

ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM
(FEORP)
PLAN CERTIFICATION-FISCAL YEAR 2008

A. Name and Address of Agency

Animal and Plant Health Inspection Service
4700 River Road, Unit 17
Riverdale, MD 20737

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

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

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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 or installations.

SIGNATURE:

Karen M Benham

DATE:

10-19-07

**Animal and Plant Health Inspection Service (APHIS)
Federal Equal Opportunity Recruitment Program (FEORP)
Fiscal Year 2008 Plan**

Purpose of the Plan: As a part of the Federal Equal Opportunity Recruitment Program (FEORP) APHIS Marketing and Regulatory Programs (MRP) will conduct a continuing program to help the agency carry out the following Recruitment and Community Outreach Initiatives:

- (1) Providing information on Federal employment opportunities to students, faculty, educational institutions, school systems and underrepresented communities.
- (2) Develop and maintaining long-term partnerships with academia, professional associations and minority-serving organizations for the purpose of recruiting high-quality candidates
- (3) Develop and maintaining long-term partnerships with academia, professional associations and minority-serving organizations for the purpose of recruiting high-quality candidates
- (4) Using the Presidential Management Fellows (PMF) Program for recruiting and advancing graduate and professional school graduates, including traditionally underrepresented community members.

Key Strategies/ Tasks
1. Provide all MRP coordinators and recruiters and update recruitment calendar of events for the recruitment season.
2. Advertise vacancy announcements on the USA Jobs Student Intern Website (this reaches diverse colleges/universities, professional organizations, individuals not associated with an organization.
3. Assist with recruiter training to MRP program recruiters.
4. Coordinate attendance at career fairs/outreach events.
5. Provide assistance in developing recruitment strategies to assist in program workforce diversity needs.
6. Initiate contact with programs to better utilize Native, Hispanic, Asian and African Americans Program opportunities.
7. Manage scholarship programs.
8. Manage Summer Intern Program and Federal Career Intern Program.
9. Manage disability program.

10. Establishing database to store resumes received at career fairs/outreach events for all MRP mission areas to utilize or benefit.

11. Promote department-wide and government wide recruitment programs.

12. Promoting the 3R's (Recruitment, Relocation and Retention) and Student Loan Repayment.

13. Tracking Outreach and Recruitment Activities.

**Animal and Plant Health Inspection Service (APHIS)
Federal Equal Opportunity Recruitment Program (FEORP)
Accomplishment Report
Fiscal Year 2007**

Workforce Planning

Analyzing workforce trends and projections, determining skills gaps and needs, and devising succession planning strategies.

Total Employment

The Animal and Plant Health Inspection Service's total employment (permanent, temporary, and indefinite*) increased to **8,605 (+368)** during the 4th quarter of FY 2007 from **8,237** in FY 2006.

* The APHIS employment database maintained by the National Finance Center contains a third category of employees in addition to permanent and temporary. They are classified as "indefinite" employees who are on a "when actually employed" status.

Org	Total	B M	B W	H M	HF	A M	AF	NA M	NA F	WM	WF
OA	47	5	16	0	1	1	0	0	0	7	17
PPD	136	9	14	0	1	1	3	0	0	39	69
LPA	73	4	16	1	0	0	0	0	0	12	40
MRPBS	700	50	122	18	6	5	7	1	1	198	292
IS	110	5	14	13	7	4	2	0	0	43	22
PPQ	3553	92	105	385	23 7	355	13 3	15	19	1,34 9	857
VS	2073	71	131	137	57	21	24	14	6	801	809
AC	162	4	16	2	0	2	0	2	3	58	75
WS	1681	9	13	30	8	56	10	14	4	1,24 6	291
BRS	70	3	13	1	1	2	3	0	0	24	23
Total	8,605	252	460	587	31 8	447	18 2	46	33	3,77 7	2,49 5
Participation Rate %	100.0	2.9	5.3	6.8	3.7	5.2	2.1	0.5	0.4	43.9	29.0
CLF%		4.8	5.7	6.2	4.5	1.9	1.7	.3	.3	39.0	33.7 0

- 3,491 or 40.6% are Women; and
- 2,325 or 27.02 % are Minorities

Of the total population, there are a number of groups' participation rates that fall below the Civilian Labor Force:

Group	Population/Participation Rate	Civilian Labor Force
White Females	2,495 (29.0%)	33.70%
Black Females	460 (5.3%)	5.70%
Hispanic Females	318 (3.7%)	4.50%
Black Males	252 (2.9%)	4.8%

The Agency developed a course titled, "So You Think You Want To Be A Supervisor." It has been given in several locations, well attended, and drawing accolades.

Persons with Disabilities

Currently, there are a total of **549**(6.0%) employees with a Reported Disability and **65** (0.76%) employees with a Targeted Disability.

APHIS has a 3-Year Hiring Goal (2007 – 2010) to increase the participation rate of employees with targeted disabilities by hiring **5** employees each year. To date, APHIS has hired a total of **6** employees with a targeted disability (**5-** Plant Protection and Quarantine and **1-** Veterinary Services).

