

**ANNUAL FEORP PLAN CERTIFICATION:
FISCAL YEAR 2012**

- A. Name and Address of Agency:

- B. Name and Title of Designated FEORP Official *(if address is different from Section A, include e-mail address and telephone and fax numbers):*

- C. Name and Title of Contact Person *(if address is different from Section A, include e-mail address and telephone and fax numbers):*

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.

SIGNATURE _____ DATE _____
Chief Human Capital Officer

SIGNATURE _____ DATE _____
Director, Equal Employment Opportunity

SIGNATURE _____ DATE _____
Director, Diversity and Inclusion

****Note**** If you are unable to use the digital signature function, please sign the Annual FEORP Plan Certification and send it electronically with your submission.

SHORT NARRATIVE ABOUT PROMISING PRACTICES

Briefly identify a policy, practice, or procedure where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan. Responses should be limited to the space provided below. Please note that the box below is limited to 4000 characters.

STRATEGIC ACTIVITIES OR ACTIONS RELATED TO HISPANIC EMPLOYMENT

Identify strategic activities or actions the agency is implementing, or will implement, to improve the outreach, recruitment, hiring, career development, and/or retention of Hispanics. Responses should be limited to the space provided below. Please note that the box below is limited to 4000 characters.

Progress Tracker

PROGRESS TRACKER AND DEMOGRAPHIC DATA

EXPLANATORY NOTES FOR PROGRESS TABLES

Formal mentoring or other programs typically will have the following characteristics:

Announcement	Organization announces program to all qualified groups and individuals.
Recruitment	Candidates are identified through a request for nominations or for applications to the program.
Competitive Selection	Organization screens and selects candidates based on merit system principles using predetermined criteria for program.
Training	Training program is finalized for selected participants which includes a formal training experience that may involve developmental assignments (continued service agreements usually required).
Monitoring	Organization monitors participants' training activities and progress in program against pre-established objectives.
Evaluation	Organization evaluates effectiveness of the formal training provided to individual participants and the effectiveness of the formal development itself in meeting organizational goals.

If your agency has subcomponents that are not separately required to submit a FEORP report pursuant to 5 U.S.C. 7201, please prepare a separate Progress Tracker and Demographics Information for each subcomponent as appropriate. If you do so, you may also provide a brief description in a word attachment regarding the Progress Tracker submissions for subcomponents.

Progress Tracker

Mentoring

Qualitative Questions
(YES or NO)

Agency has a Formal Mentoring Program

Mentoring Training provided

Program is evaluated

Feedback is provided

Program is announced to all qualified individuals

Program has an Executive Champion

Diversity and Inclusion Training

Qualitative Questions
(YES or NO)

Formal Diversity and Inclusion Training provided

Training on unconscious bias provided

All employees briefed on agency's Diversity and Inclusion Policies

Diversity and Inclusion Council

Qualitative Questions
(YES or NO)

Agency has a Diversity and Inclusion Council

Diversity and Inclusion Council has a charter

Members have received training

Council's mission is in alignment with agency

Development Program

Qualitative Questions
(YES or NO)

Agency has a Career Development Program

Program is evaluated

Program is announced to all qualified individuals

Progress Tracker

Mentoring

Quantitative

Frequency of Program Evaluation (e.g., annually, quarterly etc.)
Percent of employees involved with mentoring
Percent of SES involved with mentoring
Percent of managers involved with mentoring
Percent of supervisors involved with mentoring
Count of employees involved with mentoring
Count of SES involved with mentoring
Count of managers involved with mentoring
Count of supervisors involved with mentoring
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)

Diversity and Inclusion Training

Quantitative

Frequency of Diversity and Inclusion Training per year
Percent of employees that have participated this year in formal Diversity and Inclusion Training
Percent of Senior Leadership that have participated in formal Diversity and Inclusion Training
Count of employees that have participated in formal Diversity and Inclusion Training
Count of Senior Leadership that have participated in formal Diversity and Inclusion Training
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)

Diversity and Inclusion Council

Quantitative

Frequency of council meetings in FY2012
Frequency of council events
Percent of Senior Leadership on council
Percent of employees on council
Count of Senior Leadership on council
Count of employees on council
Total number of people on council

Progress Tracker

Development Program

Quantitative

Percent of GS1-4 that have participated
Percent of GS 5-8 that have participated
Percent of GS 9-12 that have participated
Percent of GS 13-15 that have participated
Percent of SES that have participated
Count of GS1-4 that have participated
Count of GS 5-8 that have participated
Count of GS 9-12 that have participated
Count of GS 13-15 that have participated
Count of SES that have participated
Total number of employees eligible to participate (this should not be equal to the total count that has participated unless 100% of workforce has participated)

Does your agency have a Diversity and Inclusion element in the following groups' performance plans (this may also be incorporated in the leading people element)?

(YES or NO)

Percentage

D&I Element in SES performance plans

D&I Element in Management/Supervisor performance plans

D&I Element in employee performance plans

Demographic Information

Mentoring

Demographic Data

Percent of Asian American Mentees

Percent of Black Mentees

Percent of Hispanic Mentees

Percent of Native American Mentees

Percent of Native Hawaiian/ Pacific Islander Mentees

Percent of Mentees Two or More Races

Percent of White Mentees

Percent of Female Mentees

Percent of Male Mentees

Percent of Veteran Mentees

Percent of Mentees that are People with Disabilities

Total number of participants
(The count used to calculate the Mentee percentages)

Percent of Asian American Mentors

Percent of Black Mentors

Percent of Hispanic Mentors

Percent of Native American Mentors

Percent of Native Hawaiian/ Pacific Islander Mentors

Percent of Mentors Two or More Races

Percent of White Mentors

Percent of Female Mentors

Percent of Male Mentors

Percent of Veteran Mentors

Percent of Mentors that are People with Disabilities

Total number of Mentors
(The count used to calculate the Mentor percentages)

Demographic Information

Development Programs

Demographic Data

Percent of Asian American taking part in Development Programs
Percent of Blacks taking part in Development Programs
Percent of Hispanics taking part in Development Programs
Percent of Native Americans taking part in Development Programs
Percent of Native Hawaiian/ Pacific Islanders taking part in Development Programs
Percent of persons Two More or Races taking part in Development Programs
Percent of Whites taking part in Development Programs
Percent of Females taking part in Development Programs
Percent of Males taking part in Development Programs
Percent of Veterans taking part in Development Programs
Percent of People with Disabilities taking part in Development Programs
Total number of participants (The count used to calculate the Development Program participation percentages)