



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

June 20, 1995

EQUAL OPPORTUNITY DIRECTIVE NO. 95-4

HUMAN RESOURCES MANAGEMENT LETTER NO. 95-7 (335)

SUBJECT: Applicant Flow Data System - Applicant Background Survey

This is a revision of the Departmental Applicant Flow Data (AFD) system requirements, previously transmitted as Equal Employment Opportunity Letter No. 92-26 and Personnel Management Letter No. 92-8. A recent review of the AFD system, using the Automated Vacancy Announcement Distribution System (AVADS), indicated that most bureaus and offices are not systematically collecting this data or are not entering the data on to the system. Further, Bureaus are not transmitting the quarterly reports required by the letters referenced above. It is imperative that all bureaus follow the established instructions and procedures for the collection of personal background data on job applicants. This information is essential for the planning and assessment of affirmative employment initiatives and to assist the Department in its efforts to achieve a more diverse workforce.

The Department's AFD system was established to facilitate assessment of Departmental Human Resources initiatives pursuant to Federal Equal Opportunity Recruitment Program (FEORP) requirements. Under the system, applicants and selectees are requested to provide, on a voluntary basis, information on their race, ethnic origin, gender and/or disability (REOGD). This information is used to ascertain that Department's recruitment practices are consistent with our FEORP and diversity objectives. No job applicant is required to furnish REOGD data to be considered or selected for employment; however, they should be encouraged to provide the information for statistical purposes only.

The data collection requirements of the AFD system apply to recruitment and selection for all positions in the competitive service and in the excepted service under Schedules A and B. Bureaus are required to solicit this data from applicants using the attached Departmental Applicant Background Survey Form (DI-1935). The DI-1935 may be reproduced as needed. Substitutes or modifications to the form are not permitted, except as it is displayed on AVADS. This form must be attached to each job vacancy announcement. Applications should be examined immediately upon receipt, to determine if the DI-1935 is included. Applicants who have not completed the DI-1935 should be contacted in writing by the human resources office in order to provide the applicant another opportunity to voluntarily participate in the survey. (A sample letter is included as Attachment B.)

Bureau human resources offices have responsibility for the collection of applicant data in the recruitment/selection process. Bureau equal employment opportunity (EEO) offices have the responsibility for the custody, maintenance, and reporting of this data. No human resources

office may maintain any permanent record from which any applicant may be identified individually by race, ethnic origin and/or disability.

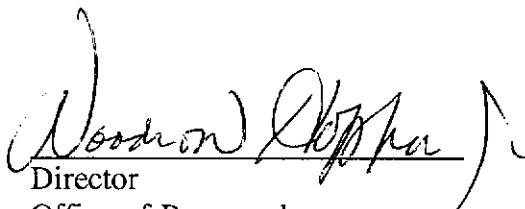
Human resources offices will collect and retain the DI-1935 forms until recruitment for a position is concluded. They are responsible for ensuring that the forms are kept confidential, separate and apart from the recruitment case files and that rating panels and selecting officials are not provided access to the applicants' DI-1935 forms. Using AVADS, bureau human resource offices are required to enter the diversity information collected from the DI-1935 before the selection is made, and transmit the hard copy forms to the appropriate EEO Office.

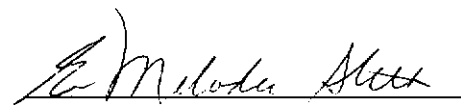
This data should also be retrieved from applicants who apply for Departmental internal and external career enhancement and/or career development programs. The same forms may be used for this purpose. This will enable bureaus to track and monitor the selection process for training programs and to verify that diverse segments of the workforce are being reached and considered for these developmental opportunities. Training and EEO Specialists should both be involved in the compilation and analysis of this data.

It is expected that Bureau human resources and equal opportunity offices will work together to ensure that the applicant data are collected. They should also analyze each step of the selection process to determine if any segment of the process adversely impacts a particular minority group and, if necessary, redirect the recruitment activities (identified recruitment sources, crediting plans, areas of consideration, etc.) to achieve our diversity objectives.

The collection, maintenance and analysis of applicant data are critical to the effectiveness of the Department's Human Resources Management recruitment, hiring, and career enhancement initiatives. The Office for Equal Opportunity continually monitors the data to report accomplishments and/or the need for affirmative action to higher management.

