



United States
Department of
Agriculture
Forest Service
Pacific Southwest
Region

June 2004



Region Five's Hispanic Settlement Agreement Implementation Plan Accomplishments Report and Third Semi-Annual Report

(Brionez vs. Veneman)

June 1, 2004



United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)

File Code: 1700/6100
Route To:

Date:

Subject: USDA FS Region 5's Implementation Plan Accomplishments
and Third Semi-Annual Report-October 1, 2003 through March 31, 2004
Hispanic Settlement Agreement (Brionez vs. Veneman)
To: Ms. Marci Seville, Hispanic Settlement Agreement Monitor

Enclosed is the Region 5 Implementation Plan Accomplishment Report, which includes the Third Semi-Annual Report of Region 5's progress toward implementation of the Hispanic Settlement Agreement (Brionez vs. Veneman). The Third Semi-Annual Report in Appendix A is in accordance with Section D, Monitoring Reports. These reports are being provided to you, Plaintiffs counsel, and the Regional Hispanic Working Group Executive Team and address the period from October 1, 2003 through March 31, 2004, the first sixth months of 2004.

As in the previous Region 5 Implementation Plan Accomplishment Report, dated November 24, 2003, this report utilizes a scorecard to help Forest Service managers measure continued progress of the FS Region 5 Hispanic Settlement Agreement (HSA) accomplishments. The scorecard tracks performance and monitors the status of accomplishments of the HSA core provisions in the Hispanic Settlement Agreement. A stop light approach is used to provide a visual performance-based report card. In the performance scorecard, a "red light" indicates that little to no progress has been made toward goal accomplishment; a "yellow light" indicates that partial implementation and progress toward successful completion are occurring; and a "green light" indicates on- or ahead-of-schedule performance toward successful completion.

Data used in the Implementation Plan Accomplishment Report and the Semi-Annual Report was provided using USDA National Finance Center's FOCUS Report Generator System and the PERHIS Database.

Marci, I want to again thank you for your letter of April 5, 2004. The feedback you provided, and the concern you expressed about the Region's approach to implementing the HSA has proven to be the catalyst for us to take innovative actions to enhance diversification within our workforce.

As you know, our recent Apprenticeship Fire Hire effort has so far proven to be a tremendous success. We have proven that if we focus our energy and resources toward a specific outreach and recruitment effort, we can produce positive results. I appreciate your input into this effort, and your involvement in the fire hire meetings.

If you have any questions regarding the Implementation Plan Accomplishment Report or the Third Semi-Annual Report, please contact Vicki Jackson at 707-562-9000.

JACK A. BLACKWELL
Regional Forester
Enclosure

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1.0 EXECUTIVE SUMMARY AND INTRODUCTION

1.1 INTRODUCTION

The purpose of the Hispanic Settlement Agreement Implementation Plan Accomplishments Report is to provide a summary and an evaluation of Region Five's (R5's) progress and effectiveness in its implementation of the Hispanic Settlement Agreement (HSA). The provisions of the HSA are designed to assist the Forest Service (FS) in reaching the goal of the HSA by increasing "Hispanic representation in the Region 5 workforce to a percentage equivalent to the percentage of Hispanics in the Applicable Labor Pool in the Relevant Geographic Area." This report consists of three sections and five appendices (Appendix A-E) that are designed to summarize the implementation accomplishments of the USDA FS R5 team during the period from October 2003 to May 2004. Section 3.0 includes accomplishments for each of the Core Provisions of the HSA: Organization, Policy, and Resources; Workforce Planning and Outreach; Recruitment; Student Career Experience Program (SCEP); Monitoring Systems; Training; and Equal Employment Opportunity (EEO) Mediations and Relief for Class Members. Appendix A contains the Third Semi-Annual Report. Appendices B-E include supporting data and information for the accomplishments sections. This report was developed collaboratively by a team of Regional Program Managers; the WO Civil Rights (CR) Director and her staff; selected members of Agency leadership; and two consulting firms, JJA CONSULTANTS, the prime contractor, and North State Resources, Inc.

1.2 THE ACCOMPLISHMENTS

This report summarizes R5's performance, focusing on key accomplishments, issues, and mitigation strategies planned and undertaken in each of the core provision areas. The FS has accomplished significant work in the implementation of the HSA programs and responsibilities in each of the core provision areas. Accomplishments are highlighted below:

Permanent Selections, Promotions, and Reassignments: One hundred and twenty (120) permanent Hispanic selections out of 782 total selections were made in R5 during this reporting period, resulting in a 15.0% Hispanic selection rate. (See Table A.2.1, page 3 of Appendix A). This represents a 3% increase in Hispanic selection rate from the previous reporting period.

