

EDO Principal Correspondence Control

FROM: DUE: 12/29/00 EDO CONTROL: G20000564  
DOC DT: 11/29/00  
FINAL REPLY:

Janice R. Lachance,  
Office of Personnel Management (OPM)

TO:

Agency Heads

FOR SIGNATURE OF : \*\* GRN \*\* CRC NO: 00-0726

Bird, HR

DESC:

ROUTING:

Annual Request for the Federal Equal Opportunity  
Recruitment Program and Disabled Veterans  
Affirmative Action Program Plan Certifications  
and Accomplishment Reports (Due to OPM: 1/4/01)

Travers  
Paperiello  
Miraglia  
Norry  
Craig  
Burns/Cyr  
Little, SBCR

DATE: 12/07/00

ASSIGNED TO: CONTACT:

HR

Bird

SPECIAL INSTRUCTIONS OR REMARKS:

OFFICE OF THE SECRETARY  
CORRESPONDENCE CONTROL TICKET

*Date Printed: Dec 06, 2000 16:14*

PAPER NUMBER: LTR-00-0726

LOGGING DATE: 12/06/2000

ACTION OFFICE: EDO

AUTHOR: JANICE LACHANCE

AFFILIATION: OMB

ADDRESSEE: AGENCY HEADS

SUBJECT: ANNUAL REQUEST FOR THE FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM AND DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM PLAN CERTIFICATIONS AND ACCOMPLISHMENT REPORTS

ACTION: Appropriate

DISTRIBUTION: RF

LETTER DATE: 11/29/2000

ACKNOWLEDGED No

SPECIAL HANDLING:

NOTES:

FILE LOCATION: ADAMS

DATE DUE:

DATE SIGNED:



UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

NOV 29 2000

OFFICE OF THE DIRECTOR

**ACTION DATE: JANUARY 4, 2001**

MEMORANDUM FOR HEADS OF DEPARTMENTS AND INDEPENDENT AGENCIES

FROM: JANICE R. LACHANCE  
DIRECTOR

A handwritten signature in cursive script that reads "Janice R. Lachance".

SUBJECT: Annual Request for the Federal Equal Opportunity Recruitment Program and Disabled Veterans Affirmative Action Program Plan Certifications and Accomplishment Reports

**GENERAL INFORMATION**

Federal statutes require agencies to develop annual Federal Equal Opportunity Recruitment Program (FEORP) and Disabled Veterans Affirmative Action Program (DVAAP) Plans. Plan Certifications and Accomplishment Reports are to be submitted to the U.S. Office of Personnel Management (OPM). In these documents, agencies report on their efforts to recruit, hire, and train minorities, women, and disabled veterans.

The statutory requirement for FEORP information is in 5 U.S.C. § 7201. For DVAAP information, see 38 U.S.C. § 4214, as amended. Regulations covering both programs are in part 720 of title 5 of the Code of Federal Regulations. The request for FEORP information conforms to the Supreme Court decision in Adarand Contractors, Inc. v. Peña, as interpreted by the U.S. Department of Justice on June 28, 1995.

Executive Order 13171, *Hispanic Employment in the Federal Government*, was issued on October 12, 2000. It requires that OPM provide an annual report to the President no later than October 12, 2001. The report is to contain recommendations based on progress made by agencies on matters related to this order. OPM plans on using agency submissions on progress under the Hispanic Nine-Point Plan in the FEORP as one source of input to the first annual report.

Attachments (3)

cc: Directors of Personnel, Directors of Equal Employment Opportunity

## **FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)**

Reporting requirements under FEORP include the following:

- **A signed certification that your agency has a FEORP plan for FY 2001.** (Please use OPM Form 1508 for this certification).
- **A report describing efforts and accomplishments in recruiting, hiring, and formal training of minorities and women during FY 2000.**

We have included two forms to help agencies report this information. These forms may be copied for distribution to subunits of agencies. **However, we ask that reports be consolidated and only the agencywide cumulative data be submitted to OPM.**

In addition, OPM requests that departments and agencies report specific accomplishments resulting from their implementation of the goals of the Governmentwide Hispanic Employment Initiative issued by OPM in September 1997 (Nine-Point Plan). We are providing a suggested format (page 9) in which to report these accomplishments.

