

STATE OF WISCONSIN  
DEPARTMENT OF MILITARY AFFAIRS  
Office of the Adjutant General  
Post Office Box 8111  
Madison, Wisconsin 53708-8111

Human Resources  
Regulation 713-2

1 July 1998

**WISCONSIN NATIONAL GUARD**  
**FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)**

TABLE OF CONTENTS

	<u>Paragraph</u>
Purpose	1
Determination of Under-representation	2
Agency Program Responsibilities	3
Recruitment Requirements	4
Program Monitoring and Evaluation	5
Affirmative Recruitment Priorities	Appendix A
DMA Form 181	Appendix B

1. Purpose. This plan establishes responsibilities for supervisors, managers and staff in implementing the Federal Equal Opportunity Recruitment Program (FEORP) under 5 CFR, Part 720, DOD Directive 1440.1, and FPM Letter 713-27. To provide additional guidance for supervisors, managers and staff members, the Adjutant General has published a multi-year Affirmative Employment Program Plan (AEPP). The AEPP addresses under-representation in various federal technician employment groups. Barriers, problems, objectives and action plans are defined within the AEPP.

2. Determination of under-representation. Determination of under-representation of specific groups for the FEORP is identical to the determination contained within the AEPP. If a vacancy exists, and under-representation has been identified in the AEPP, the requirements of this plan will be implemented.

3. Agency Program Responsibilities.

a. The Adjutant General is responsible agency official for the FEORP.

b. The Deputy Adjutant General (DAG) for Army, the Deputy Adjutant General (DAG) for Air, and the Human Resources Officer are responsible for coordinating and evaluating the efforts of supervisors and managers in achieving affirmative employment objectives through FEORP implementation.

c. Supervisors and managers will:

(1) Coordinate, evaluate and monitor subordinate supervisors and managers in affirmative employment recruiting efforts.

(2) Define the Adjutant General's AEPP recruiting objectives, by race/ethnic group and gender for each subordinate level.

d. First-line supervisors are responsible for implementation of the FEORP in accordance with paragraph 4.

e. The Human Resources Officer (HRO) will:

(1) Provide technical assistance to supervisors and managers in all personnel matters related to Federal technician recruiting.

(2) Establish and maintain the Upward Mobility Program (WING HRR 713-1) to support the FEORP.

(3) Insure that all entry level Federal Technician Position Notices receive wide distribution.

(4) Insure that race, gender and ethnic identification have been requested of all job applicants using Ethnic Group/Race National Origin and Gender Identification (DMA Form 181).

(5) Continually monitor staffing and recruiting strategies to assure compliance with TPR 335, and WING HRR 335, paragraph 1-2 (Merit Placement Plan).

(6) Insure that the State Equal Employment Manager (SEEM) is involved throughout the recruiting and staffing process.

f. The State Equal Employment Manager (SEEM), under the direction of the HRO will:

(1) Provide managers and supervisors technical guidance in affirmative employment planning, objectives, and action plans.

(2) Monitor, analyze and evaluate recruitment efforts, in general, and for specific positions, to insure that affirmative employment goals are being considered.

(3) Develop and maintain a **skills file** for female and minority personnel.

(4) Review certificates of eligibles for minority and female representation prior to certificates being provided to the Selecting Supervisor.

(5) If under-representation exists, insure the selecting supervisor is aware of the under-representation, the Adjutant General's AEPP and FEORP objectives, and that included on the certificate are eligible minority and/or female candidates.

(6) Review candidate selections and, in cases where selections reflect adverse impact and/or lack of intent to comply with the AEPP, provide a statement of non-concurrence with the selection to the HRO.

(7) Maintain race, gender, and ethnic composition statistics for the Federal Technician workforce and the military labor force (MLF).

(8) Maintain contacts with community and minority/ethnic organizations.

(9) Appoint, train, and manage Special Emphasis Program Managers (SEPMs), who will provide input regarding special recruitment sources and techniques for the recruitment of minorities and women.

4. Recruitment Requirements (Supervisors and Managers and all levels). Recruitment denotes the process by which individuals are encouraged to apply for vacant positions. The process assures consideration, but not necessarily eventual selection. Selection is governed by the merit Placement Plan (WING HRR 335).

a. Whenever possible, expansion of the **area of consideration** should be accomplished to enhance the possibility of recruitment of an under-represented group member.

b. Internal recruitment:

(1) Review of the present agency workforce (AWF) will be conducted to determine if eligible personnel from under-represented groups are available and interested.

(2) Methods may include:

- Contact with the SEEM to identifying minorities and women employees who are already listed within the skills file.
- Contact with SEPMs to determine special or unique problems or barriers that exist for minorities and women within the AWF.
- Insuring that supervisors mentor subordinates, to include minorities and women, regarding career development and progression.

(3) Staffing techniques may include:

- Considering advertisement of positions at the **trainee** level.
- Considering establishment of an **Upward Mobility** position for vacancies.
- Redesigning/re-engineering position descriptions.

c. External recruitment is an alternative if eligible minorities and women are not realistically available from internal sources.

(1) The availability of external recruitment is dependent upon hiring freezes, reductions in force, and overall manpower vouchers.

(2) Methods may include:

- Identifying and contacting minorities and women within other military organizations.
- Contacting local minority and female organizations.
- Contacting SEPMs for referrals to external sources.
- Broadening areas of consideration.

