



AMTRAK AFFIRMATIVE ACTION REPORT FOR EMPLOYMENT

(REPORT ALL PERMANENT FULL-TIME EMPLOYEES WORKING 50 PERCENT OF THE TIME ON THIS PROJECT, INCLUDING APPRENTICES AND ON-THE-JOB TRAINEES AT YOUR CONTRACTING FACILITY ONLY. DO NOT REPORT PARENT OR AFFILIATED COMPANY EMPLOYMENT.)

COMPANY OR FACILITY NAME _____

AMTRAK AWARD NO. _____

ADDRESS _____

THIS REPORT FOR MONTH ENDING _____

JOB CATEGORIES	TOTAL EMPLOYEES (SUM OF COL B THRU F)	TOTAL MINORITY (INCLUDING WOMEN)	NUMBER OF EMPLOYEES - BY SEX & MINORITY IDENTITY										HIRED FROM RANKS OF UNEMPLOYED	FORMER VIETNAM VETERAN	
			"B" WHITE (NOT OF HISPANIC ORIGIN)		"C" BLACK (NOT OF HISPANIC ORIGIN)		"D" HISPANIC		"E" ASIAN OR PACIFIC ISLANDER		"F" AMERICAN INDIAN ALEUT, ESKIMO				
			MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE			
OFFICIALS & MANAGERS															
PROFESSIONALS															
TECHNICIANS															
SALES WORKERS															
OFFICE & CLERICAL															
CRAFT WORKERS (SKILLED)															
OPERATIVE (SEMI-SKILLED)															
LABORERS (UNSKILLED)															
SERVICE WORKERS															
TOTAL WORK FORCE															
FORMAL ON-THE-JOB TRAINEES			<i>The trainees and apprentices below should also be included in the figures for the appropriate job categories above.</i>												
WHITE COLLAR PRODUCTION APPRENTICES															
TEMPORARY EMPLOYEES			<i>The temporary employees below should not be included in the figures for the appropriate job categories above.</i>												

AMTRAK AFFIRMATIVE ACTION REPORT

1. Introduction

Report all permanent full-time and part-time employees including apprentices and on-site job trainees at your separate facility/establishment only. (Do not substitute a copy of a consolidated Employer/Establishment Report EEO-1. However, a current individual establishment EEO-1 report (Form 1556-7) and Report of Employment for each of the nine job categories specified and report separate employment by sex and minority group identify for each of the nine job categories specified.

Report total temporary employment and separate temporary employment by sex and minority group identify for all job categories as a whole. (The term "temporary employment" does not include persons on the payroll of a temporary service agency who are referred by such agency for work to be performed on your premises under your direction or control. The term does include all persons hired by your firm for a specified period of time or for the duration of a specified job.)

2. Description of Job Categories

OFFICIALS AND MANAGERS - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

PROFESSIONAL - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dentists, editors, engineers, librarians, illustrators, linguists, mathematicians, registered professional nurses, personnel and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

TECHNICIANS - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical sciences), and kindred workers.

SALES - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salesmen, insurance agents and brokers, real estate agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks, grocery clerks and cashier-checkers, and kindred workers.

OFFICE AND CLERICAL - Includes all clerical-type work, regardless of level of difficulty, where the activities are predominantly manual though some bookkeeping and clerical work may not directly involve reporting the amount of work performed. Includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

CRAFTSMEN (SKILLED) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work, exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers (job setter-metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

OPERATIVES (Semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, painters, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, deliverymen and routemen, dressmakers and seamstresses (except factory), drivers, ironmen, teamsters (metal), foundry and dry cleaning operators, milliners, mine operators and laborers, motion picture operators, (except auto), painters (except interior), fishermen, truck and tractor photographic process workers (antimony filamen, truck and tractor drivers, weavers (textile), welders, and flamecutters, and kindred workers.

LABORERS (Unskilled) - Workers in manual occupations which generally require no special training, perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftermen and wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

SERVICE WORKERS - Workers in both protective and nonprotective service occupations. Includes: attendants (hospital and other institution), professional and service, including nurses aides and orderlies), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers and elevator operators, firemen and fire protection guards, watchmen and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

APPRENTICES - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with a Federal or State or local agency.

ON-THE-JOB TRAININGS:

PRODUCTION - Persons engaged in formal training for craftsmen when not trained under apprentice programs - operative, laborer and service occupations.

WHITE COLLAR - Persons engaged in formal training, for official, managerial, professional, technical, sales, office and clerical occupations.

TEMPORARY EMPLOYEES - Persons hired for a specified period of time or for the duration of a specified job, but not persons on the payroll of a temporary service agency who are referred by such agency for work to be performed on the Contractor's premises and under the Contractor's direction or control.

3. Minority Identification

Minority group information may be acquired either by visual surveys of the work force, or from post-employment records as to the identity of employees. An employee may be included in the minority group to which he or she appears to belong or is regarded in the community as belonging.

1. WHITE (not of Hispanic origin)

All persons having origins in any of the original peoples of Europe, the Middle East, and North Africa. (Some North Africans may be classified as Black.)

2. BLACK (not of Hispanic origin)

All persons having origins in any of the Black racial groups.

3. HISPANIC

All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origins regardless of race. (Note that a person does not need to have a Spanish surname to be counted as Hispanic.)

4. ASIAN OR HISPANIC ISLANDER

All persons having origins in any of the original peoples of the Far East and Southeast Asia or Pacific Islands. This includes the peoples of the Indian subcontinent.

5. AMERICAN INDIAN, ALEUT, ESKIMO

All persons having origins in any of the original peoples of North America.

6. WOMEN

All women both Caucasian and ethnic minority.