

Federal Workforce Dashboard Instruction Manual

Version 2.6

U.S. Equal Employment Opportunity Commission

Office of Federal Operations

May 2024



Federal Workforce Dashboard

Contents:

- Page 1: Introduction
- Page 2: Race-Ethnicity-Gender by Agency
- Page 3: Race-Ethnicity-Gender by Demographic
- Page 4: Disability by Agency
- Page 5: Disability by Disability Type
- Page 6: Race-Ethnicity-Gender-Grade by Agency
- Page 7: Race-Ethnicity-Gender-Grade by Demographic
- Page 8: Race-Ethnicity-Gender by Grade
- Page 9: Race-Ethnicity-Gender Table
- Page 10: Disability Table
- Page 11: Race-Ethnicity-Gender-Grade Table
- Page 12: Certification Status

Notes:

1. Data from agencies with no data reported for the selected fiscal years will not show in the tables and graphs.
2. Asterisks are in cells where the data was suppressed to prevent the disclosure of individuals.
3. Currently, Race-Ethnicity-Gender (not by grade) data is available from 2012 through 2020. Disability data and Race-Ethnicity-Gender by Grade data are available from 2016 through 2020.
4. Civilian Labor Force data are only available as participation rates and only for Race-Ethnicity-Gender (not by grade) data.
5. Only certified MD-715 data submitted via FedSEP are included. In 2012, not all agencies used FedSEP to report their workforce data, and therefore, the 2012 data is incomplete.

Version 2.6 public release, suppressed, 10/2/23. Are you experiencing difficulties with this report or have questions about the data? please email us at OFOResearch@eoc.gov.

Intro Race-Ethnicity-Gender by Agency Race-Ethnicity-Gender by Demographic Disability by Agency Disability by Disability Type Race-Ethnicity-Gender-Grade by Agency

Table of Contents

Overview of the Federal Workforce Dashboard	3
Accessing the Federal Workforce Dashboard	3
Pages of the Federal Workforce Dashboard	3
Page 1: Introduction	4
Page 2: Race-Ethnicity-Gender by Agency	5
Page 3: Race-Ethnicity-Gender by Demographic Group	6
Page 4: Disability by Agency	7
Page 5: Disability by Disability Type	8
Page 6: Race-Ethnicity-Gender-Grade by Agency	9
Page 7: Race-Ethnicity-Gender-Grade by Demographic Group	10
Page 8: Race-Ethnicity-Gender by Grade Band	11
Page 9: Race-Ethnicity-Gender Table	12
Page 10: Disability Table.....	13
Page 11: Race-Ethnicity-Gender-Grade Table	14
Page 12: Certification Status by Agency and Fiscal Year.....	15
Applying Filters (Slicers) to the Data.....	16
The Show as a Table Mode	17
Other Useful Dashboard Functions.....	18
Clear Selections	18
Copying Data and Images.....	18
Export Data.....	18
Dashboard Functions to Avoid.....	19
Additional Resources	19

Overview of the Federal Workforce Dashboard

The Federal Workforce Dashboard reports Federal workforce data at the agency level. Data by race, ethnicity, and gender is available starting from fiscal year (FY) 2012. Data by disability as well as data by race, ethnicity, gender, and grade band are starting from FY 2016. The dashboard also includes governmentwide and civilian labor force (CLF) comparators.¹

The Federal Workforce Dashboard complements the workforce tables from *Annual Reports on the Federal Workforce* released by the U.S. Equal Employment Opportunity Commission (EEOC). To access the workforce tables, visit the EEOC's [Federal Sector Reports webpage](#). The EEOC collects these data from *Federal Agency Annual EEO Program Status Reports* (MD-715 Reports), which are submitted and certified by Federal agencies.

This manual describes how to use the Federal Workforce Dashboard. For users who prefer navigating the Federal Workforce Dashboard with a keyboard, the EEOC provides a complementary Federal Workforce Dashboard Keyboard Navigation Manual. To download it, visit the EEOC's [Federal Sector Reports webpage](#).

This manual was written based on navigation using a Microsoft Edge browser on a Windows operating system. Using a different browser, a different operating system, or a screen reader may alter how the user can navigate the dashboard. In addition, the Federal Workforce Dashboard was created using Microsoft Power BI. Updates to Power BI may alter the dashboard's features.

Accessing the Federal Workforce Dashboard

To access the dashboard, visit the EEOC's [Federal Sector Reports webpage](#). Under the "Annual Reports on the Federal Workforce" section, click the Federal Workforce Dashboard link.

Pages of the Federal Workforce Dashboard

The Federal Workforce Dashboard has twelve pages. To navigate between pages, use the arrows at the bottom left of the window. To navigate to a specific page, click on the page's tab at the bottom of the window. Descriptions of each page are below.

¹ CLF comparators for race, ethnicity, and gender come from the U.S. Census Bureau's [EEO Tabulation](#).

Page 1: Introduction

Clicking the Federal Workforce Dashboard link leads to the Intro page. This page shows the EEOC seal, a list of the pages in the dashboard, notes about the data, dashboard version information, and contact information.

