

**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

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

## Diversity and Inclusion Training

Quantitative

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

## Diversity and Inclusion Council

Quantitative

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

# Progress Tracker

## Development Program

Quantitative

<b>Percent</b> of GS1-4 that have participated
<b>Percent</b> of GS 5-8 that have participated
<b>Percent</b> of GS 9-12 that have participated
<b>Percent</b> of GS 13-15 that have participated
<b>Percent</b> of SES that have participated
<b>Count</b> of GS1-4 that have participated
<b>Count</b> of GS 5-8 that have participated
<b>Count</b> of GS 9-12 that have participated
<b>Count</b> of GS 13-15 that have participated
<b>Count</b> of SES that have participated
<b>Total</b> number of employees <b>eligible to participate</b> (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)