- Increasing the representation of minorities and women in temporary employment.
- (3) Staffing techniques may include:
- Advertising a position at trainee level only.
  - Redesigning/re-engineering position descriptions.
- d. Analysis of the **Merit Placement Plan** (WING HRR 335).
- (1) Identify barriers to affirmative employment.
- (2) Notify the HRO of recommended corrective actions to overcome any barriers identified.
5. Program monitoring and evaluation: The HRO, with the assistance of the SEEM, will be the responsible agency official for monitoring and evaluating the FEORP.

The proponent of the regulation is the Director of Human Resources. Users are invited to send comments to the Adjutant General, DMA Wisconsin, ATTN: WING-HR, PO Box 8111, Madison, WI 53708-8111.

FOR THE ADJUTANT GENERAL:

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## Appendix A (Affirmative Employment Recruiting Priorities)

**WISCONSIN NATIONAL GUARD AFFIRMATIVE EMPLOYMENT  
RECRUITING PRIORITIES  
For the Period 1 October 1997 through 30 September 30 September  
2002**

<b>RECRUITMENT PRIORITIES</b>	<b>GRADE LEVELS</b>	<b>OCCUPATIONS</b>	<b>TARGET DATES</b>
<b>Black Males</b>	<b>WG</b>	<b>Blue Collar</b>	<b>FY 99-02</b>
<b>Black Males</b>	<b>All</b>	<b>PATC</b>	<b>FY 99-02</b>
<b>All Females</b>	<b>GS 9-12</b>	<b>PAT</b>	<b>FY 99-02</b>
<b>All Females</b>	<b>GS-13-15</b>	<b>PAT</b>	<b>FY 99-02</b>
<b>All Females</b>	<b>WG</b>	<b>Blue Collar</b>	<b>FY 99-02</b>

**RECRUITING STRATEGIES, METHODS, OR SOURCES**

1. Emphasize internal recruitment of currently employed minorities and women who have been successful in their occupational series.
2. Expand external search and recruitment procedures, when possible, to colleges and universities with concentrated minority and female enrollment.
3. Utilize trainee and upward mobility programs.
4. Develop and use under-utilized skills files for job referral of minorities and women.
5. Promote restructuring and reengineering of jobs to broaden recruitment base.
6. Coordinate with military recruiters to target minorities and women for military membership.
7. Coordinate with SEPMs and military recruiters in establishing and maintaining relationships with minority, ethnic and women's organizations.

APPENDIX B (Ethnic Group/Race/Nat'l Origin and Gender Identification)

ETHNIC GROUP / RACE / NATIONAL ORIGIN and GENDER IDENTIFICATION			
Job Opportunity Number	NAME (Last, First, Middle Initial)	SOCIAL SECURITY NUMBER	BIRTHDATE (mo/yr)
<p><u>SUBJECT to PRIVACY ACT STATEMENT of 1974</u>  <b>Authority of 42 U.S.C. 2000e-16, which requires that Federal employment practices be free from discrimination. Requests for this information comply with Department of Commerce Directive 15 and Executive Order 9397 (Nov 22, 1943).</b></p> <p>You are requested to furnish your Social Security Number (SSN) for use by this agency in normal maintenance of personnel records and databases. Accurate identification of personnel statistics and records rely on your SSN. Your SSN will be used solely for that purpose.</p> <p>You are requested to provide race/ethnic/national origin/gender information for <u>statistical</u> purposes and assurance that our agency is <b>free from discrimination</b> and that our agency provides <b>equal opportunity</b> for all applicants and employees. This information will <u>only</u> be used within the Wisconsin National Guard Human Resources Office for planning and reporting equal employment opportunity programs, and for identifying categories of employees for skills banks and referral pools. Your cooperation in providing this information is voluntary. Your failure to provide the information will have no effect on you or your Federal employment. However, in the absence of specific ethnic, race, or national origin information for you, your statistical category will be reported as "Other".</p>			
<p><u>Special Instructions:</u> The categories below are designed to identify your basic <b>racial, ethnic,</b> and/or <b>national origin</b> category, as well as <b>gender</b>. If you are of mixed racial, ethnic, or national origin, please identify yourself by the category with which you most closely identify yourself. You may also identify yourself with the "Other" category. Place an "X" in the box next to the appropriate category and gender. <u>NOTE:</u> <b>Please mark only one box.</b></p>			
<b><u>Federal Category</u></b>		<b><u>Federal Description of the Category</u></b>	
A <input type="checkbox"/>	American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and maintains Native cultural identification through community recognition or tribal affiliation.	
B <input type="checkbox"/>	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.	
C <input type="checkbox"/>	Black, not of Hispanic Origin	A person having origins in any of the Black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).	
D <input type="checkbox"/>	Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.	
E <input type="checkbox"/>	White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North America, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).	
Q <input type="checkbox"/>	Other	A person not identifying with one of the categories above.	
<b><u>GENDER</u></b>		F <input type="checkbox"/>	M <input type="checkbox"/>
<p>Thank you for your cooperation in providing this information. If you have questions or concerns about this information, or purposes for which it may be used, you are welcome to call the Equal Employment Manager at 608-242-3702.</p>			

DMA Form 181  
 1 July 1998 (Previous versions are obsolete and will not be used)