Figure 1. Intro Page





Federal Workforce Dashboard

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- Page 1: Introduction
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- Page 3: Race-Ethnicity-Gender by Demographic
- Page 4: Disability by Agency
- Page 5: Disability by Disability Type
- Page 6: Race-Ethnicity-Gender-Grade by Agency
- Page 7: Race-Ethnicity-Gender-Grade by Demographic
- Page 8: Race-Ethnicity-Gender by Grade
- Page 9: Race-Ethnicity-Gender Table
- Page 10: Disability Table
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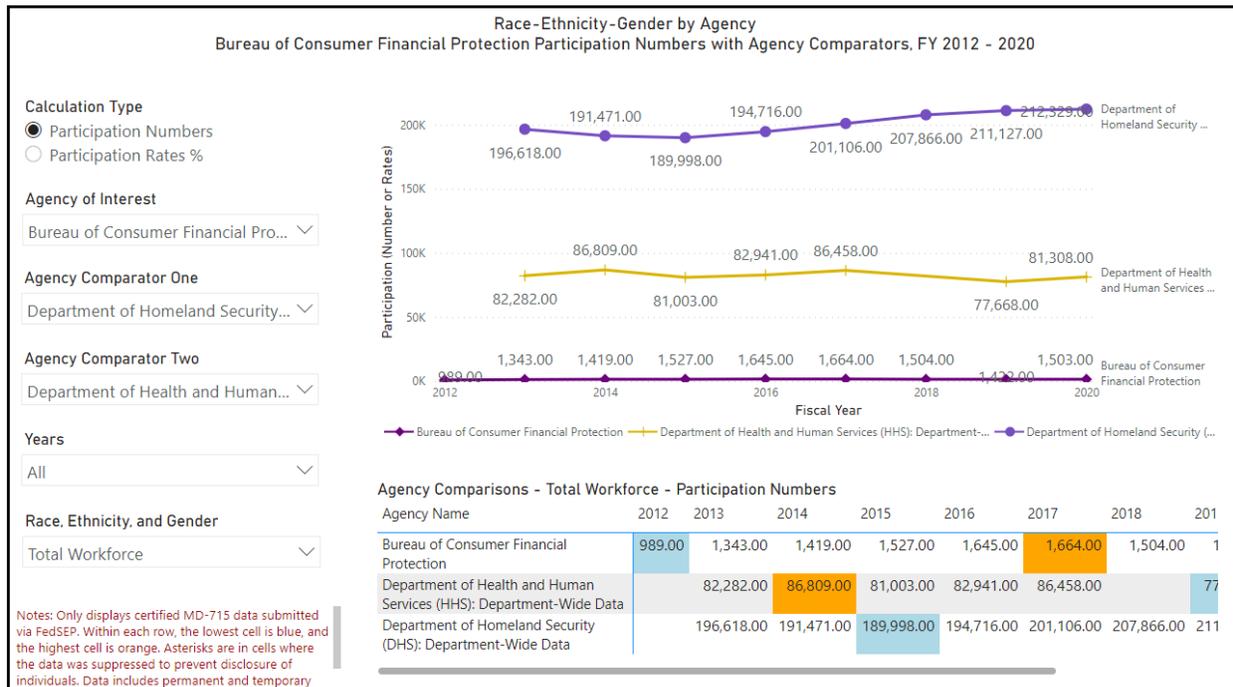
Intro	Race-Ethnicity-Gender by Agency	Race-Ethnicity-Gender by Demographic	Disability by Agency	Disability by Disability Type	Race-Ethnicity-Gender-Grade by Agency
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Page 2: Race-Ethnicity-Gender by Agency

The second dashboard page shows participation for a specific race and ethnicity by gender group. Users may select multiple agencies as well as governmentwide and CLF comparators. Users may also choose to show participation data as numbers or rates across one or more years.

A line graph displays the results across the selected agencies over time. Below the graph, a table lists the selected data by agency and year. Within each row of the table, the lowest value is shaded blue, while the highest value is shaded orange.

Figure 2. Race-Ethnicity-Gender by Agency Page

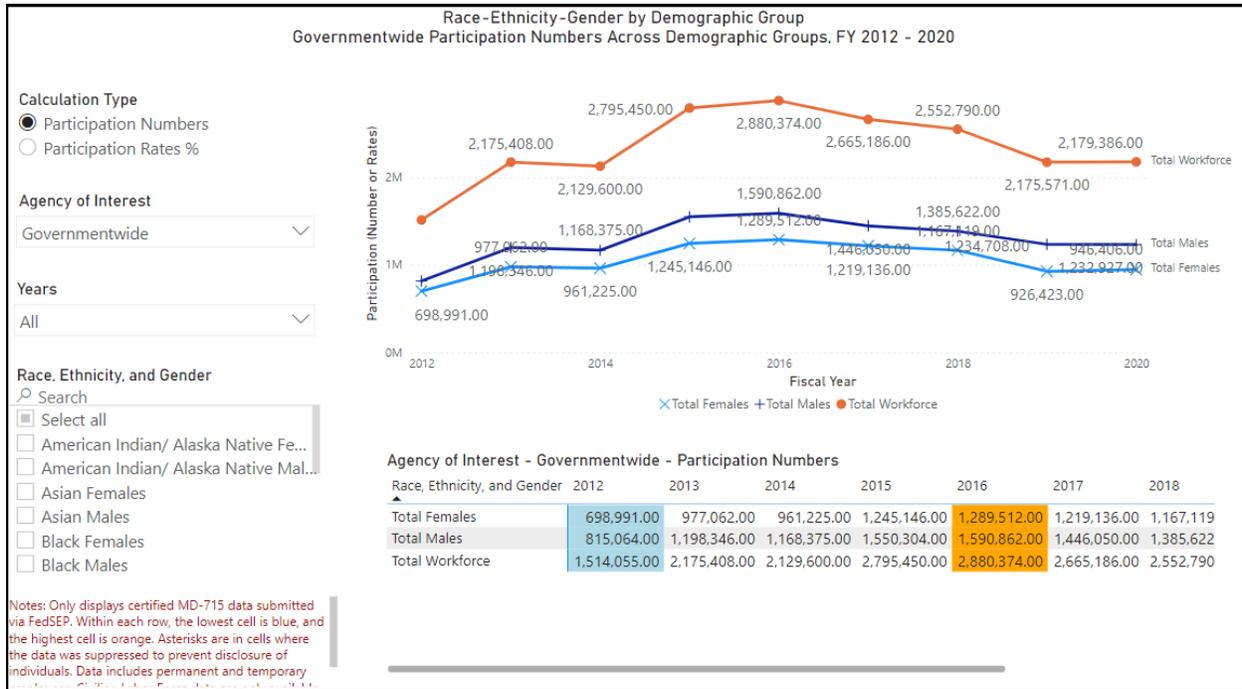


Page 3: Race-Ethnicity-Gender by Demographic Group

This page shows participation by race, ethnicity, and gender groups at a particular agency of interest. Users may select data for one or more demographic groups. Users may also choose whether to show participation data as numbers or rates across one or more years.

