

FEORP Checklist

1. FY 2022 FEORP Plan Accomplishments and Successful/Promising Practices.

Identify accomplishments and progress made on the strategies identified in the agency FY 2022 FEORP Plan. For each accomplishment, include a concise explanation of the **action** taken, **measure** utilized, efforts to conduct research, evaluation, and other **evidence-building** activities, and the **outcome**.

NOTE: The response should focus on describing the practice, and how the practice is designed to eliminate underrepresentation of minorities in the various categories of civil service employment.

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

2. Strategic activities related to Hispanic Employment in the Federal Government.

Identify strategic activities the agency has taken to address the underrepresentation, career development, and retention of Hispanics during the prior fiscal year. Include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**. In addition, 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)**.

3. Strategic activities related to the employment of individuals 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)**.

4. 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 Director of Human Resources, Director of Equal Employment Opportunity, and Chief Diversity Officer 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 we may contact if there are any questions.