

DEPARTMENTAL REGULATION		Number: 4300-002
SUBJECT: Federal Equal Opportunity Recruitment Program Plan	DATE: October 18, 1984	
	OPI: Office of Equal Opportunity	

1 PURPOSE

This regulation provides procedures for updating and maintaining the Federal Equal Opportunity Recruitment Program and outlines basic policy, authority and general operating instructions for this program.

2 SPECIAL INSTRUCTIONS

a Effective Date:

(1) The requirements set by this regulation become effective November 1, 1984. All agencies and staff offices are to meet the criteria contained in this regulation. (See Appendix A)

(2) Subsequent plan updates are to be submitted and implemented by October 1 of each year.

b Cancellation:

This regulation supercedes the Guidance on the Federal Equal Opportunity Recruitment Program issued on January 14, 1980 to agency heads through assistant secretaries.

3 ABBREVIATIONS

FEORP - Federal Equal Opportunity Recruitment Program

EEOC - Equal Employment Opportunity Commission

MYP - Multi-Year Affirmative Action Plan

OEO - Office of Equal Opportunity

OPM - Office of Personnel Management

PATCO - Professional, Administrative, Technical, Clerical and Others

RSN - Race, Sex and National Origin Categories

P/R Unit - Planning/Reporting Unit

CLF - Civilian Labor Force

4 DEFINITIONS

FEORP, A program for the recruitment of minorities and women designed to achieve a representative workforce.

MYP A plan for affirmative equal opportunity in employment and personnel operations without regard to race, color, age, religion, sex, or national origin, required under Section 717(a) of the Civil Rights Act of 1964, as amended.

PATCO Five major occupational categories defined by OPM for use in FEORP.

CLF, The number of persons 16 years of age and over who are employed or seeking employment.

Internal Recruitment Those activities which establish a Activities system for providing job mobility and career development for employees currently working in the Government.

External Recruitment Those activities which relate to Activities attracting, through special recruitment efforts, candidates from underrepresented groups for consideration for positions to be filled.

P/R UnitThe lowest organizational level at which annual reporting and planning of affirmative action is to occur is an agency component with 300 or more employees whose chief executive officer possesses appointment authority for the majority of the staff or an agency with 299 or fewer employees. If an agency determines that a unit with fewer than 300 employees should be required to develop and implement its own plan then such smaller unit shall also be a P/R Unit. An agency headquarters is considered a P/R Unit regardless of size and is to incorporate subordinate P/R Units.

5 POLICY

A continuing program for the recruitment of minorities and women will be conducted in a manner designed to achieve a representative workforce within the Department of Agriculture.

6 AUTHORITY

a This regulation is issued pursuant to Section 717(a) of the Civil Rights Act of 1964, as amended, 42 USC 2000e-16(a); Reorganization Plan No. 1 of 1978 issued pursuant to 5 USC 901 et seq.; 5 USC 7201; and 29 CFR 1613.

b In accordance with applicable provisions in 5 USC 7201, each agency will have a recruitment program designed to eliminate the underrepresentation of minorities and women in various categories of civil service employment.

c This regulation will be used by all agencies and staff offices in the preparation of an annual up-to-date FEORP plan.

7 REPORTING CHANNEL AND PROCESS

a P/R units are required to submit FEORP plans with attachments. These plans will be submitted to the next higher level in the organization for approval and consolidation. Agency plans will be submitted to OEO for review and approval.

b P/R units that have no superordination will submit their FEORP Plan directly to OEO.

c P/R units which have been established as a result of recent reorganizations and functional realignments will submit a FEORP Plan in accordance with these instructions.

d P/R units exempted from submitting FEORP Plans are listed in Appendix A.

e Subordinate P/R units will consult their agency headquarters for clarification on issues relating to the preparation of FEORP Plans. Agencies and staff offices will contact OEO for clarification.

f Agencies will include composites of Figures 1, 2, and 3 of subordinate P/R units in addition to a plan for headquarters.