A line graph and table display the results for the selected data. Within each row of the table, the lowest value is shaded blue, and the highest value is shaded orange.

Figure 3. Race-Ethnicity-Gender by Demographic Page

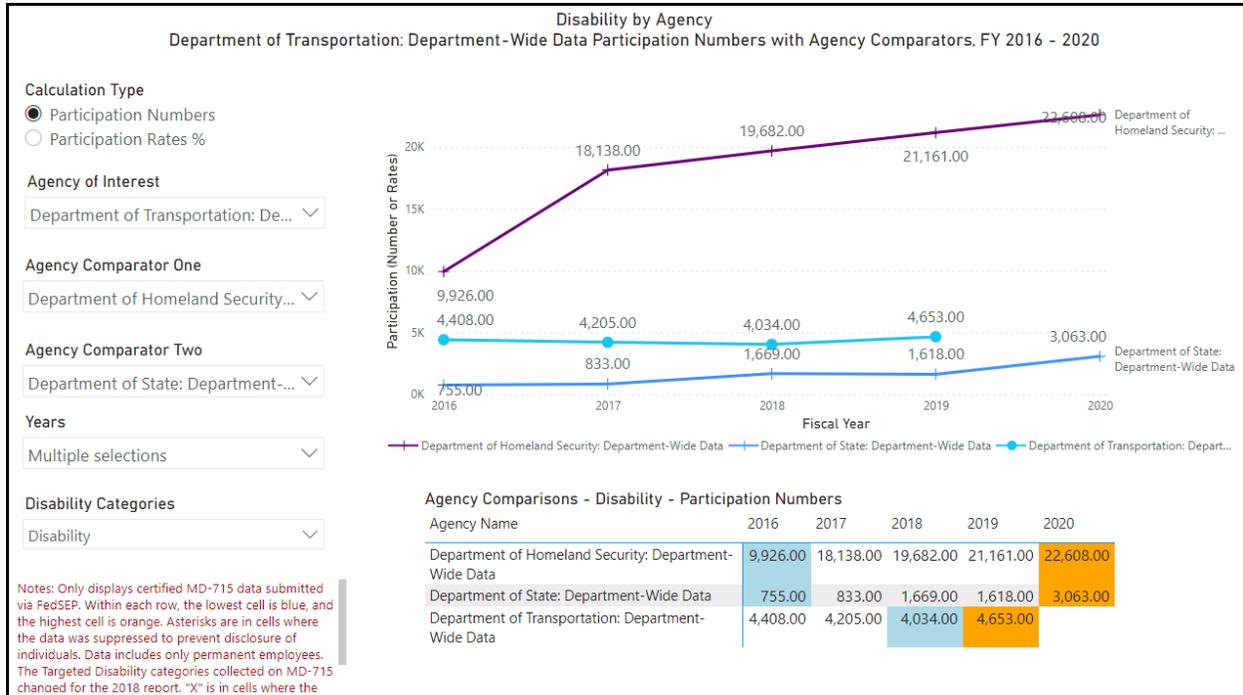


Page 4: Disability by Agency

This page shows participation for one disability category. Users may select multiple agencies as well as a governmentwide value. Users may also choose to show participation data as numbers or rates across one or more years.

A line graph and table display the results for the selected data. Within each row of the table, the lowest value is shaded blue, and the highest value is shaded orange.

Figure 4. Disability by Agency Page

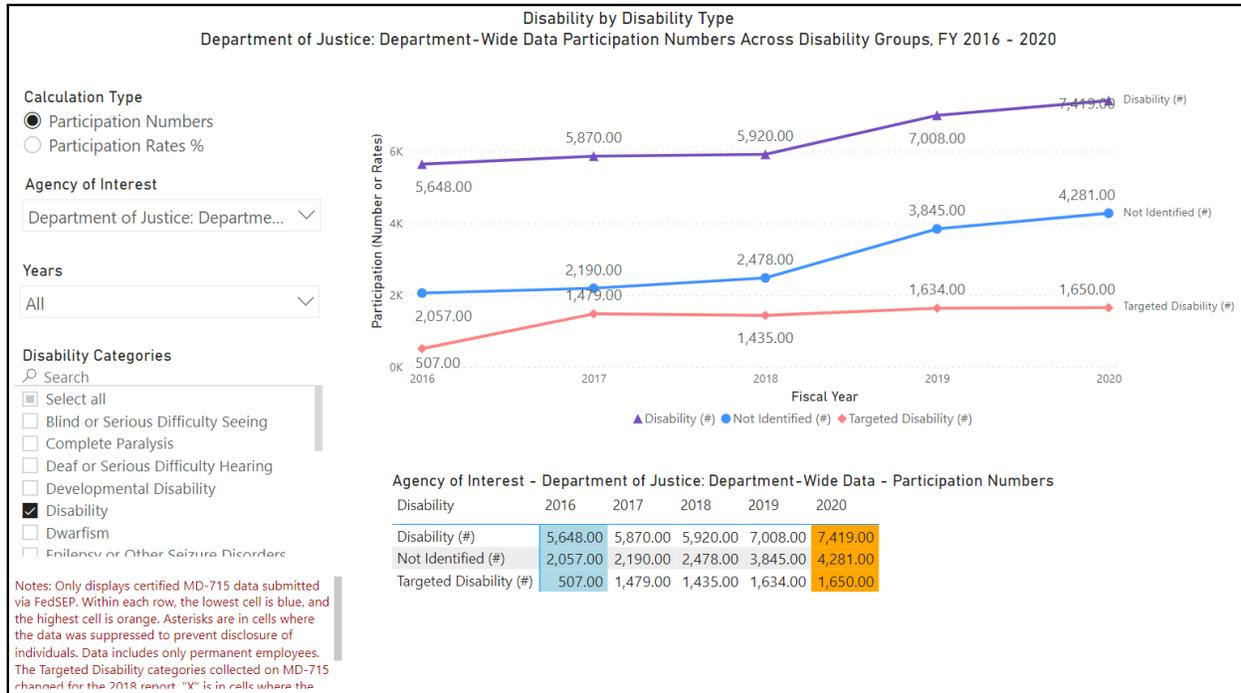


Page 5: Disability by Disability Type

This page shows participation for multiple disability categories at a particular Federal agency. Users may choose to show participation data as numbers or rates across one or more years.