Please send your agency's signed plan certification and accomplishment report by **January 4, 2001**, to Maria Mercedes Olivieri, Assistant Director, Office of Diversity, 1900 E Street, NW, Room 2445, Washington, DC 20415-9800. See list on page 3 of this attachment to determine agencies covered by 5 U.S.C. § 7201 and required to submit FEORP plan certifications and accomplishment reports.

If you have questions on FEORP submissions, please contact the Office of Diversity on 202-606-1059.

**Annual Disabled Veterans Affirmative Action Program (DVAAP)  
Plan Certification--Fiscal Year 2001**

Please type or print clearly and return this sheet **with an original signature** to:

María Mercedes Olivieri  
Assistant Director, Office of Diversity  
U.S. Office of Personnel Management  
1900 E Street, NW, Room 2445  
Washington, DC 20415-9800

**IDENTIFYING INFORMATION**

A. Name and Address of Agency

B. Name and Title of Designated DVAAP Official (Include address, if different from above.)

Telephone and FAX Numbers:

C. Name and Title of Contact Person (Include address, if different from above.)

Telephone and FAX Numbers:

CERTIFICATION: I certify that the above named agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C. § 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AGENCIES REQUIRED TO SUBMIT DVAAP PLAN CERTIFICATIONS  
AND ACCOMPLISHMENT REPORTS**

Agriculture, Department of  
Air Force, Department of the  
American Battle Monuments Commission  
Appalachian Regional Commission  
\*Arms Control and Disarmament Agency  
Armed Services Retirement Home  
Army, Department of the  
Central Intelligence Agency  
Commerce, Department of  
Commission on Civil Rights, U.S.  
Commodity Futures Trading Commission  
Consumer Product Safety Commission  
Corporation for National and Community  
Service  
Defense Contract Audit Agency  
Defense Finance and Accounting Service  
Defense Information Systems Agency  
Defense Inspector General  
Defense Intelligence Agency  
Defense Security Service  
Defense Logistics Agency  
Defense Special Weapons Agency  
Defense, TRICARE  
Defense, Office of Dependent Schools  
Defense, Office of the Secretary of Defense  
Defense, Unformed Services University of the Health  
Sciences  
Education, Department of  
Energy, Department of  
Environmental Protection Agency, U.S.  
Equal Employment Opportunity Commission  
Executive Office of the President, Office of  
Management and Budget  
Export-Import Bank of the U.S.  
Farm Credit Administration  
Federal Communications Commission  
Federal Deposit Insurance Corporation  
Federal Election Commission  
Federal Emergency Management Agency  
Federal Labor Relations Authority  
Federal Maritime Commission  
Federal Mediation and Conciliation Service  
Federal Mine Safety and Health Review  
Commission  
Federal Trade Commission  
General Services Administration  
Health and Human Services, Department of  
Housing and Urban Development, Department of

Inter-American Foundation  
  
Interior, Department of the  
International Trade Commission  
Justice, Department of  
Labor, Department of  
Merit Systems Protection Board  
National Aeronautics and Space Administration  
National Archives and Records Administration  
National Capital Planning Commission  
National Credit Union Administration  
National Endowment for the Arts  
National Endowment for the Humanities  
National Gallery of Art  
National Imagery and Mapping Agency  
National Labor Relations Board  
National Mediation Board  
National Security Agency  
National Science Foundation  
National Transportation Safety Board  
Navy, Department of the  
Nuclear Regulatory Commission  
Occupational Safety and Health Review  
Commission  
Office of Personnel Management  
Office of Special Counsel  
Overseas Private Investment Corporation  
Panama Canal Commission  
Peace Corps  
Pension Benefit Guaranty Corporation  
Postal Rate Commission  
Postal Service, U.S.  
Railroad Retirement Board  
Securities and Exchange Commission  
Selective Service Systems  
Small Business Administration  
Smithsonian Institution  
Social Security Administration  
State, Department of  
Tennessee Valley Authority  
Transportation, Department of  
Treasury, Department of the  
\*United States Information Agency  
Veterans Affairs, Department of  
  
*\* These agencies are now organizationally under the  
Department of State.*

Attachment 3

**DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP)**

Subpart C of part 720 of title 5 of the Code of Federal Regulations lists the elements of an agency DVAAP plan and the criteria for accomplishment reports. Under the DVAAP, you must submit the following:

1. **A signed certification that your agency has a DVAAP plan for FY 2001.**

We have included a suggested format for plan certification.