In collaboration with the Employee Development Leadership Council (EDLC), Human Resources Division works with program Workforce and Succession Plan contacts in developing strategies and multi-year plans for closing identified knowledge and skills gaps, and workforce and leadership recruitment and retention techniques.

Continue to review existing and projected future attrition/retention and related issues and, in concert with the EDLC and program key management officials, strategize corrective/positive measures.

Works with EDLC and program representatives to identify and update training and employee development needs and incorporates such information into annual non-technical training planning.

Monitors success of such training in helping to close competency gaps and provides input into periodic reporting requirements for Human Capital initiatives.

Succession Strategies

APHIS Projected Profile on Retirement Eligibility

At the end of FY 2007 APHIS had a population of **8,605** employees (permanent, temporary and indefinite). In 2007, the agency has a total of **1,238 (14%)** employees eligible for retirement and a total of **1,014** employees eligible for retirement during years 2008-2011.

Organization	2007	2008	2009	2010	2011	Total
OA	7	0	6	0	2	15
PPD	21	4	4	8	4	41
LPA	10	3	0	0	1	14
MRPBS	71	15	18	28	22	154
IS	25	3	5	4	11	48
PPQ	638	89	116	116	129	1,088
VS	263	62	54	59	71	509
AC	18	6	5	8	4	41
WS	177	32	43	29	48	329
BRS	8	1	1	1	2	13
Totals	1,238	215	252	253	294	2,252

APHIS' dedicated, knowledgeable, skilled, and diverse workforce will play a critical role in the fulfillment of the strategic mission priorities. APHIS is committed to:

- Effective workforce planning to ensure that there are sufficient employees with the needed skills to effectively support the APHIS mission.
- Creating a work environment in which employees are actively involved and have a framework to support their work including:

Effective management and leadership

Clearly communicated information about expectations, direction and priorities

Developmental opportunities to gain needed skills and knowledge
Performance feedback which includes rewards and recognition as appropriate
Human resources policies that recognize APHIS' critical responsibilities and employees' personal needs

Production of a guide for senior managers/executives' outlining possible learning and development opportunities as they move toward SES certification/qualification.

A task force composed of a cross section of the Agency programs currently is working on updating program succession plans with particular emphasis on developing tracking/monitoring processes to gauge the effectiveness of succession planning.

Recruitment and Community Outreach

Providing information on Federal employment opportunities to students, faculty, educational institutions, school systems and underrepresented communities.

The MRP Recruitment Staff attended two (2) targeted Hispanic outreach events in FY2007. The first was the Latinos for Hire career fair in New York, NY on June 27, 2007. This event attracted over 3,000 attendees. The second Hispanic outreach was the League of United Latin American Citizens (LULAC) National Convention and Career Fair in Chicago, IL. Over 2,000 participants attended this conference. Our representation at both events promoted Federal career/employment opportunities with USDA, Marketing Regulatory Programs (AMS, APHIS & GIPSA). We provided information on MRP programs, current job vacancies, Federal job search information, applying for jobs with the Federal government, qualification requirements, student employment programs, career intern programs, etc.

The MRP Recruitment Staff also participated in two (2) targeted Asian American outreach events in FY2007. The National Association of Asian American Professionals (NAAAP) hosted their annual career fair August 16-18, 2007 in Atlanta Georgia. With approximately 3,000 attendees, this event provided a great forum for promoting MRP mission areas as well as employment opportunities. Secondly, our office attended the USDA Career Fair at the University of Wisconsin at Madison on September 25, 2007 as part of the Basu coordinated effort. Our recruiters spoke with approximately 100 students who were interested in Federal employment.

The MRP Recruitment Staff attended two (2) events targeting veterans. On April 18, 2007, the Virginia Peninsula Chamber of Commerce sponsored a job fair aimed at attracting veterans in Hampton, Virginia. There were nearly 1,000 participants present for this fair. Also, on May 18, 2007, we attended a career fair for veterans at Fort Belvoir, VA. At both events, we provided information on MRP programs, current job vacancies, Federal job search information, applying for jobs with the Federal government, qualification requirements, student employment programs, and the federal career intern program.

The MRP Recruitment Staff also attended the national convention for the National Association for the Advancement of Colored People (NAACP). This event was held in Detroit, MI July 7-12, 2007. With over 10,000 participants, this was an excellent opportunity to market the mission of MRP agencies, recruit for vacant positions within our programs, and provide the public with information on the Federal job search and application process.

Developing and maintaining long-term partnerships with academia, professional associations and minority-serving organizations for the purpose of recruiting high-quality candidates.