A line graph and table display the results for the selected data. Within each row of the table, the lowest value is shaded blue, and the highest value is shaded orange.

Figure 5. Disability by Disability Type Page

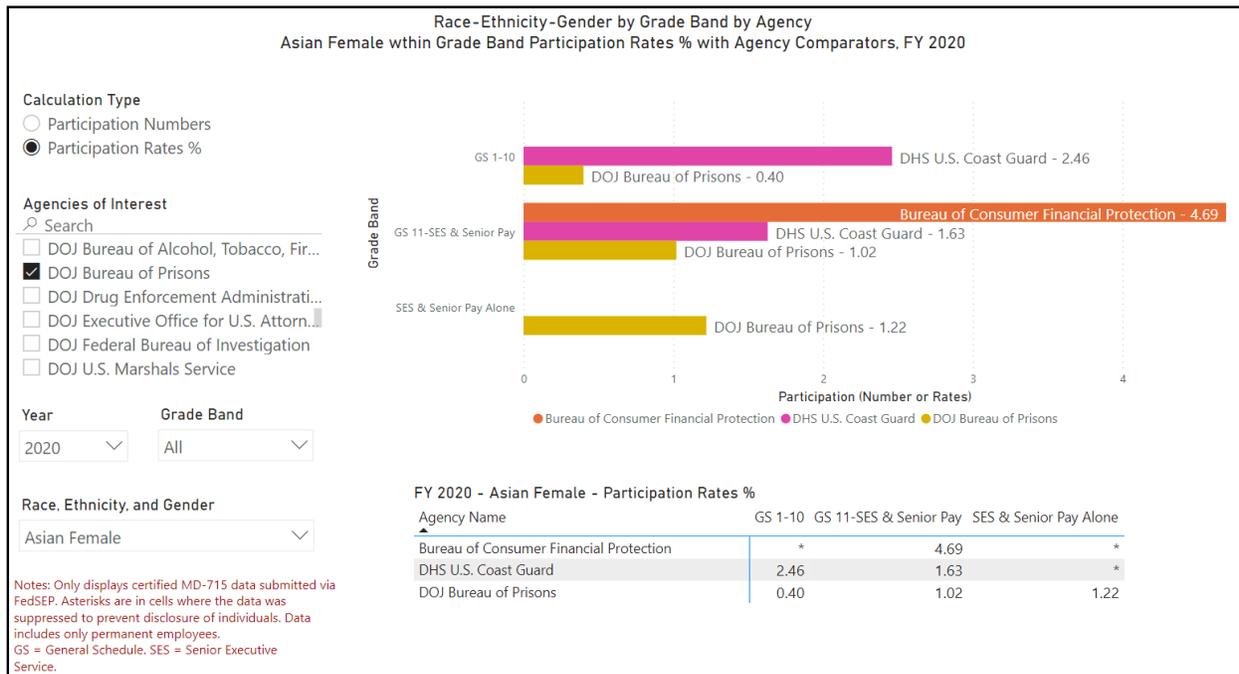


Page 6: Race-Ethnicity-Gender-Grade by Agency

This page shows participation for one race, ethnicity, and gender group by grade band during one specific year. Users may select multiple agencies as well as a governmentwide value. Users may also choose to show participation data as numbers or rates.

A bar graph and a table display the results for the selected data. The grade band options are General Schedule (GS) 1-10, GS 11 through Senior Executive Service (SES) and Senior Pay, and SES and Senior Pay Alone.