8 ASSESSMENT PROCESS

a An assessment will be made to determine where underrepresentation exists. The assessments will focus on PATCO and grade level. Efforts should be made to track the number and kinds of jobs expected to be filled in the current fiscal year as well as on a longer term basis considering anticipated turnover, expansion, hiring limits and other relevant factors.

b Recruiting priorities will be based on opportunities for the agency to overcome the underrepresentation of minorities and women. It is necessary to plan external recruitment activities, including:

(1) PATCO/grade groups identified primarily for external recruitment and the rationale for their selection.

(2) Number and type of planned contacts with minority and women's organizations and the percentage such activity will represent of all agency recruitment efforts.

(3) Volume and scope of targeted distribution of information on job opportunities.

(4) Planned resource allocation to external FEORP recruitment and comparison with current level of resources allocated to targeted external and internal recruitment.

c Other factors which will be considered in the assessment process concern the relationship between expected internal placement activity (the number of vacancies anticipated which will or could be filled through promotion, reassignment, upward mobility, etc.) and planned internal recruitment activities including:

(1) Occupation/grade groups identified primarily for internal recruitment and the rationale for their selection.

(2) Projected number of jobs that will be reviewed with the aim of establishing developmental or bridge positions and the number of such jobs currently in use in the agency.

(3) Projected number and types of jobs that will be utilized for the purpose of establishing trainee or other developmental jobs to facilitate effective results of FEORP recruitment.

9 PROGRAM REQUIREMENTS

a Each agency/staff office will have an up-to-date FEORP plan covering recruitment for positions at various levels and geographic locations. Such plans will be available for review in pertinent P/R unit and will be submitted to OEO in accordance with these regulations.

b Plans will include specific determinations of underrepresentation for each RSN group. The specific underrepresentation index of affected RSN groups will be reported by attaching the Agency's MYP-4 affirmative action goals status (Figure 2).

c In addition, agency updated plans will, at a minimum, include:

(1) An assessment of grades or job categories and numbers of jobs in such

categories expected to be filled in the current year and on a longer term basis (based on anticipated turnover, expansion, hiring limits, budgetary constraint and other relevant factors). The plan will contain identification of those occupational categories and positions suitable for external recruitment and upward mobility and a description of special targeted recruitment programs for such jobs and positions.

(2) An assessment for job categories and positions likely to be filled by recruitment from within the Agency and/or the Federal civil service system and a description of recruitment programs developed to increase minority and female candidates from internal sources for such positions. Figure 1 will be used to report all vacancies for the most populous series as of October 1, 1984.

(3) An assessment of internal availability of candidates from underrepresented groups for jobs with a high progression rate by identifying job-related skills, knowledges and abilities which may be obtained at lower levels in the same or similar occupational series, or through other experiences.

(4) A description of methods the agency intends to use to locate and develop minority and female candidates for each category of underrepresentation and an indication of how such methods differ from the recruitment activities of the agency prior to revising the current FEORP plan.

(5) A description of specific recruitment priorities planned by the Agency (or agency component) to recruit in communities, educational institutions and other likely sources for minority and female candidates. Specific recruitment strategies will be outlined consistent with the targeted recruitment priorities. Figure 2 will be used to report recruitment priorities.

(6) Figure 3 will be used to report objectives and action items necessary to overcome problems identified in the assessment process.

(7) A description of actions which shall be undertaken by the agency to identify jobs which can be redesigned so as to improve opportunities for minorities and women.

(8) A description of the training and job development program the agency will use to provide knowledge, skills and abilities to qualify minorities and women for occupational series and grade levels where they are significantly underrepresented.

(9) A description of the "Barriers" affecting the successful recruiting of minority and female candidates in job categories and/or series where they are underrepresented. Attach a copy of the MYP-4 Barrier Identification. (figure 11)

(10) A description of problems for which the assistance of OPM is needed and will be requested.

d Equal Opportunity recruitment program plans will be consistent with the agency upward mobility program plans and will be developed in full consideration of the agency's overall recruiting and staffing planning objectives.

10 VARIANCES

Agencies requiring variances from these instructions will submit written justification to OEO. Maximum flexibility will be allowed in granting variances.