Annually, APHIS, MRP, HR Recruitment attends the Careers and the Disabled Expo, Washington, DC which is part of the initiative to promote entry level and professional employment opportunities for people with disabilities and maximize career opportunities for qualified job applicants with disabilities. Our representation was to promote Federal career/employment opportunities with USDA, Marketing and Regulatory Programs. Human resource representatives spoke with over 150 -200 individuals, distributing information packages, giveaways, flyers and brochures. The audience was provided information on MRP programs, current job vacancies, Federal job search information, applying for jobs with the Federal Government, qualification requirement, student employment programs, career intern programs, etc.

Annually, APHIS, MRP, HR Recruitment and MRP recruiters attend the Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS), Annual Career Fair and Training Conference. MANRRS, 21ST Annual Career Fair and Training Conference event promotes and fosters the involvement of minorities in agriculture, natural resources and related science. The Annual Career Fair and Training Conference is designed to develop a partnership between minority students in agriculture and natural resources with professionals for academic institutions, government agencies and industry, by promoting professional development, networking, and career placement in a nurturing environment. Our representation was to promote Federal career/employment opportunities with Marketing Regulatory Programs. The audience was college students from various colleges and universities throughout the United States, diverse in gender, ethnic group, age, interest, education and background, looking for student internships, entry-level and professional positions in agricultural and related science careers.

Using student educational employment programs and internships (e.g. Student Career Experience Program, Student Temporary Employment Program, Federal Career Intern Program) to improve the pipeline of diverse candidates for entry-level positions.

The Washington Internships for Native Students (WINS)

The Washington Internship for Native Students (WINS) is a visionary effort founded on the idea of members of the sovereign Native American Nations can build leadership skills while living, studying and interning in Washington, DC, and bring those skills back to their communities. This program is a partnership between Government agencies and American University. APHIS selected 9 students as WINS Interns in 2007.

1890 National Scholars Program

The USDA/1890 National Scholars Program offers scholarships to high school seniors who are seeking a bachelor's degree in agriculture or related sciences at one of the 1890 Land Grant Institutions. The purpose of this program is to strengthen the long-term partnership the Department of Agriculture and 1890 Institutions, increase the number of students studying agriculture, food and nutrition, natural resource sciences and offer career opportunities at USDA. APHIS has a total of 8 1980 National Scholars:

- **APHIS selected 2 new scholars for the 2007-2008 school year**
- **APHIS has a total of 6 continuing scholars**

Hispanic Association of Colleges and Universities (HACU) National Intern Program

The HACU National Internship Program was developed under Executive Order 13171 "Employment of Hispanics within the Federal Government" requests that federal agencies increase their outreach to the Hispanic Community as well as support programs that help address under-representation of Hispanics in the federal workforce ranks. This program provides college students from institutions with significant enrollment of Hispanic students the opportunity to explore a potential federal service career. In FY 2007, APHIS had 2 HACU Scholars.

The Public Service Leaders Scholarship Program

This program was also developed under the guidance of the Hispanic Association of Colleges and Universities (HACU) National Internship Program and Executive Order 13171. In FY 2007, APHIS had a total of 3 scholars under this program.

Ag-Discovery Program

Ag-Discovery is an outreach program to help teenagers learn about careers in Plant Science and Veterinary Medicine. This program allows students to live on a college campus and learn about the various careers within APHIS. APHIS conducted five 2-3 week summer sessions for students from 12-16 years of age. Programs were sponsored by various programs within APHIS and held at the following locations:

Sponsoring Program	Hosting University	Length of Program	Number of Students
Veterinary Services	Kentucky State Univ.	2 weeks	16
Plant Protection and Quarantine	North Carolina State Univ.	2 weeks	16
Veterinary Services	Alcorn State Univ.	3 weeks	16
Animal Care	Florida A&M Univ.	3 weeks	21
Headquarters (PPQ, BRS, WS, LPA, AC)	Univ. of Maryland – College Park	2 weeks	16

Martin Luther King, Jr. Essay Contest

APHIS sponsors an annual Dr. Martin Luther King, Jr. Educational Contest to inspire students to reflect on the life and dream of Dr. Martin Luther King, Jr. and share their thoughts in either essays or pictorial presentations on the selected theme. Participating schools range from elementary, middle and high schools in the area. The winners of the high school competition are offered summer employment with APHIS-HQ. In FY 2007 a total of 7 students were hired: 4 from Montgomery Blair High School and 3 from Northwestern High School.

Using the Presidential Management Fellows (PMF) Program for recruiting and advancing graduate and professional school graduates, including traditionally underrepresented community members.

The MRP Recruitment Staff participated in the PMF Class of 2007 Finalist Job Fair. The PMF program annual Job Fair was held on April 4-6, 2007 at the Washington Convention Center for the PMF Class of 2007 Finalists. Information on MRP mission areas, and MRP managers interviewed nearly 20 finalists for employment opportunities. One PMF selection was made in the Agricultural Marketing Service (AMS) Budget Office.

Mentoring

APHIS is piloting an electronic mentoring program. Employees who desire to be mentored and those who wish to be mentors apply on line. They provide some basic information and answer some questions, and the system matches up a mentor with a "mentoree."