Figure 6. Race-Ethnicity-Gender-Grade by Agency Page

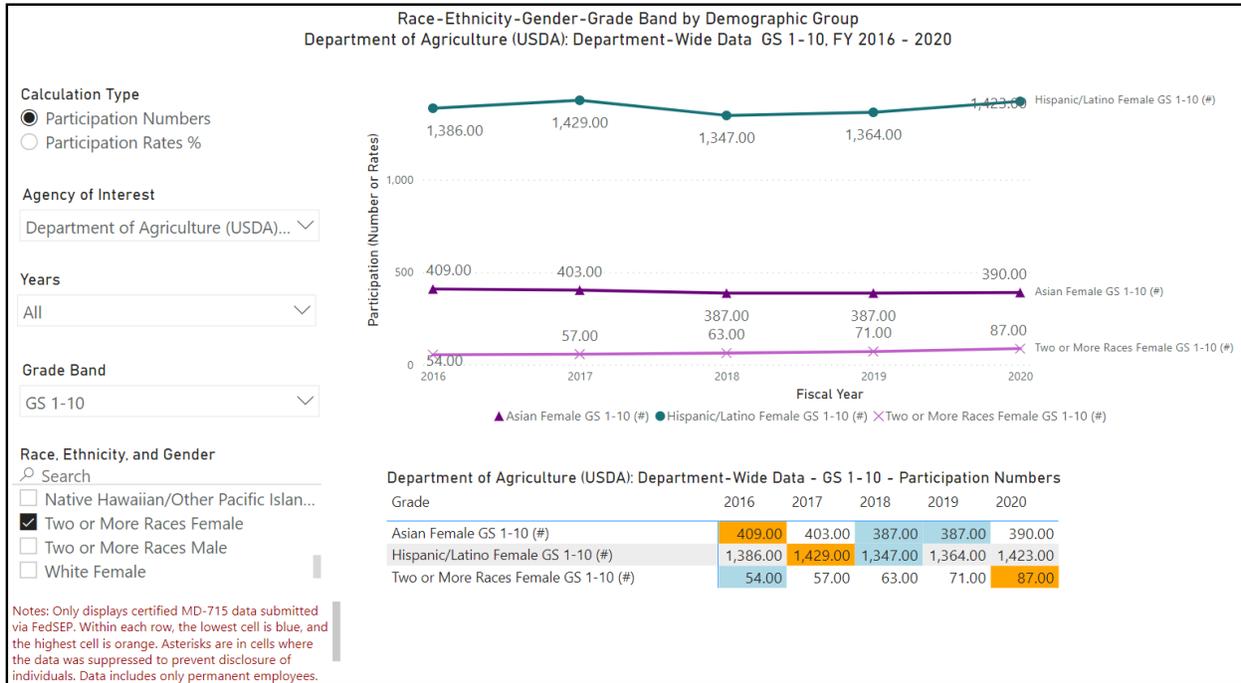


Page 7: Race-Ethnicity-Gender-Grade by Demographic Group

This page shows participation by multiple race, ethnicity, and gender groups. Users may select one particular agency and one grade band. Users may also choose to show participation data as numbers or rates across one or more years.

A line graph and table display the results for the selected data. Within each row of the table, the lowest value is shaded blue, and the highest value is shaded orange.

Figure 7. Race-Ethnicity-Gender-Grade by Demographic Page

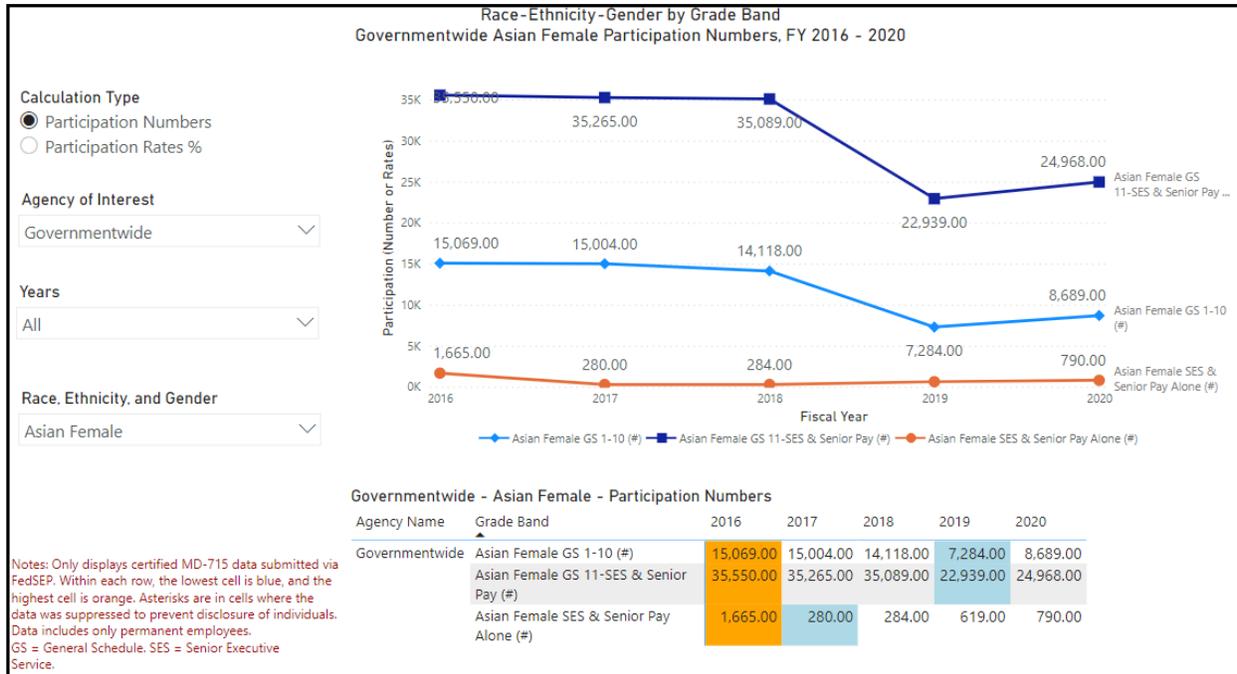


Page 8: Race-Ethnicity-Gender by Grade Band

This page shows participation for one demographic group across all three grade bands. Users may select one particular agency or the governmentwide value. Users may choose to show participation data as numbers or rates across one or more years.

A line graph and table display the results for the selected data. Within each row of the table, the lowest value is shaded blue, and the highest value is shaded orange.

Figure 8. Race-Ethnicity-Gender by Grade Page



Page 9: Race-Ethnicity-Gender Table

This page contains a table with race, ethnicity, and gender data by agency and year in a tabular format. Users may select multiple agencies, multiple demographic groups, and multiple years. Users may also choose to show participation data as numbers and/or rates under Calculation Type.

The table includes a four-character Agency Code. The agency code is a standard unique code assigned to each agency. It may be used to connect agency-level data from the Federal Workforce Dashboard to external data sources.

