

DCI Consulting Group

Availability Sources for Affirmative Action Plans

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Availability Sources (see 41 CFR §60-2.14)

Availability is an estimate of the number of qualified minorities or women available for employment in a given job group.

The purpose is to establish a benchmark against which the demographic composition of the contractor's incumbent workforce can be compared in order to determine whether barriers to equal employment opportunity may exist within particular job groups.

Contractors are required to determine the availability of minorities and women for each job group using two factors:

(1) **External Availability** – The percentage of minorities or women with requisite skills in the reasonable recruitment area.

(2) **Internal Availability** – The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization.

To estimate availability, the contractor must determine the external recruitment area and internal feeder job groups or titles for each job group.

Recruitment Areas

To estimate external availability, the first step is to determine the reasonable recruitment area for each job group, defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question. For some jobs (e.g., executive level, sales), the recruitment area may be the entire United States. For other jobs, the recruitment area may just include the local area.

Because this area will be used to reference data collected by the U.S. Census Bureau, the recruitment areas must correspond with available statistical units in the Census data:

- United States
- Individual States
- Metro Areas (includes MSAs, CBSAs, and CSAs)
- Cities, Counties and County Sets

For each job group found in the current year roster at each location, you will need to determine the reasonable recruitment area. Make sure you are not drawing recruitment areas in a way that would exclude minorities or women.

You may combine multiple statistical units to form a composite recruitment area. Make sure individual units in a composite are not overlapping, e.g., US and NYC should not be composites

for a job group-location (please reach out to your DCI consultant if you would like to further discuss). Provide weights to each unit in a composite depending on how your applicants are sourced. Total weight for each job group-location combination must always add to 1.

Feeder Job Groups & Titles

To estimate internal availability, you will need to determine what job groups (or job titles) act as “feeders” for each job group. These are groups or titles within your organization with employees who are promotable or transferable into the job group, as well as those who could become promotable or transferable during the AAP year with appropriate training.

Note: *DCI encourages using feeder job groups rather than feeder job titles unless it is truly the case that specific job titles feed into the job group*

Logical Feeders

Some job groups naturally make sense as “logical” feeders. For example, lower-level management job groups will often serve as feeders for upper-level management job groups. Logical feeders may be included even if there were no promotions from that job group in the current data, as long as the feeder job group contains employees who are promotable or transferable.

Personnel Activity Data

One of the best sources of information on feeders is to review promotion and transfer data to see where employees promoted or transferred into a job group came from. It may be a good idea to review multiple years of data, since this may vary from year to year.

For each job group found in the current year roster at each location, you will need to determine if there are any feeder job groups or titles. Make sure you are not defining the pool of promotable, transferable, and trainable employees in a way that would exclude minorities or women. Some job groups may only contain entry-level jobs, and may not have any feeders.

Note: *A job group may not act as a feeder for itself*

Factor Weights

Factor weights are used to proportionally combine external availability with internal availability to determine the total availability for the job group.

For each job group found in the current year roster at each location, you will need to assign an internal factor weight. The external factor weight will be set automatically based on the internal

factor weight (they will add up to 1). If 25% of the positions in the job group were filled through promotions and 75% were filled by new hires, the internal factor weight will be 0.25.

Note: *If a job group has no feeders, the internal factor weight will be 0*

Custom Feeders and Factor Weights

DCI can review the provided promotions and applicant flow data to assist with the identification of the appropriate feeders and factor weights for your organization. Discuss the various options with your consultant including: identification of feeders by location, job title, and a multi-year trend analysis.