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	Civilian Personnel FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM	
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DEPARTMENT OF THE ARMY
U. S. Army Corps of Engineers
Washington, DC 20314-1000

CEPE-OR

Regulation
No. 690-1-967

1 June 1988

Civilian Personnel
FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM

1. Purpose. This establishes and prescribes the policies, responsibilities and procedures within USACE for implementation and maintenance of the program.

2. Applicability. This regulation is applicable to all HQUSACE/OCE elements, field operating activities (FOA) located within the National Capital Region and the U. S. Army Center of Military History serviced the Operating Civilian Personnel Office, CEPE-OR.

3. References.

- a. FPM Letter 720-2
- b. FPM Bulletin 720-10
- c. Uniform Guidelines on Employee Selection Procedures

4. Policies. In accordance with 5 USC 7201, it is the policy of this Headquarters to conduct a continuing program for the recruitment of minority group members, women, disabled veterans and handicapped individuals in a manner designed to eliminate their underrepresentation for all civil service positions within serviced activities and ensure equal opportunity. This program requires the support and participation of all levels of management in order to be effective and meaningful. Each supervisor and manager will be conscious of areas of underrepresentation within their work force and will develop techniques for program accomplishments based upon their assessment of needs and opportunities. This program will be developed and implemented as required by the Office of Personnel Management (OPM), the Equal Employment Opportunity Commission (EEOC) and Headquarters, Department of the Army. The Civilian Personnel Officer (CPO) and the Operating Equal Employment Opportunity Officer (EEOO) serve as the principal advisors and program managers.

5. Responsibilities.

- a. Commanders will:

- (1) Implement and enforce requirements as set forth by this program and assure full support by all levels of management

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and supervision.

(2) Provide personal leadership, active support and vigorous enforcement of the policy on equal opportunity recruitment.

(3) Devote adequate resources to establishing and conducting a continuous recruitment program to include external and internal recruitment efforts and interagency recruitment activities.

b. Civilian Personnel Officer will:

(1) Serve as the primary action officer for the management of this program; providing technical staff support, assistance and advice to management with regard to policies, programs and procedures applicable to recruitment, training, promotion and other personnel actions affecting representation of the work force.

(2) Provide orientation to all levels of management on program requirements.

(3) Work closely with the EEOO in making annual underrepresentation determinations.

(4) Expand or otherwise redirect recruitment activities in ways designed to increase the number of candidates from underrepresented groups in an applicant pool.

(5) Assure that all selections for employment are consistent with the Uniform Guidelines on Employee Selection Procedures.

(6) Establish a system to monitor and evaluate program actions/accomplishments consistent with requirements established by higher headquarters.

c. Equal Employment Opportunity Officer will:

(1) Assist in the development, execution and evaluation of the program and work closely with the CPO to develop and implement actions to reduce underrepresentation in targeted occupations.

(2) Assist in development of procedures to conduct a recruitment program for minorities and women.

(3) Assist in orienting work force in program requirements, as requested.

(4) Participate in recruiting activities as requested.

(5) Assist in monitoring and evaluating program actions and accomplishments.

d. Chief, Recruitment and Placement Branch will serve as the official with operational responsibility for this program.

e. Special Emphasis Program Coordinator will:

(1) Identifying and assist applicants or potential applicants from underrepresented groups in applying for Federal employment.

(2) Assist in recruiting activities.

(3) Provides input to the development and implementation of actions to reduce underrepresentation.

(4) Monitor the effectiveness of the program and recommend modifications when required.

f. Managers and Supervisors:

(1) Project job openings and identify those suitable for external and internal recruitment in coordination with CPO.

(2) Identify employees from underrepresented groups who have, or potentially have, necessary job-related qualifications for occupations to be filled internally in coordination with CPO.

(3) Identify employees from underrepresented groups who need training to improve their job-related knowledges, skills and abilities and the types of training needed in coordination with CPO.

(4) Review jobs and identify those which can be used to establish developmental or 'bridge' positions and those which can be restructured for trainee and upward mobility opportunities in coordination with CPO.

(5) Identify jobs for which bilingual/bicultural requirements are needed or where only minimal language skills are required in coordination with CPO.

(6) Participate in recruiting activities as requested.

g. Employees will:

(1) Demonstrate willingness to participate in training

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and development opportunities.

(2) Keep Official Personnel Folders updated to ensure that all pertinent information regarding education and experience is present.

6. Procedures.

a. Data requirements.

(1) Statistical determinations of underrepresentation are made in accordance with published regulations and guidance from Equal Employment Opportunity Commission (EEOC) and Headquarters, Department of the Army. Underrepresentation is based on the civilian labor force as defined by EEOC (see definition, paragraph 7d). The civilian labor force data is based on the 1980 census.

(2) A comparison is made between the percentage a particular race/national origin group and gender and the percentage in which the same group is represented in the civilian labor force. Assessments of underrepresentation are analyzed at the beginning of each fiscal year. Statistical determinations of underrepresentation of defined racial and ethnic groups and women are required as part of the Federal Equal Opportunity Recruitment Plan (FEORP). The Office of Personnel Management requires that a separate document be maintained which is derived from statistical data produced by the Affirmative Action Accomplishment Report. The FEORP will indicate strategies to be used to eliminate underrepresentation.

(3) Determinations of underrepresentation are based on civilian labor force data without regard to the availability of minorities and women in the labor force with requisite skills. Initial statistical determination of underrepresentation in various categories in civil service employment will be made by the Equal Employment Opportunity Officer in coordination with the Personnel Officer. New determinations will be made annually prior to the start of each fiscal year.

b. Proposed actions (activities) to correct underrepresentation.