11 CERTIFICATION AND TITLE PAGE

Agencies and subordinate work units are to certify that their plans are in full compliance with 5 CFR 720.205 (a) and these instructions.

12 AFFIRMATIVE ACTION POLICY STATEMENT

Each agency and staff office will include its' current policy statement on affirmative action.

APPENDIX A

List of Exempt USDA Agencies and Staff Offices

The following agencies and staff offices of USDA, by virtue of their organizational structure and small size (fewer than 50 employees) are exempted from preparing FEORP Plans. They are, however, responsible for implementing appropriate affirmative action in employment and other personnel practices.

Judicial Officer

Office of the Administrative Law Judges
Office of Small and Disadvantaged Business
Utilization
Office of the Secretary Office of Transportation
World Agricultural Outlook Board
Economic Analysis Staff
Office of Energy
Office of Rural Development Policy
Board of Contract Appeals

Please see hard copy or contact OIRM, IMD on 202-447 8799 for the paper copy of the following image(s):

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APPENDIX B

U.S. DEPARTMENT OF AGRICULTURE

Federal Equal Opportunity Recruitment Program Plan

NAME OF AGENCY/STAFF OFFICE

ADDRESS OF AGENCY/STAFF OFFICE

NUMBER OF EMPLOYEES COVERED BY THIS PLAN

NAME AND TITLE OF PRINCIPAL FEORP OFFICIAL

SIGNATURE DATE

NAME AND TITLE OF AGENCY HEAD

SIGNATURE DATE

APPENDIX C

U.S. DEPARTMENT OF AGRICULTURE

CERTIFICATE OF COMPLIANCE

We certify that the Federal Equal Opportunity Recruitment Plans (FEORP) as submitted are in compliance with 5CFR 720.205 (a), and other appropriate directives, and the instructions for FEORP plans issued by the US Office of Equal Opportunity (OEO).

We further certify that the qualifications of all staff officials, full-time, or part-time, responsible for FEORP meeting the standards for Equal Employment Opportunity (EEO) Specialist or qualifications for collateral assignments involving EEO duties.

NAME AND TITLE OF PRINCIPAL FEORP OFFICIAL

SIGNATURE DATE

NAME AND TITLE OF AGENCY HEAD

SIGNATURE DATE

APPENDIX D

Personnel Management Flexibilities and Appointing Authorities

Appt.

FPM Reference/Author:

OPM Open Register Certification	332
Reopen Register: FEORP-based	331 Btn.
Reopen Register: Veteran within 120 days of discharge	332
Reopen Register: 10-point Veteran at any time	332
Selective Certification	332
Bilingual Certification	332
Cultural Certification	332
Name Request/Earmarking	332
Transfer of Eligibility	332
Secondary Source Certification	332
Recruiting Authority	332
Magic Score Direct Hire	332
Direct Hire Plan I	332
Direct Hire Plan II	332
Full Delegation of Hiring Authority	331 Btn.
Mid-Level Delegation	331 Btn.
Mini-Delegation	331 Btn.
Special Exam Unit	331 Btn.
TAPER Authority	316
303 Authority for Temporary GS	316
Displaced Employee Program	330

Reemployment Priority List	330	
Repromotion Eligible List	335	
Reemployed Annuitants	300	
Reinstatements	315	
Transfers	315	
Promotions	335	
Reassignments	335	
Downgrades	335	
Upward Mobility Program	410/713	
Agency Intern Programs	410/361	
Details	300	
Temporary Promotions	335	
Other Than Full-Time Career Employment	340	
Intermittent/WAE Employment	315	
Seasonal Employment	316	
30 Day Emergency	316	
700 Hour Appointments	316	
WG NTE 1 year Appointments	316	
WG Temporary of Veterans	315.402 (a)	
Summer Employment	332	
Summer Aids	SCH A 213.3102 (v) National Science Contest Winners	A 213.3102 (y)
Volunteers - Students	308	
Mobility Assignments (IPA)	334	
Research and Demonstration Projects	CSRA	
Consultants and Experts	A 213. 3102 (1)	

Employees without Compensation A 213.3102 (k)

JTPA

WIN Host Program 309

Temporary Appt. NTE - 1 year 316 Sub Chap.4

Former VISTA/Peace Corps Volunteers 315

Stay-in-school A 213 .3102 (w)

Work - Study 309

Worker Trainee 316 Btn.

