**Sample Reporting Components:**

**Workforce Demographic & Personnel Action Data**

|  |  |
| --- | --- |
|  |  |
| 1 | **Population Data** |
|  | # Employees |
|  | # Committee Members/Experts |
|  | Total Population |
|  | # Non-FTE# Title 42# Title 5 |
|  | # Supervisors |
|  | Avg. Length of Federal Service |
| 2 | **Program Type** |
|  | % Extramural |
|  | % Intramural |
|  | % Other |
| 3 | **Age** |
|  | # Age 20 or younger |
|  | # Age 21-30 |
|  | # Age 31-40 |
|  | # Age 41-50 |
|  | # Age 51-60 |
|  | # Age 61+ |
|  |  |
| 4 | **Diversity** |
|  | % Male |
|  | % Female |
|  |  |
|  |  |
| 5 | **Pay Plan & Grade:** |
|  | AD/RS |
|  | CC |
|  | SES/SL/ST/EX |
|  | GS/GM (Grades 1-15) |
|  |  |
|  |  |
| 6 | **# of Employees** |
|  | Full Time |
|  | Part Time |
|  | Temporary |
| 7 | **Pay and Awards\*\*\*** |
|  | Avg Salary of AD/RS |
|  | Avg Salary of GS/GM |
|  | # Receiving PSP |
|  | # Receiving PCA |
|  | # Monetary Awards |
|  | Total amount of monetary awards |
|  | # Time Off Awards |
| 8 | **Recruitment, Retention, and Relocation Bonuses** |
|  | # Title 5 receiving Recruitment Bonuses |
|  | # Title 5 receiving Retention Allowances |
|  | # Title 5 receiving Relocation Bonuses |
|  | # Title 42 receiving Recruitment Incentives |
|  | # Title 42 receiving Retention Incentives |
| 9 | **Actions To Date** |
|  | # Hires |
|  | # Voluntary Retirements |
|  | # Other Retirements |
|  | # Resignations |
|  | # Other Separations |
|  | # Promotions |
| 10 | **Tenure info (% perm / % temp / % term) by 'Actions to date'** |
|  | % Perm |
|  | % Temp |
|  | % Term |
| 11 | **Mission Critical/Predominant Occupations** |
|  | # Employee in OccupationAverage Age# AD/RS# GS/GM |
| 12 | **Accessions** |

 # Accessions (All Inclusive)

 # Accessions (IC to IC

 # Accessions (From NIH)

|  |  |
| --- | --- |
| 13 | **Top Accessions by Occupational Series** |

 Series #1:

 Series #2:

 Series #3:

 Series #4:

 Series #5:

|  |  |
| --- | --- |
| 14 | **Separations** |

 # Separations (All Inclusive)

 # Separations (IC to IC

 # Separations (From NIH)

|  |  |
| --- | --- |
| 15 | **Top Separations by Occupational Series** |

 Series #1:

 Series #2:

 Series #3:

 Series #4:

 Series #5:

|  |  |
| --- | --- |
| 16 | **Other Data** |

 Retirement Eligibility

 Generational Distribution

 Hiring Needs Comparison to Actual Accessions

 Change Analysis