



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, February 26, 2003

MEMORANDUM FOR: Human Resources Directors

FROM: Ellen E. Tunstall, Assistant Director for Employment Policy

Subject: Calendar Year 2002 Reports

We are sending you a reminder that four reports are due early in 2003 on staffing information for calendar year 2002. Your reports should cover your entire department or agency. Please make sure that your installations send data to a central point in your department or agency for consolidation before you send the reports to us.

The four reports and their due dates are as follows:

February 28, 2003

- Statistical report of race and national origin (RNO) data on applicants for Outstanding Scholar appointments,
- Statistical report of RNO data on all applicants who apply for a competitive position covered under the consent decree,
- Report on employment of experts and consultants hired under title 5, United States Code (U.S.C.), section 3109, and

March 31, 2003

- Narrative report on special employment programs covered by the Luevano Consent Decree.

Details on what to include and where to send each report are included in Attachment 1.

Attachment 1- Staffing Reports for Calendar Year 2002

Outstanding Scholar/*Luevano* Consent Decree

The three reports listed below are required by a Federal court as a condition of the *Luevano* Consent Decree, "in order to enable plaintiffs effectively to monitor compliance by the various agencies? in their use of the Outstanding Scholar and Bilingual/Bicultural hiring authorities.

Please send the reports to: *Luevano* Reports, Office of Employment Policy, U.S. Office of Personnel Management, 1900 E Street, NW, Room 6500, Washington, DC 20415. If your agency is not covered by the *Luevano* Consent Decree, please disregard this section. If you are not sure whether your agency is covered, please contact your agency's legal advisors, or call OPM's Office of Employment Policy on (202) 606-8097.

1. Due February 28, 2003: Statistical report of race and national origin (RNO) data on applicants for Outstanding Scholar appointments in calendar year 2002.

To meet the terms of the *Luevano* Consent Decree, you must report to OPM the RNO data you collected from Outstanding Scholar applicants for calendar year 2002. To do this, you consolidate information from applicants' OPM Form 1386B (Applicant Race and National Origin Questionnaire) onto OPM Form 1592 (Outstanding Scholar Provision Reporting Form for the *Luevano* Decree). A separate OPM Form 1592 is required for each occupation and each grade for the entire agency. The form divides the data by regional "zones."

In line item 6 on the form, which is labeled "Missing Data," you must enter the number of **qualified** applicants who either did not complete or did not return OPM Form 1386B. (Although it is mandatory that agencies supply OPM Form 1386B to all Outstanding Scholar applicants, it is **not** mandatory that applicants complete the forms.) The "Missing Data" is also divided geographically, with this information written in below the other totals for each zone on the OPM Form 1592.

Because of the method by which adverse impact is determined under the *Luevano* Consent Decree, you may have to count a qualified applicant several times. Each applicant is reported in each series, grade, and geographic zone for which he or she is considered. If there were no Outstanding Scholar applicants, you must report that fact.

2. Due February 28, 2003 Statistical report of RNO data on all applicants who apply for a competitive position covered under the *Luevano* Consent Decree in calendar year 2002.

You must complete a report consolidating the RNO data for all applicants who applied for a competitive position covered under the *Luevano* Consent Decree for calendar year 2002. This report includes all applicants applying for each series, grade, and geographic area. This report is similar to the RNO report for Outstanding Scholar, but it includes RNO data on the entire applicant pool. There is no specific form on which to collect applicant RNO data. To generate this report you must consolidate applicant RNO data from whatever source you collected it. Your report must include the same RNO categories and zones as the Outstanding Scholar report for each occupation and each grade for the entire agency.

Agencies that were given the authority to administer the *Luevano assessments* (written test and/or rating schedule) are required to collect RNO data from each applicant who applies for a competitive position covered under the consent decree. Agencies that are processing their own applications, either manually, through their own automated system, or through a private contractor, are subject to this report requirement. This requirement does not apply to agencies that are using OPM's USA Staffing to process their applications. USA Staffing automatically generates this report and sends it to OPM.

3. March 31, 2003 Narrative report on special employment programs covered by the *Luevano* Consent Decree.

You must also submit narrative reports to meet the requirements of the *Luevano* Consent Decree. These narrative reports must contain information on your efforts to use special programs to eliminate adverse impact on Blacks and Hispanics when hiring into former Professional and Administrative Career Exam (PACE) occupations during calendar year 2002. See Attachment 2 for a list of positions covered by the *Luevano* Consent Decree.

The reports cover the Outstanding Scholar, Student Career Experience and other college work-study programs, the Bilingual/Bicultural hiring authority, and similar programs. The reports also include information regarding publicity about the special programs and special recruiting efforts, including on-campus visits. The *Luevano* Consent Decree requires each agency covered by the consent decree to make a report. If the programs were not used during the reporting period, you must report that fact.

Experts and Consultants

4. February 28, 2003 Report on employment of experts and consultants hired under title 5, United States Code (U.S.C.), section 3109 during calendar year 2002.

Please send the reports to: Expert and Consultant Reports, Office of Employment Policy, U.S. Office of Personnel Management, 1900 E Street, NW, Room 6500, Washington, DC 20415.

As required by 5 U.S.C. § 3109(e), you must report the days worked by, and the amounts paid to, each expert and consultant hired under the authority of 5 U.S.C. § 3109 in calendar year 2002. Using OPM Form 1623 (List of Experts and Consultants Hired Under 5 U.S.C. 3109), report to OPM the social security number, number of days worked, and gross pay of each covered employee.

