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**Fiscal Year 2006**

**Federal Equal Opportunity Recruitment Program Plan  
Certification**

**and**

**Fiscal Year 2005**

**Federal Equal Opportunity Recruitment Program Plan  
Accomplishment Report**





Federal Equal Opportunity Recruitment Program (FEORP)  
FY 05 Accomplishment Report and FY 06 Plan Certification

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Preface

Historically, at BLM, the Human Resource Management (HRM) Branch was the responsible organization for this Program. However, during July 2005, the agency's EEO Deputy Director revealed that a management decision had been made to reassign these program responsibilities from HRM Offices to EEO Offices. As a result, this is the first FEORP the EEO Office has been responsible for preparing.

Coordination with the Alaska HR Manager resulted in the discovery that the last FEORP Plan and Certification occurred in FY95. This being said, this report briefly discusses accomplishments and identifies plans for implementing and managing this program in the future.

Lastly, this document includes CERTIFICATION that this 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 having less than 500 employees are covered by a FEORP plan; (3) that all field offices 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.



## Federal Equal Opportunity Recruitment Program (FEORP)

### FY 05 Accomplishment Report and FY 06 Plan Certification

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Bureau of Land Management  
Alaska State Office

#### FEORP Accomplishment Report

##### Introduction

The BLM-Alaska continues to work to ensure equity in employment. Our national and local recruitment efforts are done to increase the public awareness of our bureau and to increase the representation of minorities, women, and people with disabilities in the applicant pool and in overall employment opportunities.

All of our initiatives are aligned with the Department's plans which include, but are not limited to the Strategic Plan, the Strategic Human Capital Management Plan, the Strategic Plan for Improving Diversity and the goal to increase the number of people with disabilities. All of these plans were established to facilitate equal access in all areas of employment.

The bureau has participated in activities to facilitate outreach, such as the Asian American/Pacific Islander Program (AAPI), the Hispanic Association of Colleges and Universities Program (HACU), Historically Black Colleges and Universities (HBCU), the Native American Colleges and Universities (NACU) Program, the Tribal Colleges and Universities (TCU), the Student Career Experience Program (SCEP), the Student Temporary Employment Program (STEP). These cooperative activities were developed to provide equal access in employment to all persons which includes, but is not limited to persons with disabilities and veterans.

##### Highlights:

The Bureau of Land Management-Alaska developed several approaches to improve and maintain a diverse workforce. The BLM-Alaska recognized the potential through the SCEP and STEP (programs) to replenish skill loss as baby boomers retire in mass numbers, as well as an opportunity improve diversity (representation in women and minorities). As the agency replenishes the skills via the student programs, it also recognized the necessity to develop the remaining workforce as a way of passing on the institutional knowledge lost as a result of the retirements. Additionally, the BLM-Alaska has enhanced its high school student employment program, School Business Partnership, by developing opportunities for high school juniors and



## Federal Equal Opportunity Recruitment Program (FEORP)

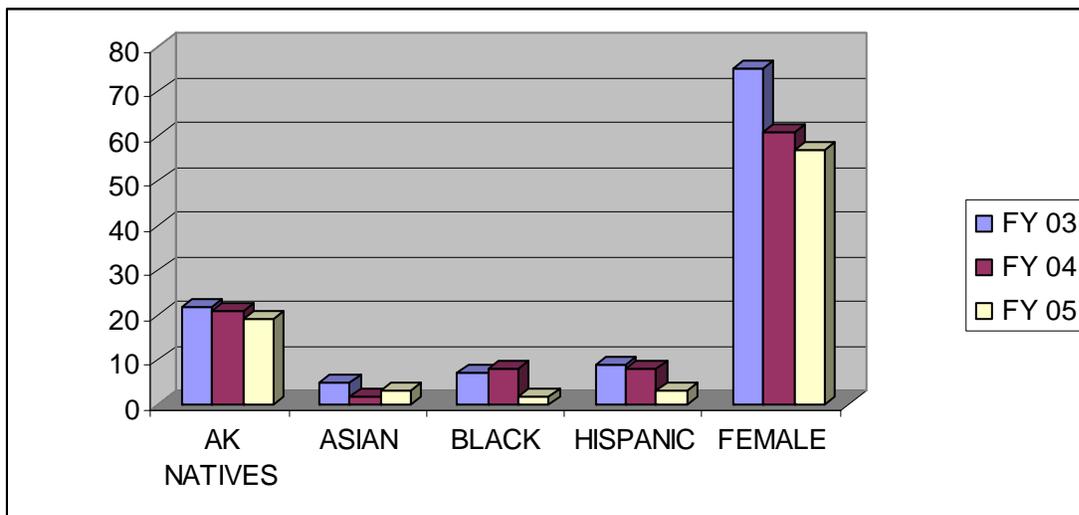
### FY 05 Accomplishment Report and FY 06 Plan Certification