Positive Workforce Analysis Results. The Region's percentage of Hispanics in the Professional occupational group remains nearly constant, at just over 5%, and continues to exceed the national Hispanic representation rate of 3.5%. Of the 11 specific Professional Series, R5 meets or exceeds the National Civilian Labor Force (CLF) percentage in seven of them. The National CLF percentage for the 340 series for Hispanics, GS-13 and above, is 5.2%; Region 5 currently exceeds that percentage. Region 5 also exceeds the California CLF in the 2210 series, Computer Specialist.

Wildland Firefighter Apprenticeship Program Recruitment / Job Fairs Conducted: The Wildland Firefighter Apprenticeship Program outreach and recruitment process was significantly enhanced, resulting in the implementation of a two-phased outreach and recruitment effort that focused on developing a diverse applicant pool for the 2004 Wildland Firefighter Apprenticeship Program. Phase I consisted of an aggressive marketing campaign, and Phase II consisted of community job fairs held in locations with large populations of Hispanics and other underrepresented groups. The goal was to hire up to an additional 600 SCEP students for

permanent hiring through the Wildland Firefighter Apprenticeship Program, in lieu of filling an equal number of temporary positions. The job fairs were extremely successful, and resulted in a diverse pool of 632 applicants, from which 326 (59%) minorities were hired. Forty-four percent (44%) of the selectees were Hispanic.

Regional Settlement Agreement Staff Progress: The Regional Settlement Agreement (SA) Staff was established effective February 8, 2004. As of April 2004, eight of the 16 staff positions have been filled. Two key positions were filled during this reporting period; the SA Director, a GS-201-14 position, was filled by Julena Pope, effective February 8, 2004, and Peggy Hernandez filled the SA Liaison Manager position, GS-301-14, effective April 18, 2004. The Region is committed to filling all 16 of the SA Staff positions and to being fully operational by July 2004.

Regional Recruitment Coordinator: The duties of RRC have been performed by Janet Brandt-Jackson since June 4, 2003. Effective May 2, 2004, Ms. Brandt-Jackson was reassigned to the SCEP Position and is responsible for student hiring programs, including the Wildland Firefighter Apprenticeship Program. While R5 recruits to fill this position permanently, the responsibilities of the position are being performed by an 89-day detailer.

R5 Civil Rights Director and Deputy Civil Rights Director Positions Filled: Extensive outreach resulted in a very diverse applicant pool. A panel was convened for filling both the CR Director and the Deputy CR Director vacancies. Sandra Wallace, the new Regional CR Director, began work on May 2, 2004. Laura Aneckstein was selected to fill the Deputy CR Director position on April 20, 2004, and reported to work effective May 17, 2004.

FY 04 Workforce Plan Finalized: The Fiscal Year (FY) 04 to FY 08 Regional Workforce Plan was finalized in October 2003. In the Plan, the Region consolidated the unit entry level, SCEP, and Student Temporary Employment Program (STEP) vacancy information to facilitate Regional coordination for outreach and recruitment for those FY 04 vacancies. The Regional Forester (RF) formally distributed the consolidated FY 04 to FY 08 Regional Workforce Plan to Forest Supervisors and Staff Directors in April 2004 (see Appendix B.2) and asked them to reexamine their planned hiring for FY 04 based on their final budgets, with emphasis on entry level hiring and increasing workforce diversity.

Outreach Performed: Forest Units participated in a total of 200 events throughout California between January 1 and March 31, 2004.

National Hispanic Environmental Council: The Region, in partnership with R3, participated in the 9th Annual National Hispanic Environmental Council (NHEC) Sustainable Energy & Environmental Conference on April 3-6, 2004. The United States Department of Agriculture (USDA) FS was a conference sponsor, and six Human Resources (HR) and CR employees from R5 attended the conference to assist in the R5 information booth and to conduct conference workshops.

Outreach and Recruitment Strategy: The *Outreach and Recruitment Strategy* (previously titled the *Outreach and Recruitment Plan*) was issued to the field on April 20, 2004, and was implemented Region-wide on May 3, 2004.

Application Center Established: In April 2004, the Regional Assistant Engineer approved R5's proposal to establish a job application center in the lobby of the Regional Office (RO) in Vallejo, California, by July 2004. This center will provide applicants a designated place to apply

for R5 positions, receive any needed help completing applications, and receive answers to any questions pertaining to the applicant process.

Further Increases in SCEP in FY 04: In FY 03, the RF unveiled a plan to increase the number of SCEP opportunities in the Region to a baseline of 250. Units have responded by identifying opportunities in the FY 04 workforce plan, recruiting from targeted sources and filling 39 of the 106 SCEP opportunities in addition to the 93 existing SCEPs already in place. Once the selection process is complete (typically by the beginning of June), race, sex, and national origin (RSNO) data can be obtained.

R5 Applicant Flow System Data Entry and Validation: All announcement, applicant, and permanent selection data through September 30, 2003, was entered into the Applicant Flow System (AFS) database and validated by March 31, 2004. Data entered for the October 1, 2003 through March 31, 2004 reporting period is currently being validated.