See Attachment 3 for copies of all the forms mentioned above. If you have any questions, please contact Linda Watson on (202) 606-0830.

Attachments

- Positions Covered by the *Luevano* Consent Decree
-

Attachment 2- Positions Covered by the Luevano Consent Decree

Below is the list of positions covered by the *Luevano* Consent Decree, updated as of November 2002.

Series	Position Titles
0011	Bond Sales Promotion
0018	Safety and Occupational Health Management
0020	Community Planning*
0023	Outdoor Recreation Planning
0025	Park Ranger
0028	Environmental Protection Specialist
0080	Security Administration
0101	Social Science* **
0105	Social Insurance Administration
0106	Unemployment Insurance
0107	Health Insurance Administration
0110	Economics*
0130	Foreign Affairs*
0131	International Relations*

Series	Position Titles
0132	Intelligence
0140	Manpower Research and Analysis*
0142	Manpower Development
0150	Geography*
0170	History*
0180	Psychology*
0184	Sociology*
0187	Social Services
0190	General Anthropology*
0193	Archeology*
0201	<p data-bbox="824 1360 1344 1413">Human Resource Management Formerly covered title and series:</p> <ol data-bbox="873 1455 1344 1854" style="list-style-type: none"> <li data-bbox="873 1455 1328 1486">1. Personnel Management (0201); <li data-bbox="873 1493 1344 1556">2. Military Personnel Management (0205); <li data-bbox="873 1562 1263 1593">3. Personnel Staffing (0212); <li data-bbox="873 1600 1312 1631">4. Position Classification (0221); <li data-bbox="873 1638 1312 1669">5. Occupational Analysis (0222); <li data-bbox="873 1675 1344 1738">6. Salary and Wage Administration (0223); <li data-bbox="873 1745 1279 1776">7. Employee Relations (0230); <li data-bbox="873 1782 1279 1814">8. Labor Relations (0233); and <li data-bbox="873 1820 1344 1852">9. Employee Development (0235).

Series	Position Titles
0244	Labor Management Relations Examining
0249	Wage and Hour Compliance
0301	Miscellaneous Administration and Program**
0341	Administrative Officer
0343	Program Management and Program Analysis
0346	Logistics Management
0391	Telecommunications Specialist
0501	Financial Administration and Programs**
0526	Tax Technician (Series renamed Tax Specialist)
0560	Budget Analysis
0570	Financial Institution Examining
0673	Hospital Housekeeping Management
0685	Public Health Program Specialist
0901	<p>General Legal and Kindred Administration Formerly covered title and series:</p> <ol style="list-style-type: none"> 1. Federal Retirement Benefits (0270); 2. Contact Representative (Two-grade interval position) (0962); and

Series	Position Titles
	3. General Claims Examining (Two-grade interval position) (0990).
0950	Paralegal Specialist
0958	Pension Law Specialist
0965	Land Law Examining
0967	Passport and Visa Examining
0987	Tax Law Examining
0991	Worker's Compensation Claims Examining
0993	Railroad Retirement Claims Examining
0994	Unemployment Compensation Claims Examining (Series cancelled August 2002)
0996	Veterans Claims Examining
1001	General Arts and Information**
1015	Museum Management (Curator)*
1035	Public Affairs
1082	Writing and Editing
1083	Technical Writing and Editing

Series	Position Titles
1101	General Business and Industry** Formerly covered title and series 1. Contractor Industrial Relations (0246)
1102	Contracting Series*
1103	Industrial Property Management
1104	Property Disposal
1130	Public Utilities Specialist
1140	Trade Specialist
1145	Agricultural Program Specialist
1146	Agricultural Marketing
1147	Agricultural Market Reporting
1150	Industrial Specialist
1160	Financial Analysis
1163	Insurance Examining
1165	Loan Specialist
1169	Internal Revenue Officer

Series	Position Titles
1170	Realty
1171	Appraising
1173	Housing Management Specialist
1176	Building Management
1412	Technical Information Services
1420	Archivist*
1421	Archives Specialist
1654	Printing Management Specialist*
1701	General Education and Training * **
1715	Vocational Rehabilitation
1720	Educational Program*
1801	<p data-bbox="824 1455 1409 1549">General Inspection, Investigation, and Compliance Restricted to following positions and agencies:</p> <ul data-bbox="873 1591 1360 1812" style="list-style-type: none"> <li data-bbox="873 1591 1360 1665">• Civil Aviation Security Specialist (FAA Only), <li data-bbox="873 1665 1360 1738">• Center Adjudication Officer (INS Only), <li data-bbox="873 1738 1360 1812">• District Adjudication Officer (INS Only)

Series	Position Titles
1810	General Investigator**
1811	Criminal Investigator**
1812	Game Law Enforcement
1816	Immigration Inspection
1831	Securities Compliance Examining
1854	Alcohol, Tobacco, and Firearms Inspection
1864	Public Health Quarantine Inspection
1889	Import Specialist
1890	Customs Inspection
1910	Quality Assurance Specialist
2001	General Supply**
2003	Supply Program Management
2010	Inventory Management
2030	Distribution Facilities and Storage Management
2032	Packaging

Series	Position Titles
2050	Supply Cataloging
2101	Transportation Specialist**
2110	Transportation Industry Analysis
2125	Highway Safety
2130	Traffic Management
2150	Transportation Operations
2210	Information Technology Management Formerly covered title and series: 2. Computer Specialist (Trainee, Alternative B Qualifications) (0334)

* = Series have specific educational requirements

** = For positions formerly covered under the Professional and Administrative Careers Examination (PACE)