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seniors to work along side natural resource specialists in the field environment as a way of introducing them to careers in natural resource management and science.

The Alaska Leadership looked at its projected retirements in positions that could potentially be used for career developmental initiatives. Recognizing the tendency to hire at full performance level, the agency identified the need to build skills for the future. To accomplish this, managers restructure their vacancies to include career ladders which ultimately provide for continuity and develop different levels of expertise and experience. This approach not only makes good business sense, but will improve employee morale and, in turn will improve retention.

BLM-Alaska puts in place processes which engage EEO, HR, and the SEP's in working together to capitalize on opportunities to recruit for the best and brightest talent available through broader outreach strategies. In addition to the role the EEO office has previously played in the planning of recruitment strategy, their participation was expanded to include working with the HRM in the review of referral and selection certificates, prior to issuance of the certificates to the selecting and final approving officials. This enhanced EEO involvement was established to maximize the full potential of the BLM-Alaska's affirmative employment outreach strategic management goals. In cases where the EEO feels recruitment efforts need to be re-emphasized, the EEO provides justification and recommendation to the HR manager.





## Federal Equal Opportunity Recruitment Program (FEORP)

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#### FY06 Initiatives:

- Continue to utilize SEEP Programs as a tried and true method to recruit diverse students and expose them to careers in BLM Alaska.
- Encourage managers/supervisors to consider restructuring vacant positions to the trainee level to allow upward mobility opportunities for entry level candidates and/or growth positions to provide career ladders for mid level candidates and expand recruitment area of consideration to achieve a diverse candidate pool.
- Increased involvement of SEP Managers in vacancy announcement outreach to their respective local groups and associations, as well as national diversity minded institutes of higher education (HBCU, HACU, NACU, TCU, etc.).
- Participate in Job Fairs and Recruitment Conferences to promote BLM Alaska careers.
- Coordinate with HRM and Alaska Leadership Team (ALT) to explore the development and implementation of an internal Career Intern Program.
- Coordinate with Alaska Fire Service to explore the possibility of creating growth positions in Forestry and Fire technician occupations.
- Continue to provide support and resources to the formal Alaska Mentorship Program.
- Encourage managers/supervisors to consider developmental assignments as a tool for resourcing special projects that, in turn, provides for employees to gain experience in higher graded and/or different occupations.
- Monitor the participation rates of women and minorities sent to formal training and leadership development training programs to ensure a qualified candidate pool is cultivated for future promotional opportunities.
- Study Exit Interview data of separating employees to ascertain if there are unknown barriers that are causing employees to depart.



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Annual Federal Equal Opportunity Recruitment Program (FEORP) Plan  
Certification Fiscal Year 2006

**Name and Address of Field Office:**

US Department of the Interior  
Bureau of Land Management-Alaska  
222 West 7<sup>th</sup> Avenue #13 (AK 915)  
Anchorage, AK 99513

**Name and Title of Contact Person:**

Sandra Martinez, Equal Employment Manager  
Address: Same as Above  
Telephone (907) 271-3685  
Fax (907) 271-4573

**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 installation 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: /// original signed ///

Date: October 17, 2005