

FEORP Checklist

1. **FY 2019 FEORP Plan Accomplishments and Successful/Promising Practices.**
Identify accomplishments and progress made on the strategies identified in the agency FY 2019 Plan. Also, identify a policy, successful/promising practice or procedure (do not list a set of completed tasks) where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan. For each accomplishment, include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**.

Submit no more than two pages in **Microsoft Word (Times New Roman 12 point font)**.

2. **Diversity and Inclusion Strategic Plan.**
Additionally, based on the three goals from the 2016 Government-wide Inclusive Diversity Strategic Plan (Diversify the Federal workforce through active engagement of leadership; include and engage everyone in the workplace; and optimize inclusive diversity efforts using data-driven approaches), identify at least one strategy for each goal area from your agency's Inclusive Diversity Strategic Plan that your agency will work on in FY 2020. Include goal area, agency objective, strategic activity, and benchmarks.

Submit no more than two pages in **Microsoft Word (Times New Roman 12 point font)**.

3. **Strategic activities related to Hispanic employment.**
Identify strategic activities the agency has taken to address the underrepresentation, career development, and retention of Hispanics. Include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**. Also, include any findings from conducting applicant flow or workforce data barrier analysis and how the data is being used to improve agency outreach and recruitment.

Submit no more than two pages in **Microsoft Word (Times New Roman 12 point font)**.

4. **Strategic activities related to the employment of people with disabilities.**
Identify strategic activities the agency is implementing to meet the goals set forth in Executive Order 13548, *Increasing Federal Employment of Individuals with Disabilities*. Include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**. You may submit activities in the following categories:

- self-identification, benchmarking, analysis and accountability;
- outreach and recruitment;
- hiring;
- career development, advancement and retention;
- reasonable accommodations;
- internal and external communications; and

- training and education.

Submit no more than two pages in **Microsoft Word (Times New Roman 12 point font)**.

5. Progress Tracker

Provide data about the agency's formal mentoring programs, diversity and inclusion training, diversity and inclusion council(s), and development programs. Agencies with subcomponents with 500 or more employees are required to submit a Progress Tracker for each subcomponent. **See Attachment 1**

Submit the Progress Tracker in the Excel format provided.

- 6. Annual FEORP Plan Certification.** This is the last step before transmitting the reports to OPM. Please have the Agency Chief Human Capital Officer (CHCO) or Head of Human Resources, Director of Equal Employment Opportunity, and Director of Diversity and Inclusion certify the information contained in the reports. In addition to the signature, please print the names, provide titles, email addresses, and telephone numbers. Also include a designated FEORP report point of contact who we may call if there are any questions.

FAQs

1. What does FEORP stand for and what exactly is it?

FEORP stands for the Federal Equal Opportunity Recruitment Program (FEORP). This report provides data on employment in the Federal workforce and highlights some human capital practices Federal agencies are using to recruit, develop, and retain talent. Each year, agencies are asked to certify that they have a FEORP Plan.

2. What is the purpose of the FEORP?

The purpose of the FEORP is to promote efforts among Executive agencies to generate diverse applicant pools for Federal Government positions, and to obtain information concerning these efforts to make comparisons with the civilian labor force. Each Federal agency prepares FEORP Plans to recruit and retain from diverse applicant pools and address underrepresentation, as applicable. Each year, the U. S. Office of Personnel Management (OPM) prepares the FEORP Report to submit to Congress. The FEORP is prepared in accordance with the requirements of Title 5, United States Code, section 7201.

3. When is the FEORP due or submitted to Congress?

The FEORP must be submitted to Congress by OPM on January 31st of every year.

4. Who reviews the FEORP?

In addition to Congress, OPM monitors and evaluates agency programs to determine their effectiveness in addressing any underrepresentation. OPM works with agencies to develop effective mechanisms for providing information on Federal job opportunities targeted to reach candidates from underrepresented groups, as part of their overall recruiting programs, and conducts a continuing program of guidance and instruction to supplement these regulations. In addition, under the Executive Order 13583, *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*, OPM coordinates Diversity and Inclusion efforts through the Government-wide Inclusive Strategic Plan.

5. Why is this information required when some of the information is already reported in the EEOC Management Directive 715 (MD-715) report?

The FEORP report is prepared in accordance with the requirements of Title 5, United States Code, Section 7201. Information under MD-715 is collected under Section 717 of Title VII and section 501 of the Rehabilitation Act and it is utilized for the EEOC reports to which the Office of Diversity and Inclusion does not have access.

6. Is my agency required to submit a FEORP report?

The table that follows shows the agencies that are required to submit a FEORP Report.

