff of the Office of Equal Employment Opportunity and Workplace Inclusion, which includes the Regional Office collateral-duty EEO Counselors.

In closing, I encourage all employees to consider making the King Holiday a day of service in your respective communities. Information on prospective volunteer service projects can be found at www.mlkd.gov.

Thank you.