Co-op High School 308/A 213.3102 (g)

Co-op 2-year College 308/B 213.3202 (c)

Co-op 4-year College 308/B 213.3202 (a)

Co-op Graduate School 308/B 213.3202 (b)

Federal Junior Fellowship 308

Presidential Management Intern Program 362/A213.3102 (ii)

Harry S. Truman Scholarship B 213.3202 (d)

White House Fellows A 213.3102 (z)

Congressional Ramspeck Appointments 315

Senate Ramspeck Appointments 315

Judicial Ramspeck Appointments 315

Graduate Student Temporary A 2 .3102 (p)

Post Doctoral Research Appointment A 213.3102 (aa)

Brookings Fellows A 213.3102 (dd)

Presidential Direct Appointment AAP. G

Cooperative Education Program 332 AAP

Faculty Appointment A 213.3102 (o)

Teacher or Student Assistants A 213.
 GS-7 and below 3102 (q)
 Veterans Readjustment Appointment 307.106
 Military Predischarge Hire 990-I 5534 (a)
 30% Disabled Veteran Training Plan 1 315 B-1
 Temporary Appointment of 30% Disabled Veteran 316.402 (b)(5)
 Vietnam Era Veteran Temporary 316.402 (b)(4)
 Non-Disabled Veteran Training Plan 1 315 B-1
 Disabled Veteran Training in Host Agency
 Plan 2 315 B-1
 Congressional Medal of Honor Appointment
 (V. A.) Exec. Order 96
 Work Release Program 306/A 213.3102 (x)
 Severely Handicapped 306/A 213.3102 (u)
 Mentally Retarded 306/A 213.3102 (t)
 Mentally Restored 306/B 213.3202 (k)
 Severely Handicapped Students A 213.3102 (w)
 Non-citizens Employment A 213.3102 (bb)
 Chinese, Japanese, Hindu Interpreters A 213.3102 (f)
 Readers for Blind/Interpreters for Deaf A 213.3102 (11)
 Chaplains/Chaplains Assistants A 213.3102 (a)
 Attorneys A 213.3102 (d)
 Law Clerks A 213.3102 (e)
 Legal Interns A 213.3102 (jj)
 Temporary, Part-time, or Intermittent

Construction Repair A 213.3102 (i)

Custodial or Laborers, where no exam exists A 213.3102 (m)

Physicians on Contract or Fee Basis A 213.3102 (n)

Special Task Forces/Project Offices A 213.3102 (a)

* Extracted from various agency FEORP Plans and Accomplishment Reports.

FIGURE D-1

U.S. DEPARTMENT OF AGRICULTURE Agency _____

VACANCY PROJECTION FOR MOST POPULOUS SERIES P/R Unit _____

Populous Occupational Series	Occupational Level *E *M *S	Vacancy Resulting From Promotion	Vacancy Resulting From Retirement	Vacancy Resulting From Reassignment	Vacancy Resulting From Separation	Vacancy Resulting From Other Actions	Total Vacancies Projected

*E = Entry M = Mid-level S = Senior level

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FIGURE D - 2

U.S. DEPARTMENT OF AGRICULTURE

RECRUITMENT PRIORITIES

Agency _____

P/R Unit _____

Race/ National
Origin Group Sex _____

Level of Underrepresentation	Normal	Targeted Recruitment Sources			
	Fill Level	Agency	Federal	Civilian	Recruiting Strat To Be Utilized
Entry Mid Senior	By Grade	Work Force	Work Force	Labor Force	

D-4

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3

U.S. DEPARTMENT
OF AGRICULTURE

STATEMEN
T OF
OBJECTIVE
Agency

PROBLEM STATEMENT

MAJOR OBJECTIVE

ACTION ITEMS START COMPLETION RESPONSIBLE ACCOMPLISHMENT

DATE DATE OFFICIAL

