

(4) Review of Minority Group Statistical System

(a) Review of Specific Regulatory Requirements

Inspectors must have a thorough knowledge of the subject regulations and instructions in FPM chapter 713 and FPM Supplement 990-1. As a minimum, inspectors should determine that:

- 1 Data is collected only by visual survey methods, in the form of gross statistics and by authorized persons.
- 2 Self-identification methods are not used except when visual survey methods are not adequate to answer discrimination complaints (see section 713.214 of the regulations).
- 3 No records are collected or maintained which show the race or national origin of individual employees.
- 4 In collecting and maintaining data, agencies are following the specific procedures prescribed by the Commission (or have obtained advance CSC approval for any exceptions) and are using only CSC approved minority group designations.
- 5 Data is being used only in studies and analyses which contribute affirmatively to achieving EEO program objectives; specifically, that data studies or analyses are not being used as a basis for setting numerical goals or taking any other program actions which are not in accord with the concept of equal opportunity for all persons.

(b) Coordination With Other Program Review

The regulatory review of the minority group statistical system should not be regarded or conducted as an isolated part of the total program inquiry. Inspectors should assure that:

- 1 There is full coordination between the inspection of the statistical system and other EEO program areas.
- 2 Management and the agency staff responsible for maintaining the statistical system are aware of not only their own program responsibilities, but the need for effectively relating the statistical system to self-evaluation and positive action efforts.
- 3 Advantage is taken of each opportunity to provide guidance and assistance on the full and proper use of statistical data in self-evaluation and positive program efforts (see section d. (2) (c) below.)

(5) Coverage of Nonappropriated Fund Employees

The Commission's EEO regulations, part 713, subpart B, section 713.201 apply to employees of executive branch activities paid from nonappropriated