Appendix 1

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.
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.
| 1. Agency for International Development | 34. Department of Transportation |
| 2. Broadcasting Board of Governors | 35. Department of the Treasury |
| 3. Commission on Civil Rights | 36. Department of Veterans Affairs |
| 4. Commodity Futures Trading Commission | 37. Environmental Protection Agency |
| 7. Corporation for National Service | 40. Farm Credit Administration |
| 8. Court Services and Offender Supervision Agency | 41. Federal Communications Commission |
| 10. Defense Education Activity | 43. Federal Housing Finance Agency |
| 11. Defense Finance and Accounting Service | 44. Federal Labor Relations Authority |
| 17. Defense, Office of the Secretary of Defense | 50. National Aeronautics and Space Administration |
| 18. Defense, Uniformed Services University of the Health Sciences | 51. National Archives and Records Administration |
| 19. Department of Agriculture | 52. National Credit Union Administration |
| 20. Department of Commerce | 53. National Endowment for the Arts |
| 22. Department of Education | 55. National Labor Relations Board |
| 23. Department of Energy | 56. National Science Foundation |
| 24. Department of Health and Human Services | 57. National Transportation Safety Board |
| 27. Department of Interior | 60. Office of Government Ethics |
| 28. Department of Justice | 61. Office of the Director of National Intelligence |
| 30. Department of State | 63. Pension Benefit Guaranty Corporation |
| 31. Department of the Air Force | 64. Railroad Retirement Board |
| 32. Department of the Army | 65. Securities and Exchange Commission |
| 33. Department of the Navy | 66. Small Business Administration |
| 34. Department of Transportation | 67. Social Security Administration |

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: ________________________________

Appendix 3