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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3300.1C**  
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2015  
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## **Subject: Employment, Appointment Authorities, and Details**

**Responsible Office: Office of Human Capital Management**

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## **Chapter 8. FEORP Guidelines**

### **8.1 Overview**

8.1.1 The AA, OHCM (or designee) in partnership with the AA, Office of Diversity and Equal Opportunity (ODEO) (or designee) shall set Agency direction for an outreach program aimed at improving representation, development, and retention of minorities, women, and other underrepresented groups in the workforce in accordance with applicable laws and regulations.

8.1.2 The AA, OHCM and the AA, ODEO will jointly prepare an annual Agency plan and program in accordance with 5 CFR 720, Subpart B and prepare the Agency consolidated report for Congress on the progress toward meeting established objectives.

8.1.3 Targeted underrepresented groups include minorities, women, and individuals with disabilities. OHCM and ODEO will collaborate on the development of solutions to attract, develop, and retain a talented diverse workforce.

### **8.2 FEORP Plans**

8.2.1 HR Directors (or designees) are responsible for the development and implementation of annual recruitment plans and strategies designed to reach individuals in underrepresented groups.

8.2.1.1 HR Directors will consult with the Center Offices of Equal Opportunity during the development, implementation, and evaluation of the Center FEORP plans to:

- a. Assess underrepresentation in the workforce (see Appendix A for definition) in accordance with applicable laws and regulations.
- b. Increase the representation of targeted underrepresented groups.
- c. Increase the number of individuals with disabilities in the workplace consistent with the Government-wide goal of two percent.
- d. Identify recruitment strategies, best practices, and methods to reach qualified individuals who are underrepresented in the workplace.
- e. Partner and build effective relationships with universities/schools; Federal, state, and community-based employment resources; and professional associations to expand outreach efforts with targeted diverse communities.
- f. Educate management officials on practical ways to create, develop, and maintain a diverse workforce.
- g. Evaluate program effectiveness.
- h. Prepare an annual report on the Center's progress toward meeting established objectives in accordance with applicable laws, regulations, and policies. Reports will include successful practices that have improved or are aimed at improving hiring, development, and retention of underrepresented individuals in the workplace.

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