

FEORP Checklist

1. **FY 2020 FEORP Plan Accomplishments and Successful/Promising Practices.**
Identify accomplishments and progress made on the strategies identified in the agency FY 2020 Plan. Also, identify a policy, successful/promising practice or procedure (do not list a set of completed tasks) where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan. For each accomplishment, include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**.

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

2. **Diversity and Inclusion Strategic Plan.**
Additionally, based on the three goals from the 2016 Government-wide Inclusive Diversity Strategic Plan (Diversify the Federal workforce through active engagement of leadership; include and engage everyone in the workplace; and optimize inclusive diversity efforts using data-driven approaches), identify at least one strategy for each goal area from your agency's Inclusive Diversity Strategic Plan that your agency will work on in FY 2021. Include goal area, agency objective, strategic activity, and benchmarks.

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

3. **Strategic activities related to Hispanic employment.**
Identify strategic activities the agency has taken to address the underrepresentation, career development, and retention of Hispanics. Include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**. Also, 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)**.

4. **Strategic activities related to the employment of people 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)**.



5. Progress Tracker

Provide data about the agency's formal mentoring programs, diversity and inclusion training, diversity and inclusion council(s), and development programs. Agencies with subcomponents with 500 or more employees are required to submit a Progress Tracker for each subcomponent.

See Attachment 1

Submit the Progress Tracker in the Excel format provided.



6. 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 Head of Human Resources, Director of Equal Employment Opportunity, and Director of Diversity and Inclusion 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 whom we may contact if there are any questions.

**ANNUAL FEORP PLAN CERTIFICATION
FOR THE FISCAL YEAR 2021**

A. Name and Address of Agency:

U.S. Nuclear Regulatory Commission
Office of the Chief Human Capital Officer (OCHCO)
MS: 2WFN 02A-77, Washington DC 20555

B. Name and Title of Designated FEORP Official *(Include e-mail address, telephone and fax numbers. In addition, please include address):*

Tamla Ransford, Chief, Workforce Management and Benefits Branch, (WMBB), OCHCO
U.S. Nuclear Regulatory Commission, MS: 2WFN 02A-77, Washington DC 20555
Tamla.Ransford@nrc.gov; (301) 415-3559

C. Name and Title of Contact Person *(Include e-mail address, telephone and fax number. In addition, please include address):*

Kimberly English, Recruitment Program Manager, WMBB, OCHCO,
U.S. Nuclear Regulatory Commission, MS: 2WFN 02A-77, Washington DC 20555
Kimberly.English@nrc.gov; (301) 287-0711

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.

Print Name Mary Lamary Signature Mary A. Lamary Digitally signed by Mary A. Lamary
Date: 2021.01.21 12:21:15 -0500 Date _____
Title: Chief Human Capital Officer
(Chief Human Capital Officer or Head of Human Resources)
Email Address: Mary.Lamary@nrc.gov
Telephone: (301) 415-3300

Print Name Vonna Ordaz Signature Vonna L. Ordaz Digitally signed by Vonna L. Ordaz
Date: 2021.01.28 08:43:25 -0500 Date _____
Director, Equal Employment Opportunity
Email Address: Vonna.Ordaz@nrc.gov
Telephone: (301) 415-7380

Print Name Vonna Ordaz Signature Vonna L. Ordaz Digitally signed by Vonna L. Ordaz
Date: 2021.01.28 08:43:47 -0500 Date _____
Director, Diversity and Inclusion
Email Address: Vonna.Ordaz@nrc.gov
Telephone: (301) 415-7380