(1) An assessment will be made by the Personnel Office in coordination with the EEOO and appropriate management offices of grades or job categories expected to be filled in the current fiscal year and on a long-term basis (based on anticipated turnover, expansion, hiring limits and other relevant factors); those occupational categories and positions suitable for internal and external recruitment programs for such jobs will be developed.

c. Recruitment Priorities. Once underrepresentation of job categories and minority/sex groups is identified and an index of underrepresentation is completed, priorities for recruitment activities will be established. Priorities will be based on expected job openings in underrepresented job categories, the severity of the underrepresentation of particular minority/sex groups, and the degree to which jobs have potential for development and advancement.

d. Recruitment Methods proposed to correct underrepresentation.

(1) Internal Recruitment Methods.

(a) Skills surveys will be conducted to determine the availability or potential availability of skills within the current work force. Interested employees will be counseled on career development and methods of qualifying and applying for positions with advancement opportunity.

(b) There will be increased coordination between the Affirmative Employment Coordinator (Recruitment and Placement Branch), EEO Office, labor organizations, employee associations and other Federal agencies.

(c) Greater use will be made of the authorized alternate internal qualification standards contained in guidance.

(d) Maximum consideration will be given, as appropriate, to job redesign, upward mobility, job engineering and establishment of entry level and bridge positions, and individual development plans.

(e) Training agreements will be developed, as appropriate.

(2) External Recruiting Methods.

(a) The following sources will be contacted as necessary:

Office of Personnel Management
Special Employment Program Managers
Minority and Women's Organizations
Historically Black Colleges
Colleges with Significant Minority and
Female Enrollment
Other Federal Agencies
State Employment Service Offices
Current Employees

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(b) Maximum emphasis will be placed upon the use of excepted or noncompetitive authorities, including Schedules A, B, and C in the excepted service and other appointing authorities, such as Veterans Readjustment appointments. The recruitment of minorities for attorney, law clerk and legal intern positions is covered in USACE Supplement 1 to AR 690-300.

(c) Increased emphasis will be placed upon locating former Federal employees.

(d) Maximum consideration will be given, as appropriate, to job restructuring, job engineering and establishment of entry level and bridge positions.

(e) Training agreements will be developed, as appropriate.

(f) Continued emphasis will be placed upon participation in Cooperative Education Programs.

(g) Paid advertisements and radio and television spot announcements will be used, as necessary.

(h) Name requests from OPM registers will continue to be made.

(i) Special examining authorities will be requested from OPM, as necessary.

(j) An annual opportunity recruitment file (applicant pool) will be established in order to give future consideration to members of underrepresented groups who were recruited during periods when applicant receipt is closed.

(k) OPM will be requested to reopen examinations, as appropriate.

(l) Planned interagency recruitment activities (clearinghouses).

(m) Use of Federal Junior Fellowship Program.

(n) Use of worker-trainee authority to make temporary appointments pending establishment of a register.

(o) Participation in local community and national level job fairs.

e. Evaluations. The Personnel Officer and the Equal

Employment Opportunity Officer will evaluate the FEORP at the end of each fiscal year. The evaluation will include such things as comparing the number of minorities referred for consideration against the number of minorities selected, the reasons for nonselections, the use of the external/internal recruitment methods identified in the FEORP, the barriers analysis reports, and other items considered appropriate.

7. Definitions.

a. Underrepresentation. Underrepresentation occurs when the number of minorities by gender within a category of civil service employment constitute a lower percentage than the percentage they represent in the appropriate civilian labor force. (Headquarters, USACE and National Capital Region (NCR) Field Operating Activities (FOA) use the Standard Metropolitan Statistical Area (SMSA) for the Washington, D. C. area for all employment categories except the professional categories. Underrepresentation for the professional categories is based on the National Civilian Labor Force statistic.)

b. Category of Civil Service Employment. Category of civil service employment means such groupings of Federal jobs by grades, pay systems and/or occupations as the Office of Personnel Management deems appropriate.

c. Targeted Groups.

(1) Black (except Hispanic Blacks) - A person having origins in any of the black racial groups of Africa.

(2) Hispanic - A person of Mexican, Puerto Rican, Cuban or South American, or other Spanish culture or origin, regardless of race.

(3) American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

(4) Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

(5) White women (excludes Whites of Hispanic origin) - A women having origins in any of the original peoples of Europe, North America, or the Middle East.

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(6) Handicapped Individuals - The Rehabilitation Act of 1973, as amended, defines a handicapped individual as any person who, has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such impairment, or is regarded as having such an impairment.

(7) Disabled Veterans - A person who was separated under honorable conditions from active duty in the armed forces (performed at any time) and who has established the present existence of service-connected disability of 30% or more or is receiving disability compensation retirement benefits or pension because of a public statute administered by the Veterans Administration.

d. Civilian Labor Force (CLF). The number of persons 16 years of age and over, except those in the Armed Forces, who are employed or who are seeking employment. This information is based on the most current census.

e. Recruitment. Recruitment means the total process by which the Federal Government and the Federal agencies locate, identify and assist in the employment of qualified or qualifiable applicants from underrepresented groups for job openings in categories of employment where underrepresentation has been determined and includes both internal and external recruitment actions.

f. Applicant Pool. Applicant pool means all types of listings from which selections may be made, including, but not limited to, promotion lists, competitive certificates and inventories of eligibles, applicant supply files and lists of eligibles for certain noncompetitive appointments.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'Pat M. Stevens, IV', with a long horizontal flourish extending to the right.

PAT M. STEVENS, IV
Colonel, Corps of Engineers
Chief of Staff