



Understanding the ER EO 13839 Report

Description: The ER EO 13839 Report was created to satisfy mandatory Adverse Action reporting requirements related to Executive Order 13839 dated May 25, 2018.

Typical users of this report: WRD ER Specialists and Leadership.

Want a subscription to this report? To start/stop/modify a report subscription, visit our [WiTS Subscription Page](#), for instructions.

Report Parameter Page

The screenshot shows the 'Reporting' interface. At the top, there is a 'Choose a Report List' dropdown menu with 'ER Report List' selected. To its right is a 'Select Your Report' dropdown menu with 'ER EO 13839 Report' selected. Below these menus, a message states: 'This report was created to satisfy Adverse Action reporting requirements related to Executive Order (EO) 13839 dated May 25, 2018.' A link for 'Available Data' is provided. The 'Start Date (Date case closed or archived):' and 'End Date (Date case closed or archived):' are both set to '10/23/2018'. The 'Generate report metrics using:' dropdown is set to 'Calendar Days'. Under 'Quick Export:', there are icons for CSV, PDF, and DOC. A 'Generate Your Report (Web View)' button is present, along with a 'Reset' button. At the bottom, there is a question: 'Is this a report that you will be running on a regular basis?' with a link to 'Learn more about automated report delivery via the WiTS Report Subscription Service'. A footer note states: 'This system contains Controlled Unclassified Information (CUI).'

- **Choose a Report List:** ER Report List.
- **Select Your Report:** ER EO 13839 Report.
- **Start and End Dates:** Enter a date range to filter the report by the date the case was closed and/or archived.
- **Generate Report Metrics Using:** Indicate whether you would like the metrics in your report calculated using Calendar Days (includes weekends and Federal holidays) or Working Days (excludes weekends and Federal holidays).
- **Quick Export:** Click on the icon of the report type you would like: CSV, PDF (recommended), Word, or Web View.



The Report

Executive Order 13839 Report									
					Run Date: 10/23/2018 2:10:03 PM		Cases closed and/or archived between 10/1/2018 to 10/23/2018 (metrics calculated using Calendar days)		
Adverse Actions	Count	Percent	Proposal to decision > 30 days		Proposal to decision < 30 days		Opportunity to Demonstrate Acceptable Performance (ODAP)	Count	Percent
Removal	1	20.00%	0	0.00%	1	50.00%	Less than 30 Days	0	0.00%
Demotion	1	20.00%	0	0.00%	1	50.00%	30 Days	0	0.00%
Suspension - Indefinite	1	20.00%	1	100.00%	0	0.00%	More than 30 Days	2	100.00%
Suspension - More than 14 days	0	0.00%		0.00%		0.00%	Total ODAP	2	
Reprimands	2	40.00%	-	-	-	-			
Total Adverse Actions	5		1		2				
Removals	Total Employees on probationary period*		Count	Percent	Memorandum of Understanding (MOU) / Settlement Agreements		Count	Percent	
	283				in lieu of Removal		2	50.00%	
Proposed Removals	Proposed Removals issued > 15 days after reply period end		0	0.00%	after notice of proposed action		1	25.00%	
	Proposed Removals issued < or =15 days after reply period end		1	100.00%	prior to proposal issuance		1	25.00%	
	Total Proposed Removals		1		Total MOU/Settlements		4		
Removals	during probationary period		1	100.00%					
	Total Removals		1						

*Date Source: Capital HR. Counts all active employees serving their initial probationary period as of the date the report is generated.

Adverse Actions:

This block displays counts of Removals, Demotions, Suspensions (Indefinite and more than 14 days) and Reprimands. For all actions, except Reprimands, a count of actions where the difference between the proposal issuance and decision date is greater than, equal to, or more than 30 days is also displayed. *Note: Terminations during probationary periods are counted as Removals.*

Removals:

This block displays a count of all active employees who are serving their initial probationary period at the time the report is generated (data sourced from Capital HR). For Proposed Removals, a count of actions where the proposal was issued greater than, or equal to or less than 15 days after the end of the employee's reply period is included. A count of Removals during initial probationary period is also displayed.

Opportunity to Demonstrate Acceptable Performance (ODAP):

This block displays a count of cases where the Final Action taken is ODAP, broken down by the length of the opportunity period.

Memorandum of Understanding (MOU)/Settlement Agreements:

This block displays a count of the total cases which resulted in MOU/Settlement Agreements and includes details on whether the document was issued in lieu of Removal, after notice of the proposed action, or prior to proposal issuance.