2. **A report of FY 2000 accomplishments in hiring and promoting veterans.**

Please include specific efforts and accomplishments in providing developmental (formal training) opportunities for veterans in your narrative. **We ask that only one report, with cumulative data for the entire agency, be submitted to OPM.**

Please send your agency's signed plan certification and accomplishment report by **January 4, 2001**, to Maria Mercedes Olivieri, Assistant Director, Office of Diversity, 1900 E Street, NW, Room 2445, Washington, DC 20415-9800. The list on page 3 of this attachment shows the agencies required to submit DVAAP plan certifications and accomplishment reports.

If you have questions on DVAAP submissions, please contact the Office of Diversity on 202-606-1059.

(b) ensure that managers and supervisors receive periodic training in diversity management in order to carry out their responsibilities to maintain a diverse workforce; and

(i) reflect a continuing priority for eliminating Hispanic underrepresentation in the Federal workforce and incorporate actions under this order as strategies for achieving workforce diversity goals in the agency's Government Performance and Results Act (GPRA) Annual Performance Plan.

**Sec. 3. Cooperation.** All efforts taken by heads of agencies under sections 1 and 2 of this order shall, as appropriate, further partnerships and cooperation among Federal, public, and private sector employers, and appropriate Hispanic organizations whenever such partnerships and cooperation are possible and would promote the Federal employment of qualified individuals. In developing the long-term comprehensive strategies required by section 2 of this order, agencies shall, as appropriate, consult with and seek information and advice from experts in the areas of special targeted recruitment and diversity in employment.

**Sec. 4. Responsibilities of the Office of Personnel Management.** The Office of Personnel Management is required by law and regulations to undertake a Government-wide minority recruitment effort. Pursuant to that on-going effort and in implementation of this order, the Director of OPM shall:

(a) provide Federal human resources management policy guidance to address Hispanic underrepresentation where it occurs;

(b) take the lead in promoting diversity to executive agencies for such actions as deemed appropriate to promote equal employment opportunity;

(c) within 180 days from the date of this order, prescribe such regulations as may be necessary to carry out the purposes of this order;

(d) within 60 days from the date of this order, establish an Interagency Task Force, chaired by the Director and composed of agency officials at the Deputy Secretary level, or the equivalent. This Task Force shall meet semi-annually to:

- (1) review best practices in strategic human resources management planning, including alignment with agency GPRA plans;
- (2) assess overall executive branch progress in complying with the requirements of this order;
- (3) provide advice on ways to increase Hispanic community involvement; and
- (4) recommend any further actions, as appropriate, in eliminating the underrepresentation of Hispanics in the Federal workforce where it occurs; and

(e) issue an annual report with findings and recommendations to the President on the progress made by agencies on matters related to this order. The first annual report shall be issued no later than 1 year from the date of this order.

**Sec. 5. Judicial Review.** This order is intended only to improve the internal management of the executive branch. It does not create any right or benefit, substantive or procedural, enforceable in law or equity except as may be

identified in existing laws and regulations, by a party against the United States, its agencies, its officers or employees, or any other person.

*William Clinton*

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# Presidential Documents

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Title 3—

Executive Order 13171 of October 12, 2000

The President

## Hispanic Employment in the Federal Government

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to improve the representation of Hispanics in Federal employment, within merit system principles and consistent with the application of appropriate veterans' preference criteria, to achieve a Federal workforce drawn from all segments of society, it is hereby ordered as follows:

**Section 1. Policy.** It is the policy of the executive branch to recruit qualified individuals from appropriate sources in an effort to achieve a workforce drawn from all segments of society. Pursuant to this policy, this Administration notes that Hispanics remain underrepresented in the Federal workforce: they make up only 6.4 percent of the Federal civilian workforce, roughly half of their total representation in the civilian labor force. This Executive Order, therefore, affirms ongoing policies and recommends additional policies to eliminate the underrepresentation of Hispanics in the Federal workforce.