Attachments

  
Director  
Office of Personnel

  
Director  
Office for Equal Opportunity

INQUIRIES: Office of Personnel - Donna M. Waters, Telephone (202)208-7764 or  
Cynthia Hancock (AVADS), Telephone (202)208-6107; Mail Stop 5203, MIB

Office for Equal Opportunity - Mercedes H. Flores  
Telephone (202)208-6120; Mail Stop 1324

# U.S. DEPARTMENT OF THE INTERIOR

## APPLICANT BACKGROUND SURVEY

### GENERAL INSTRUCTIONS

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

Vacancy Announcement No.: \_\_\_\_\_ Date (Month, Day, Year): \_\_\_\_\_

Position: \_\_\_\_\_

### PRIVACY ACT INFORMATION

**GENERAL**

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY**

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

**EFFECTS OF NONDISCLOSURE**

Providing this information is voluntary. No individual personnel selections are made based on this information.

**INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY**

**NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b)**

Solicitation of the Social Security Number (SSN) by the Office of Personnel Management is authorized under provisions of Executive Order 9397, dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies.

1. Name (Last, First, MI): _____	2. Year of Birth: <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px;">9</td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> </table>	1	9			3. Social Security Number: <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> </table>												
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4. How did you learn about the particular position or exam for which you are applying? (You may circle up to three choices).

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>01--- Private Information Service Magazine Newspaper</li> <li>04--- Radio</li> <li>05--- TV</li> <li>06--- Poster</li> <li>07--- Private Employment Office</li> <li>08--- State Employment Office (Unemployment Office)</li> <li>09--- Agency Personnel Department (Bulletin Board or Other Announcement)</li> </ul> | <ul style="list-style-type: none"> <li>10--- Agency or Other Federal Government Recruitment at School or College</li> <li>11--- Federal, State, or Local Job Information Center</li> <li>12--- Religious Organization</li> <li>13--- School or College Counselor or Other Official</li> <li>14--- Friend or Relative Working for Agency</li> <li>15--- Friend or Relative Not Working for Agency</li> <li>16--- Other (Specify) _____</li> </ul> |
|---|--|

5. Please categorize yourself in terms of race and sex using the definitions below. In the box in Block 6, place the RACE/ETHNIC Code which indicates the group with which you identify yourself. Check the appropriate box in Block 7, to show your sex.

### DEFINITIONS

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>A --- American Indian or Alaskan Native</li> <li>B --- Asian or Pacific Islander</li> <li>C --- Black, Not of Hispanic Origin</li> </ul> | <ul style="list-style-type: none"> <li>D --- Hispanic</li> <li>E --- White, Not of Hispanic Origin</li> </ul> |
|---|---|

8. Do you have any physical disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. RACE/ETHNIC CODE: _____	<input style="width: 30px; height: 20px;" type="text"/>
8. SEX:      1. Male	<input type="checkbox"/>
2. Female	<input type="checkbox"/>

### FOR BUREAU USE ONLY

Date Received (Mo., Day, Yr.)	P A T C O B Code	Bureau Code										
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Sample Letter

To be printed on Appropriate Bureau or Office Letterhead

Dear Applicant:

This letter is to provide you the opportunity to voluntarily contribute to the efforts in the Department of the Interior to assure that personnel practices continue to meet Federal law and policy requirements. As a part of this effort, the Department has implemented an Applicant Flow Data System to assess the Department's recruitment efforts in attracting the largest and most diverse pools of candidates for filling vacant positions,

The Form DI-1935, Applicant Background Survey, is a part of each vacancy announcement issued in the Department and is the instrument used for gathering information to assess recruitment activities. It is removed from the application when received in the human resources office. All human resources office's are prohibited from maintaining any records from which applicants may be identified individually by race, ethnic origin and/or disability. The form is never shown to any official or panel member involved in the selection process. The form is maintained in the bureau equal opportunity office.

The information that you voluntarily provide is maintained in a strictly confidential manner and will not be individually identified in any reports. The information is used for statistical purposes only. Your decision to complete the Applicant Background Survey Form will not affect your consideration or selection for employment.

We appreciate your interest in the Department of the Interior.

Sincerely,

Human Resources Consultant

Enclosure