<ol style="list-style-type: none"> 1. Agency for International Development 2. Broadcasting Board of Governors 3. Commission on Civil Rights 4. Commodity Futures Trading Commission 5. Consumer Financial Protection Bureau 6. Consumer Product Safety Commission 7. Corporation for National Service 8. Court Services and Offender Supervision Agency 9. Defense Contract Audit Agency 10. Defense Education Activity 11. Defense Finance and Accounting Service 12. Defense Information Systems Agency 13. Defense Inspector General 14. Defense Intelligence Agency 15. Defense Logistics Agency 16. Defense Threat Reduction Agency 17. Defense, Office of the Secretary of Defense 18. Defense, Uniformed Services University of the Health Sciences 19. Department of Agriculture 20. Department of Commerce 21. Department of Defense 22. Department of Education 23. Department of Energy 24. Department of Health and Human Services 25. Department of Homeland Security 26. Department of Housing and Urban Development 27. Department of Interior 28. Department of Justice 29. Department of Labor 30. Department of State 31. Department of the Air Force 32. Department of the Army 33. Department of the Navy 	<ol style="list-style-type: none"> 34. Department of Transportation 35. Department of the Treasury 36. Department of Veterans Affairs 37. Environmental Protection Agency 38. Equal Employment Opportunity Commission 39. Export-Import Bank of the U.S. 40. Farm Credit Administration 41. Federal Communications Commission 42. Federal Emergency Management Agency 43. Federal Housing Finance Agency 44. Federal Labor Relations Authority 45. Federal Maritime Commission 46. Federal Retirement Thrift Investment Board 47. Federal Trade Commission 48. General Services Administration 49. International Trade Commission 50. National Aeronautics and Space Administration 51. National Archives and Records Administration 52. National Credit Union Administration 53. National Endowment for the Arts 54. National Endowment for the Humanities 55. National Labor Relations Board 56. National Science Foundation 57. National Transportation Safety Board 58. Nuclear Regulatory Commission 59. Nuclear Waste Technical Review Board 60. Office of Government Ethics 61. Office of the Director of National Intelligence 62. Office of Personnel Management 63. Pension Benefit Guaranty Corporation 64. Railroad Retirement Board 65. Securities and Exchange Commission 66. Small Business Administration 67. Social Security Administration
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7. Is it expected that senior leadership will receive training in diversity and inclusion (D&I) annually?

Yes, the expectation is that senior leadership will receive D&I training annually.

- 8. Some employees within an agency are classified as both a manager and a supervisor. How do agencies account for this for FEORP reporting purposes?**
In situations like this, please leave the data for managers blank and fill-in the data for supervisors. Please attach a statement indicating that there is no data present for the manager's group for this reason.
- 9. The Progress Tracker asks about formal mentoring or career development programs, how do you define "formal ... programs"?**
Each agency is unique and has its own criteria. We consider a "formal program" any program that has a set of rules provided by agency leadership. One critical element must be present in any formal program and that is the ability to quantify who has participated (i.e., being able to fill in the data requested in the report).
- 10. What if a large portion of the workforce is hired under an agency-specific hiring authority, rather than GS or SES/SL/ST authorities? Is it possible to complete a Progress Tracker that addresses other hiring authorities?**
Yes, a separate Progress Tracker with multiple hiring authorities can be used by modifying the text of the field to reflect the agency's specific hiring authority.
- 11. When asked what percent of SES are involved with mentoring, is the question referring to the percent of SES participating as a mentor in the programs, or to the percent of SES receiving mentoring?**
The question refers to the percentage of SES participating as a mentor. Please divide the total number of SES participating as a mentor by the total number of SES at the Agency.
- 12. For the Career Development questions, do these questions pertain only to formal programs (announced, selected, etc.) or do they include online training courses that an employee can take?**
Career Development programs are formal agency Career Development programs, which are announced and participants are selected.
- 13. When asking about Development Programs, is the question referring to the percentage of our current staff that has *ever* participated in a development program?**
No, the question refers only to the percentage of your staff that participated during the fiscal year for this report.
- 14. How do agencies report on a Professional Development Program where only a set number of people are selected to participate among those that are eligible?**
The number of employees that participated in the professional development program is the number *selected* and the total number of employees eligible to participate in the program is the number *eligible*.
- 15. For questions about development programs, are agencies providing data on programs that are tailored to help an employee perform his or her job (i.e., skills training), or providing data on development programs geared toward enhancing an employee's career opportunities.**
The question refers to development programs geared toward career progression or enhancing career opportunities.

16. For questions about Diversity and Inclusion (D&I) training, is this referring to the number of employees who have received training on the agency's D&I plan and strategies, or is it referring to the number of employees who took an online or classroom training session on the topic of diversity and inclusion?

It refers to the formal D&I training. If the agency has identified an online or classroom training as its formal D&I training, then include the number of people (e.g., counts and percentages) who have completed the training.

17. Do the questions relate to only one formal training program, or a combination of several courses?

The question does not pertain to a single program, you can include all D&I training that the agency considers to be formal.

Definitions

18. How is a manager defined versus how a supervisor is defined?

For purposes of this report, managers are individuals who manage programs and some people, and are usually second level supervisors. Supervisors are individuals who manage teams, workloads, and projects. Agencies should include both categories.

19. How is senior leadership defined?

For purposes of this report, Senior Leadership is defined as employees who are regarded as program directors and fall under the SES or GS-15 equivalent pay grade levels.

20. How is a successful practice defined?

A successful practice is a repeated activity, initiative or program that has consistently, over several years, shown results superior to those achieved with other means and that could be adapted for other situations. The evidence provided by subjective and objective data sources must demonstrate a connection between the activity, initiative or program, and the outcomes.

21. How is a promising practice defined?

An activity, initiative or program that has worked within one agency or subcomponent and during its early stages shows indications of becoming a successful practice with long term sustainable impact. A promising practice must have some objective basis for claiming effectiveness and must have the potential for replication among other parts of the agency.

**ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2020**

A. Name and Address of Agency:

B. Name and Title of Designated FEORP Official (*Include e-mail address, telephone and fax numbers. In addition, please include address*):

C. Name and Title of Contact Person (*Include e-mail address, telephone and fax number. In addition, please include address*):

CERTIFICATION

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

Print Name _____ Signature _____ Date _____

Title: _____

(*Chief Human Capital Officer or Head of Human Resources*)

Email Address: _____

Telephone: _____

Print Name _____ Signature _____ Date _____

Director, Equal Employment Opportunity

Email Address: _____

Telephone: _____

Print Name _____ Signature _____ Date _____

Director, Diversity and Inclusion

Email Address: _____

Telephone: _____