Figure 9. Race-Ethnicity-Gender Table Page

Race-Ethnicity-Gender Table									
Agency	Calculation Type	Years	Race, Ethnicity, and Gender						
Multiple selections	Multiple selections	All	Multiple selections						
Agency Name	Agency Code	Race, Ethnicity, and Gender	2012	2013	2014	2015	2016	2017	2018
Governmentwide	0000	Total Females	698,991.00	977,062.00	961,225.00	1,245,146.00	1,289,512.00	1,219,136.00	1,167,000.00
		Total Females %	46.17	44.91	45.14	44.54	44.77	45.74	45.74
		Total Males	815,064.00	1,198,346.00	1,168,375.00	1,550,304.00	1,590,862.00	1,446,050.00	1,385,000.00
		Total Males %	53.83	55.09	54.86	55.46	55.23	54.26	54.26
		Total Workforce	1,514,055.00	2,175,408.00	2,129,600.00	2,795,450.00	2,880,374.00	2,665,186.00	2,552,000.00
		Total Workforce %	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Agency for International Development	AM00	Total Females		2,055.00	2,019.00	1,996.00	2,070.00	1,997.00	1,997.00
		Total Females %		52.53	52.92	52.66	53.23	53.71	53.71
		Total Males		1,857.00	1,796.00	1,794.00	1,819.00	1,721.00	1,721.00
		Total Males %		47.47	47.08	47.34	46.77	46.29	46.29
		Total Workforce		3,912.00	3,815.00	3,790.00	3,889.00	3,718.00	3,718.00
		Total Workforce %		100.00	100.00	100.00	100.00	100.00	100.00
Commodity Futures Trading Commission	CT00	Total Females	299.00	292.00	291.00	335.00	315.00	298.00	298.00
		Total Females %	42.29	42.63	43.69	43.79	43.39	42.27	42.27
		Total Males	408.00	393.00	375.00	430.00	411.00	407.00	407.00
		Total Males %	57.71	57.37	56.31	56.21	56.61	57.73	57.73
		Total Workforce	707.00	685.00	666.00	765.00	726.00	705.00	705.00
		Total Workforce %	100.00	100.00	100.00	100.00	100.00	100.00	100.00

Notes: Only displays certified MD-715 data submitted via FedSEP. Asterisks are in cells where the data was suppressed to prevent disclosure of individuals. Data includes permanent and temporary employees. Civilian Labor Force data are only available as

Page 10: Disability Table

This page contains a table with disability-related workforce data by agency and year in a tabular format. Users may select multiple agencies, multiple disability categories, and multiple years. Users may also choose to show participation data as numbers and/or rates under Calculation Type. The table includes a four-character Agency Code.

Figure 10. Disability Table Page

Disability Table							
Agency		Calculation Type	Years	Disability Categories			
Multiple selections		Multiple selections	All	Multiple selections			
Agency Name	Agency Code	Disability Categories	2016	2017	2018	2019	2020
Consumer Product Safety Commission	SK00	Disability (#)	45.00	33.00	37.00	42.00	52.00
		Disability (%)	8.62	6.59	7.44	8.92	10.81
		No Disability (#)	451.00	433.00	418.00	394.00	395.00
		No Disability (%)	86.40	86.43	84.10	83.65	82.12
		Not Identified (#)	26.00	29.00	38.00	35.00	34.00
Denali Commission	DQ00	Not Identified (%)	4.98	5.79	7.65	7.43	7.07
		Disability (#)	*	*	*	*	*
		Disability (%)	*	*	*	*	*
		No Disability (#)	15.00		14.00	15.00	16.00
		No Disability (%)	93.75		100.00	100.00	100.00
Governmentwide	0000	Not Identified (%)	*	*	*	*	*
		Disability (#)	215,364.00	205,248.00	229,592.00	171,529.00	180,026.00
		Disability (%)	8.70	8.97	9.49	9.13	9.45
		No Disability (#)	2,158,474.00	1,978,784.00	2,058,702.00	1,592,913.00	1,599,882.00
		No Disability (%)	87.23	86.50	85.10	84.83	83.95

Notes: Only displays certified MD-715 data submitted via FedSEP. Asterisks are in cells where the data was suppressed to prevent disclosure of individuals. Data includes only permanent employees. The Targeted Disability categories collected on MD-715 changed for the 2018 report. "X" is in cells where the selected Targeted Disability category was not collected in the corresponding year.

Page 11: Race-Ethnicity-Gender-Grade Table

This page contains a table with race, ethnicity, gender, and grade band data by agency and year in a tabular format. Users may select multiple agencies, multiple demographic groups, multiple grade bands, and multiple years. Users may also choose to show participation data as numbers and/or rates under Calculation Type. The table includes a four-character Agency Code.

Figure 11. Race-Ethnicity-Gender-Grade Table Page

Race-Ethnicity-Gender-Grade Band Table							
Agency	Calculation Type	Years	Race, Ethnicity, and Gender			Grade Band	
Multiple selections	All	All	Multiple selections			Multiple select...	
Agency Name	Agency Code	Race, Ethnicity, Gender, and Grade	2016	2017	2018	2019	2020
Department of Homeland Security (DHS): Department-Wide Data	HS00	Asian Female GS 1-10 (#)	510.00	1,267.00	1,351.00	575.00	619.00
		Asian Female GS 1-10 (%)	3.29	2.12	2.15	3.65	3.68
		Asian Female GS 11-SES & Senior Pay (#)	1,766.00	2,181.00	2,275.00	2,045.00	2,142.00
		Asian Female GS 11-SES & Senior Pay (%)	1.74	1.79	1.85	1.92	1.97
		Black/African American Female GS 1-10 (#)	1,689.00	7,790.00	8,353.00	1,699.00	1,784.00
		Black/African American Female GS 1-10 (%)	10.90	13.04	13.30	10.77	10.60
Governmentwide	0000	Black/African American Female GS 11-SES & Senior Pay (#)	5,726.00	7,524.00	7,752.00	6,481.00	6,700.00
		Black/African American Female GS 11-SES & Senior Pay (%)	5.64	6.17	6.30	6.10	6.17
		Asian Female GS 1-10 (#)	15,069.00	15,004.00	14,118.00	7,284.00	8,689.00
		Asian Female GS 1-10 (%)	2.65	2.75	2.92	2.69	2.82
		Asian Female GS 11-SES & Senior Pay (#)	35,550.00	35,265.00	35,089.00	22,939.00	24,968.00
		Asian Female GS 11-SES & Senior Pay (%)	3.19	3.54	3.75	3.11	3.18
		Black/African American Female GS 1-10 (#)	92,302.00	91,723.00	85,087.00	40,884.00	45,180.00
		Black/African American Female GS 1-10 (%)	16.20	16.81	17.62	15.09	14.68

Notes: Only displays certified MD-715 data submitted via FedSEP. Asterisks are in cells where the data was suppressed to prevent disclosure of individuals. Data includes permanent employees. GS = General Schedule. SES = Senior Executive Service.