**Sec. 2. Responsibilities of Executive Departments and Agencies.** The head of each executive department and agency (agency) shall establish and maintain a program for the recruitment and career development of Hispanics in Federal employment. In its program, each agency shall:

- (a) provide a plan for recruiting Hispanics that creates a fully diverse workforce for the agency in the 21st century;
- (b) assess and eliminate any systemic barriers to the effective recruitment and consideration of Hispanics, including but not limited to:
  - (1) broadening the area of consideration to include applicants from all appropriate sources;
  - (2) ensuring that selection factors are appropriate and achieve the broadest consideration of applicants and do not impose barriers to selection based on nonmerit factors; and
  - (3) considering the appointment of Hispanic Federal executives to rating, selection, performance review, and executive resources panels and boards;
- (c) improve outreach efforts to include organizations outside the Federal Government in order to increase the number of Hispanic candidates in the selection pool for the Senior Executive Service;
- (d) promote participation of Hispanic employees in management, leadership, and career development programs;
- (e) ensure that performance plans for senior executives, managers, and supervisors include specific language related to significant accomplishments on diversity recruitment and career development and that accountability is predicated on those plans;
- (f) establish appropriate agency advisory councils that include Hispanic Employment Program Managers;
- (g) implement the goals of the Government-wide Hispanic Employment Initiatives issued by the Office of Personnel Management (OPM) in September 1997 (Nine-Point Plan), and the Report to the President's Management Council on Hispanic Employment in the Federal Government of March 1999;



# Federal Register

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Monday,  
October 16, 2000

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Part IV

## The President

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Executive Order 13171—Hispanic  
Employment in the Federal Government

**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)  
PLAN CERTIFICATION--FISCAL YEAR 2001**

Please type or print clearly and return this sheet with original signature to:

María Mercedes Olivieri  
Assistant Director, Office of Diversity  
U.S. Office of Personnel Management  
1900 E Street, NW, Room 2445  
Washington, DC 20415-9800

**A. Name and Address of Agency**

**B. Name and Title of Designated FEORP Official (Include address, if different from above, and telephone and FAX numbers.)**

**C. Name and Title of Contact Person (Include address, if different from above, and telephone and FAX numbers.)**

**CERTIFICATION:**

I certify that the above named 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 Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

REPRODUCE LOCALLY OPM Form 1508 (Rev. 9/85)

## AGENCIES REQUIRED TO SUBMIT FEORP PLAN CERTIFICATIONS AND ACCOMPLISHMENT REPORTS

Agency for International Development  
Agriculture, Department of  
Air Force, Department of the  
American Battle Monuments Commission  
Architectural and Transportation Barriers  
Compliance Board  
\*Arms Control and Disarmament Agency  
Army, Department of  
Commerce, Department of  
Committee for Purchase for the Blind and Other  
Severely Handicapped  
Commission on Civil Rights  
Commission on Fine Arts  
Commodity Futures Trading Commission  
Consumer Product Safety Commission  
Corporation for National and Community Service  
Defense Contract Audit Agency  
Defense Finance and Accounting Service  
Defense Information Systems Agency  
Defense Inspector General  
Defense Intelligence Agency  
Defense Security Service  
Defense Logistics Agency  
Defense Special Weapons Agency  
Defense, TRICARE  
Defense, Office of the Secretary of Defense  
Defense, Uniformed Services University of the  
Health Sciences  
Education, Department of  
Energy, Department of  
Environmental Protection Agency, U.S.  
Equal Employment Opportunity Commission  
Export-Import Bank of the U.S.  
Farm Credit Administration  
Federal Communications Commission  
Federal Emergency Management Agency  
Federal Housing Finance Board  
Federal Labor Relations Authority  
Federal Maritime Commission  
Federal Retirement Thrift Investment Board  
Federal Trade Commission  
General Services Administration  
Office of Government Ethics  
Harry S. Truman Scholarship Foundation  
Health and Human Services, Department of  
Holocaust Memorial Council  
Housing and Urban Development, Department of  
Interior, Department of the  
International Trade Commission

Justice, Department of  
Labor, Department of  
National Aeronautics and Space Administration  
National Archives and Records Administration  
National Credit Union Administration  
National Endowment for the Arts  
National Endowment for the Humanities  
National Imagery and Mapping Agency  
National Labor Relations Board  
National Security Agency  
National Science Foundation  
National Transportation Safety Board  
Navy, Department of the  
Nuclear Regulatory Commission  
Nuclear Waste Technical Review Board  
Occupational Safety and Health Review  
Commission  
Office of Personnel Management  
Pension Benefit Guaranty Corporation  
Securities and Exchange Commission  
Selective Service System  
Small Business Administration  
Social Security Administration  
State, Department of  
Transportation, Department of  
Treasury, Department of the  
\*United States Information Agency  
Veterans Affairs, Department of

*\* These agencies are now organizationally under the  
Department of State.*

## EXPLANATORY NOTES FOR FEORP TABLES

The notes below explain the information agencies must provide in the tables shown on pages 5 through 8 of this attachment.

