



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

MAR 16 1984

PERSONNEL MANAGEMENT LETTER NO. 84-1 (720)

SUBJECT: Federal Equal Opportunity Recruitment Program Plans

This Letter contains requirements for revising/updating the annual Federal Equal Opportunity Recruitment Program (FEORP) Plans. The instructions and attachments are directed toward assisting bureaus in planning realistic and achievable recruitment goals by utilizing various strategies and methodologies for the movement of minority and female candidates into job categories and series where they are underrepresented.

These requirements are issued pursuant to Section 717(a) of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e-16, Reorganization Plan No. 1 of 1978 issued pursuant to 5 U.S.C. 901 et. seq; 5 U.S.C. 7201 and 29 CFR 1613. In accordance with applicable provisions in 5 U.S.C. 7201, each bureau is required to have a recruitment program aimed at eliminating the underrepresentation of minorities and women in various categories of civil service employment. "Underrepresentation is a situation in which the number of women or members of a minority group within a category of civil service employment (i.e., occupation groupings within general schedule grades and prevailing rate schedule pay categories) constitutes a lower percentage of the total number of employees within the employment category than the percentage of women or the minority constitutes within the civilian labor force of the United States."

## FEORP PLAN DEVELOPMENT

### Program Responsibilities

The Office of Personnel is responsible for providing leadership and guidance to the bureau personnel offices in implementing the FEORP. The Office for Equal Opportunity has a responsibility for providing instructions to the EEO Offices on the total affirmative action program requirements, including FEORP. Both Offices have responsibility for monitoring the Department's implementation of the Program through bureau FEORP Coordinators and their EEO counterparts. The responsibility of gathering and maintaining this information is a shared responsibility between EEO and Personnel. EEO has the primary role in gathering and maintaining data, providing employment statistics, identifying targeted occupations, conducting work force profile studies and making underrepresentation determinations. EEO also has the lead responsibility for analyzing vacancy information to assist personnel offices in the development of recruitment strategies and methodologies. Personnel is responsible for identifying employment barriers, specific approaches to recruitment and monitoring and evaluating FEORP accomplishments. EEO must work with Personnel on the above

INQUIRIES: Donna Waters, Division of Employment, Room 5227,  
Telephone 343-7764.

- o a further assessment of internal availability of candidates from under-represented groups for higher job progression 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;
- o a description of methods the bureau 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 and expand upon the recruitment activities of the bureau prior to revising the current FEORP plan;
- o a description of the "Barriers" affecting the successful recruiting of minority and female candidates in job categories and/or series where they are underrepresented. Attachment 3 should be used to conduct the barrier analysis;
- o specific goals statement(s) keyed to the problem/barriers identified in the barrier analysis. Attachment 5 should be used to describe the activities which are necessary to overcome the recruitment barriers affecting each national origin, race, and sex group. Attachment 5 also is to be used to report goals and action items necessary to overcome problems identified in the assessment process;
- o a description of specific recruitment priorities planned by the bureau to recruit in communities, education institutions and other likely sources for minority and female candidates. Specific recruitment strategies and methodologies should be outlined consistent with the targeted recruitment priorities. Attachment 2 is to be used to report recruitment priorities;
- o a description of actions which should be undertaken by the bureau to identify jobs which can be redesigned so as to improve opportunities for minorities and women, including jobs requiring bilingual or bicultural capabilities or not requiring English fluency;
- o a description of the training and job development program the bureau will use to provide knowledge, skills and abilities to qualify minorities and women for occupational series and grade levels where they are significantly underrepresented;
- o a description of problems for which the assistance of the Office of Personnel Management is needed and will be requested.

#### Assessment Process

- a. It is appropriate to conduct the assessment process to determine where under-representation exists. The assessment process should focus on job categories, occupational level and specific series. Every effort 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 as the result of anticipated turnover, expansion, hiring limits and other relevant factors

Certification, Title Page, and Reports

Bureaus are to certify that their plan is in full compliance with 5 CFR 720.205(a) and these instructions. Attachment I is to be used to certify annual FEORP Plans. Bureau FEORP plans are to be submitted to the Office of Personnel by October 1 of each year. Bureau FEORP Accomplishment Reports will also be required by October 1 of each year as required by the Director of Personnel. Such accomplishment reports will include assessments of bureau progress, or lack of progress, in meeting the objectives of the program.

A handwritten signature in black ink, appearing to read 'Morris A. Simms', with a long horizontal line extending to the right.

Morris A. Simms  
Director of Personnel

Attachments

U.S. DEPARTMENT OF THE INTERIOR

FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM PLAN

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NAME OF BUREAU

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NUMBER OF EMPLOYEES COVERED BY THIS PLAN

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NAME AND TITLE OF PERSON PREPARING THIS PLAN

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NAME AND TITLE OF BUREAU PERSONNEL OFFICER

---

SIGNATURE

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DATE

Certification of Compliance

I certify that the Federal Equal Opportunity Recruitment Plan is submitted in compliance with 5 CFR 720.205, and other instructions and guidelines issued by the U.S. Department of the Interior, Office of Personnel and the \_\_\_\_\_.  
(Name of the Bureau)

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NAME AND TITLE OF BUREAU HEAD

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SIGNATURE

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DATE

Be aware and alert to the symptoms and signs of drug abuse and change in behavior.

Encourage peer discussion groups and outreach to available resources.

Suggest, as appropriate, to supervisor work place improvements to enhance drug-free environment. Indicate willingness to help bring about such change.

Be observant at all times of the behavior of visitors to parks, museums, refuges, public buildings, etc. Report the appearance of unusual actions to responsible official.

OTHERS: (Nurses, EAP Coordinators and Specialists, Aircraft Pilots, Equipment Operators, Personnel Specialists, Park Rangers and Technicians, Public Information Specialists, Refuge and/or Public Land Personnel, Wildlife and Special Agents, etc.)

Dependent upon specific duties of assigned job, could be held responsible for any one or combination of the following.

Will be held responsible to:

- Maintain current knowledge of drug symptoms, behavior indicators; patterns as they affect work performance, productivity, attendance, attitude, appearance and general conduct. Be alert to changes or extremes. Counsel employees who seek help, information or trusted listener. Will assure and demonstrate through action confidentiality of employee seeking counsel. Will follow-up to assess improvement or lack thereof. Report to higher level of management those cases indicating need for outside or professional help.
- Provide out-reach assistance to the extent possible, by putting employee in touch with support groups and outside resource agencies; distributing pamphlets, books, cassettes or other educational materials. Provide whatever media resources may be available to expand general level of awareness of drug use and its dangers, encouraging provision of message not only to employees, but to the public at large who use DOI facilities nationwide.
- Maintain constant awareness of operator behavior in work situations which have potential safety implications for others in which machinery or other equipment is used or operated, i.e., aircraft, repair shops, motor pools, heavy and medium duty equipment such as tractor trailers, cranes, earth haulers, firefighting systems, oil rigging equipment, boats, etc. Report untoward behavior or operation to supervisor immediately if operator performance appears to be impaired for any reason.