Page 12: Certification Status by Agency and Fiscal Year

This page contains a table with agencies' MD-715 report certification statuses since fiscal year 2012. Users may select multiple agencies. Users may also filter agencies by "Certification Status." A status of "Yes" indicates that the agency submitted a certified MD-715 Report that fiscal year. A status of "No" indicates that the agency was required to submit a certified MD-715 Report but did not do so. A status of "N/A" indicates that the agency was not required to submit an MD-715 Report that fiscal year.

The table includes a four-character Agency Code.

Figure 12. Certification Status Page

MD-715 Certification Status by Agency and Fiscal Year										
Agency	Certification Status									
All	All									
Agency Name	Agency Code	2012	2013	2014	2015	2016	2017	2018	2019	2020
White House Commission on the National Moment of Remembrance	GN00	N/A								
Vietnam Education Foundation	GO00	N/A								
Valles Caldera Trust	GM00	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
VA Veterans Health Administration	VATA	No	No	Yes	Yes	Yes	No	N/A	N/A	N/A
VA Veterans Benefits Administration	VALA	No	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A
VA Office of Information and Technology	VAEA	N/A								
VA National Cemetery Administration	VAPA	Yes	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A
VA All Other Offices	VAVO	N/A								
Utah Reclamation Mitigation and Conservation Commission	UT00	No								
USPS WestPac Retail & Delivery	PO16	N/A								
USPS WestPac Logistics	PO20	N/A								
USPS Southern Retail & Delivery	PO15	N/A								
USPS Southern Logistics	PO19	N/A								
USPS Office of Inspector General	PO06	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
USPS Headquarters	PO04	No	No	No	No	No	N/A	N/A	N/A	N/A
USPS Eastern Processing	PO21	N/A								
USPS Central Retail & Delivery	PO14	N/A								
USPS Central Logistics	PO18	N/A								

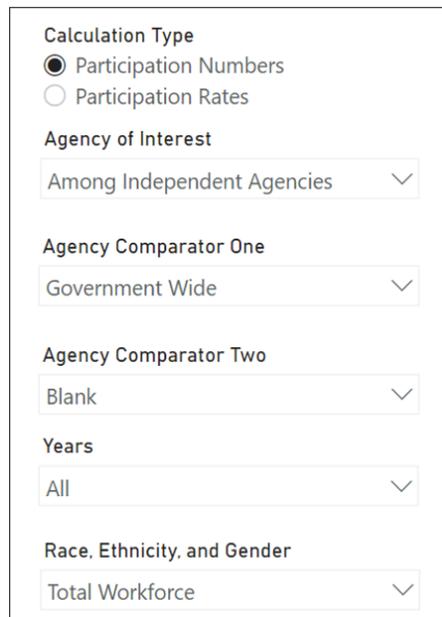
Notes: "Yes" indicates that the agency submitted a certified MD-715 Report for the respective fiscal year. "No" indicates that the agency was required to submit a certified MD-715 Report for that fiscal year, but did not do so. "N/A" indicates that the agency was not required to submit an MD-715 Report to the EEOC for that fiscal year.

Applying Filters (Slicers) to the Data

Users may select the particular data they're interested in by using slicers (Figure 13). Slicers include:

- 1. Calculation Type:** Show participation data as numbers or rates.
- 2. Agency of Interest:** Select data for one or more agency. To limit the number of options in the dropdown menu, type the agency name or agency code in the search bar.
- 3. Agency Comparator:** "By Agency" pages include the option to select additional agencies as well as governmentwide and CLF values (for race and ethnicity by gender data) to compare to the agency of interest.
- 4. Years:** Select any combination of fiscal years available in the data.
- 5. Race, Ethnicity, and Gender:** On "Race-Ethnicity-Gender" pages, select one or more race, ethnicity, and gender groups. These 17 groups reflect those found on MD-715 reports. To limit the number of options in the slicer, type the demographic group in the search bar.
- 6. Disability Categories:** On "Disability" pages, select one or more disability categories, as found on MD-715 reports. To limit the number of options in the slicer, type the demographic group in the search bar.
- 7. Grade Band:** Choose the grade band(s) of interest. The grade band options are GS 1-10, GS 11-SES and Senior Pay, and SES and Senior Pay Alone.

Figure 13. Examples of Slicers



The image shows a vertical list of filter controls within a bordered box. At the top is the 'Calculation Type' section with two radio buttons: 'Participation Numbers' (selected) and 'Participation Rates'. Below this are five dropdown menus: 'Agency of Interest' (set to 'Among Independent Agencies'), 'Agency Comparator One' (set to 'Government Wide'), 'Agency Comparator Two' (set to 'Blank'), 'Years' (set to 'All'), and 'Race, Ethnicity, and Gender' (set to 'Total Workforce'). Each dropdown menu has a small downward arrow on the right side.

The Show as a Table Mode

The EEOC developed its Federal Workforce Dashboard using Microsoft's Power BI software. Power BI has a "Show as a table" mode to display all information within a visual (graph, table, or slicer) in a tabular format. This is particularly helpful for users who need a screen reader. To access "Show as a table" mode, right click on a visual and select this mode.

In this mode, users may navigate the visual in the same manner as on the main page. Slicer options selected in "Show as a table" mode will also be applied to the data on the main page. Users may zoom in or out by pressing Ctrl + Plus or Ctrl + Minus, by holding the Ctrl button and scrolling with the mouse wheel, or by using the pinch to zoom function on a touchpad.

To exit "Show as a Table" mode, click the "Back to report" button at the top left of the window.