1. **Formal Agency Career Development Programs:** Formal agency career development programs have many titles, such as long-term training program, career enhancement program, career development program, academic degree program for shortage occupations, leadership development program, supervisory development program, management development program, Senior Executive Service candidate development program, and others. However, a formal development program will normally have the following characteristics:

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

2. **Formal Governmentwide Career Development Programs:** This includes academic programs (accredited schools, colleges, universities) used in conjunction with formal development programs and other formal training programs such as OPM's Management Development Centers and Federal Executive Institute; USDA's Aspiring Leader, New Leader, Women's Executive Leadership or Executive Potential Program; and the Legislative Fellows Program.

**FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS\***

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Overall Total		100.0		100.0		100.0
Total Men						
Total Women						
Total Blacks						
Black Men						
Black Women						
Total Hispanics						
Hispanic Men						
Hispanic Women						
Total Asian/Pacific Islanders						
Asian/Pacific Islander Men						
Asian/Pacific Islander Women						
Total Native Americans						
Native American Men						
Native American Women						

\* See Explanatory Notes (Page 4)

**FEORP: PARTICIPANTS IN FORMAL AGENCY CAREER DEVELOPMENT PROGRAMS (Cont'd)\***

RNO AND GENDER	GS 13-15		Senior Pay	
	#	%	#	%
Overall Total		100.0%		100.0%
Total Men				
Total Women				
Total Blacks				
Black Men				
Black Women				
Total Hispanics				
Hispanic Men				
Hispanic Women				
Total Asian/Pacific Islanders				
Asian/Pacific Islander Men				
Asian/Pacific Islander Women				
Total Native Americans				
Native American Men				
Native American Women				

\* See Explanatory Notes (Page 4)

**FEORP: PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS\***

RNO AND GENDER	GS 1-4		GS 5-8		GS 9-12	
	#	%	#	%	#	%
Overall Total		100.0		100.0		100.0
Total Men						
Total Women						
Total Blacks						
Black Men						
Black Women						
Total Hispanics						
Hispanic Men						
Hispanic Women						
Total Asian/Pacific Islanders						
Asian/Pacific Islander Men						
Asian/Pacific Islander Women						
Total Native Americans						
Native American Men						
Native American Women						

\* See Explanatory Notes (Page 4)

**FEORP: PARTICIPANTS IN FORMAL GOVERNMENTWIDE CAREER DEVELOPMENT PROGRAMS (Cont'd)\***

RNO AND GENDER	GS 13-15		SENIOR PAY	
	#	%	#	%
Overall Total		100.0%		100.0%
Total Men				
Total Women				
Total Blacks				
Black Men				
Black Women				
Total Hispanics				
Hispanic Men				
Hispanic Women				
Total Asian/Pacific Islanders				
Asian/Pacific Islander Men				
Asian/Pacific Islander Women				
Total Native Americans				
Native American Men				
Native American Women				

\* See Explanatory Notes (Page 4)

## **HISPANIC EMPLOYMENT INITIATIVE: NINE-POINT PLAN**

Agencies are required to submit information on specific progress and successes in implementing the Hispanic Nine-Point Plan as part of their accomplishment report. Of particular interest is how departments and agencies addressed each point in the Plan. The Nine-Point Plan included the following items:

1. Support and implement the White House Initiative on Educational Excellence for Hispanic Americans.
2. Provide employment information to students, faculty, and the Hispanic community.
3. Use the Presidential Management Intern (PMI) Program for recruiting, converting and advancing Hispanic college graduates.
4. Participate in the HACU National Internship Program.
5. Use the flexibilities of the Student Employment Program to bring Hispanic students into agency's shortage category occupations, as well as other occupations.
6. Develop mentoring programs to motivate young people to pursue higher education and Federal careers.
7. Promote participation of Hispanic employees in career development programs.
8. Assess agency needs for full-time, part-time, or collateral Hispanic Employment Program (HEP) Managers and assure that HEP Managers are integral members of the agency's management team.
9. Incorporate these activities into your agency's Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM.