



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5204

Canc: NOV 04  
IN REPLY REFER TO

NETPDTCNOTE 12713  
HRO/N83

31 OCT 2003

**NETPDTC NOTICE 12713**

Subj: **FY04 AFFIRMATIVE EMPLOYMENT PROGRAM (AEP) WORKFORCE  
PARITY GOALS**

Ref: (a) EEOC MD-714

Encl: (1) Workforce Parity Goals  
(2) FEORP Recruitment Worksheet

1. **Purpose**. To publish workforce parity goals in compliance with reference (a).
2. **Information**. Managers and supervisors are responsible for ensuring that fair and equitable consideration in the civilian recruitment and selection process is afforded to all individuals.
3. **Action**. Review enclosure (1) and maintain a working knowledge of AEP goals for minorities and women. Post enclosure (1) on all official bulletin boards. Enclosure (2) will be used for all recruitment actions. If assistance is required, please contact the NETPDTC Equal Employment Opportunity (EEO) Office at 452-1001 x1406.

  
G. B. DYE

Distribution: (NETPDTCINST 5216.1G)  
Lists I, IA and II

Web Access: MAIN INDEX

<https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive/home/index.cfm>

**NAVAL EDUCATION AND TRAINING PROFESSIONAL  
 DEVELOPMENT AND TECHNOLOGY CENTER  
FY04 WORKFORCE PARITY GOALS**

<b>PATCOB*</b>	<b>GRADE GROUPS</b>	<b>PARITY GOALS BY RNS**</b>
All	All	5 Black Males
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PROFESSIONAL	All	3 Asian American/Pacific Islander Males 2 Asian American/Pacific Islander Females
ADMINISTRATIVE	All	5 White Females 3 Hispanic Females
TECHNICAL	All	2 American Indian/Alaskan Native Males
CLERICAL	All	2 White Females 1 American Indian/Alaskan Native Female
OTHER	All	3 Black Males
BLUE COLLAR	All	1 Black Male
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All	13+	5 White Females 1 Black Male 2 Black Females
All	9 - 12	5 Black Males 1 American Indian/Alaskan Native Female
All	5 - 8	2 Black Males 1 American Indian/Alaskan Native Female
All	1 - 4	1 Black Male

\* Groups of positions identified as PATCOB:

Professional, Administrative, Technical, Clerical, Other, Blue Collar.

\*\* Race, National Origin, and Sex (RNS)

**Note:** Above parity goals are broken down in three categories: All - entire workforce as of 30 Sep 03 PATCOB - broken down by individual PATCOB categories and by grade levels.

Parity Goals are based on the available Civilian Labor Force (CLF) for a specific PATCOB or the Standard Metropolitan Statistical Area (SMSA) for the local (Pensacola) labor force.

31 OCT 2003

**RECRUITMENT/FEORP WORKSHEET (FOR APPROPRIATED AND NONAPPROPRIATED FUND SELECTIONS)**

COMMAND/DEPARTMENT	DATE
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POSITION TITLE	PAY PLAN/SERIES	GRADE	*PATCOB
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**SECTION I - TO BE FILLED IN BY EEO AFTER THE RATING PROCESS AND PRIOR TO THE SELECTION PROCESS.**

AEPP GOALS HAVE BEEN ESTABLISHED FOR THE FOLLOWING RNS GROUPS ("x" underrepresented groups):

WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE		TARGETED HC	30% DAV
MALE	FEMALE	MALES	FEMALE	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		

THE ATTACHED CERTIFICATE CONTAINS THE FOLLOWING RNS MIX

WHITE		BLACK		HISPANIC		ASIAN AMERICAN/ PACIFIC ISLANDER		AMERICAN INDIAN/ ALASKAN NATIVE		TARGETED HC	30% DAV
MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES	MALES	FEMALES		

Selection officials are reminded that they must make nondiscriminatory selections. When minorities and women are among the best of the eligible candidates, managers and supervisors have the obligation to ensure they are given full consideration and to choose the person who will best fulfill the needs of the organization, including affirmative action and equal opportunity objectives. All selections must meet the scrutiny of sound civilian personnel and EEO policies and directives.

The EEO representative for this selection is \_\_\_\_\_ . Please contact him/her directly for scheduling at \_\_\_\_\_ .

**SECTION II – TO BE COMPLETED BY THE SELECTING OFFICIAL AND RETURNED TO EEO BY \_\_\_\_\_**

NAME OF SELECTEE	CERT # OR RECRUITMENT METHOD	DATE SELECTED
SIGNATURE (Selecting Official)		DATE
SIGNATURE (Special Assistant/Department Head)		DATE

**SECTION III – TO BE COMPLETED (AND RETAINED) BY EEO**

ITEM	WM	WF	BM	BF	HM	HF	AA/PIM	AA/PIF	AI/ANM	AI/ANF	TARGETED HC	30% DAV
# APPLICANTS												
# QUALIFIED APPLICANTS												
# HIGHLY QUALIFIED APPLICANTS												
SELECTED												