Figure 14. Years Slicer in "Show as a Table" Mode

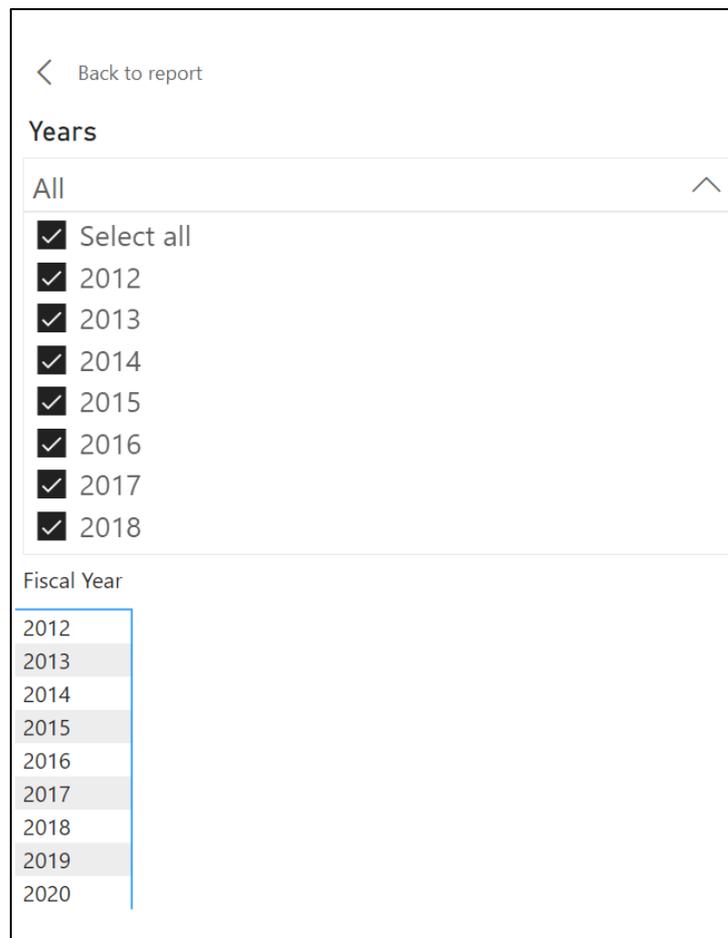
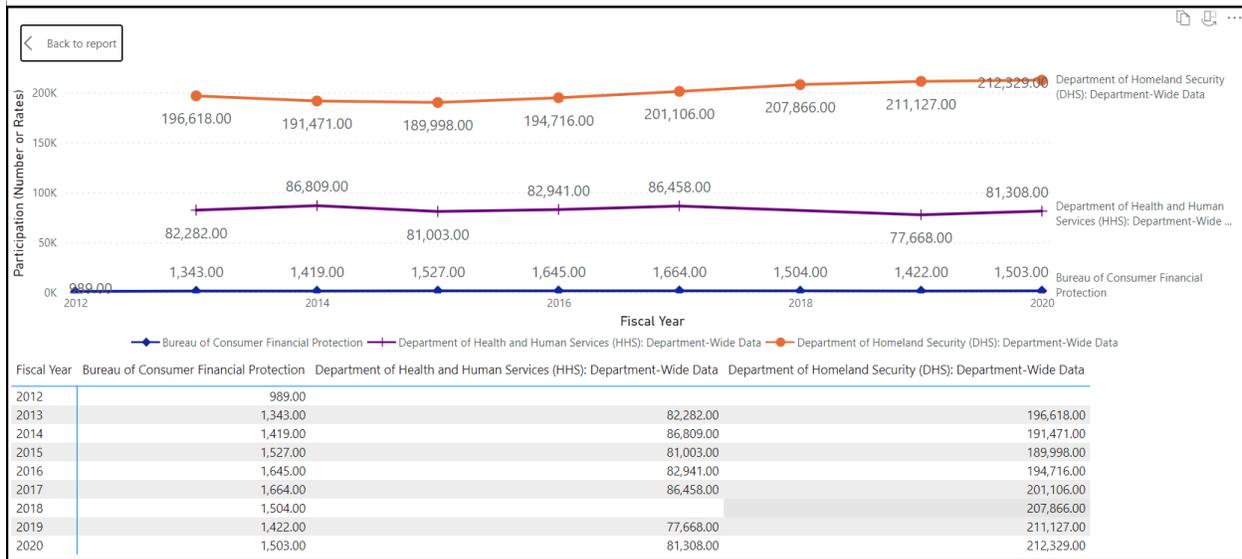


Figure 15. Race & Ethnicity by Gender Line Graph in “Show as a Table” Mode



Other Useful Dashboard Functions

Clear Selections

The “Clear selections” option is available on multi-select slicers, graphs, and tables. This deselects all selected categories. To access the “Clear selections” option, right click on the desired visual.

Copying Data and Images

To copy data from a data table, right click on the selected cells and choose the “Copy” option. This has two sub-options: “Copy value” and “Copy selection.” Copying the value copies only the value in the cell to the clipboard. The value will be rounded. On the other hand, copying the selection copies the unrounded values as well as the row and column headers in a tab delimited format.

In addition, users may copy images of graphs and tables with the “Copy as image with caption” option. To access this option, hover the mouse over the graph or table. At the top right of the visual, a menu will appear. Click on the “Copy as image with caption” button in that menu.

Export Data

Users may export the data found in Federal Workforce Dashboard graphs and tables. The data may be exported as an Excel file or as a comma separated values (.csv) file. To do so, hover the mouse over the visual, move the mouse to the menu that appears at the top right of the visual, select “More options (...),” and then select “Export data.” A “Save As” dialog box may allow users to select a location and name for the file.

Alternatively, the browser settings may automatically save the file to the Downloads folder.

Dashboard Functions to Avoid

The slicers included in the Federal Workforce Dashboard eliminate the need for certain Power BI functions that could not be hidden in the production of the dashboard. **Users are advised against using the *Include and Exclude options*.** The Include and Exclude options hide data elements in a manner that cannot be reversed easily. If these options are accidentally selected, refresh the webpage.

Additional Resources

For users who prefer navigating the Federal Workforce Dashboard with a keyboard, the EEOC provides a complementary Federal Workforce Dashboard Keyboard Navigation Manual. To download it, visit the EEOC's [Federal Sector Reports webpage](#).

In addition, Microsoft provides an abundance of documentation on using Power BI: [Power BI documentation - Power BI | Microsoft Learn](#).