R5 Applicant Monitoring and Analysis Completed: In addition to what is required by the terms of the HSA, R5 has begun implementing two additional means of monitoring the outreach, recruitment, and selection phases of hiring. The result is the use of three databases: the R5 AFS, the Fire Hiring Database, and the Apprentice Hiring Database. Analysis has been performed on data from each of the three databases as follows: the R5 AFS (October 2002 – September 2003), the Fire Hiring Database (January – October 2003), and the Apprentice Hiring Database (November – December 2003). A grand total of 11,229 applicants documented their race/national origin in the three databases during the periods described above. From this applicant pool, 847 applicants (8%) were appointed to R5 positions. Of the 11,229 applicants who documented their race/national origin, 1,753 (16%) were Hispanic. Of the 847 selectees who documented their race/national origin, 123 (15%) were Hispanic (see Appendix D.5). Hispanic representation in the applicant and selectee pools was higher than any other minority group representation.

Wildland Firefighter Apprentice Hiring Feedback Letters: Wildland Firefighter Apprentice applicant and selection data for the Fall of 2003 was used to perform an assessment of each unit's performance in conducting targeted outreach and recruitment. The results of the analysis were provided to each Forest Supervisor in April 2004, including feedback and information specific to their Firefighter Apprentice hiring performance, effectiveness of outreach, and the diversity of selections (see Appendix D.6).

SF-52 Tracking System Established: All managers currently request personnel actions by using the Standard Form (SF)-52. The SF-52 Tracking system, although not required by the HSA, was established during this reporting period to not only track vacancies throughout the Region, but also to allow customers (and the Regional Hispanic Working Group [RHWG]) to determine the current status of vacancies (i.e., at what stage of the process is each vacancy). Beta testing has occurred, data entry is underway, selected end users have access, training materials are being prepared, and the Region anticipates full reporting capability by June 15, 2004.

Employee Training Plan Finalized and Implemented: In December 2003, the CR Staff, in coordination with the Public Affairs Staff, developed an HSA training video for training all R5 employees on the terms of the HSA and to clarify duties and obligations related to implementation. The cast of the video, which consisted of the RF, the RHWG Executive Group,

and the HSA Monitor, developed the script and the Public Affairs Staff taped the training module.

1.3 PERFORMANCE SCORECARD

This report is an assessment tool for measuring continuous progress of the FS R5 HSA accomplishments. To this end, the report contains a performance scorecard. The scorecard assists with tracking performance and monitoring of the status of accomplishments against each of the core provisions in the HSA. The scorecard utilizes a stop-light approach to provide a visual performance-based report card for executives, management, and the Monitor to track performance based on the execution of the key PADER® components of planning, approach, deployment, evaluation, and results for each provisional area. A roll-up of the scorecard for each provision is provided in Table 1.3.1:

Table 1.3.1: Performance Scorecard for Each Provision Area

Core Provision Area	Overall (1 st , 2 nd , and 3 rd Reporting Period)					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in Organization, Policy, and Resources	G	G	G	G	G	R5 has made exceptional progress on meeting this provision.
Overall Performance in Workforce Planning and Outreach	G	G	G	Y	Y	The <i>Regional Outreach and Recruitment Strategy</i> is being reviewed in May 2004. R5 and Units have made substantial efforts.
Overall Performance in Recruitment	G	G	G	Y	Y	The <i>Regional Outreach and Recruitment Strategy</i> has been implemented and Regional SA staff positions will be filled by July 2004.
Overall Performance in SCEP	G	G	G	G	G	The active SCEP program is continually being expanded and updated.
Overall Performance in Monitoring Systems	G	G	G	G	Y	The AFS process continues to be deployed and evaluation is ongoing. Reports are currently being generated. Two additional systems are also now in deployment.
Overall Performance in Training	G	G	G	G	G	R5 and Units are in compliance with the HSA key provisions related to training.
Overall Performance in Mediations	G	G	G	G	G	Plan is being successfully deployed.

2.0 HISPANIC EMPLOYMENT PROGRESS AND RESULTS

2.1 GOAL OF THE SETTLEMENT AGREEMENT

The goal of the HSA is to increase Hispanic representation in R5 to a percentage equivalent to the percentage of Hispanic representation in the applicable labor pool in the relevant geographic area. Each of the core provisions is designed to support this goal. This section provides an overview of the progress towards achieving success in meeting the goal of the HSA.

2.2 BACKGROUND

This section summarizes the data included in Appendix A, *Hispanic Settlement Agreement 3rd Semi-Annual Report*, which covers the first half of FY 04 and the employment actions that occurred during the most recent six-month reporting period, from October 1, 2003, through March 31, 2004. Some of the following analysis compares the progress made during this six-month period with the progress made during FY 03, which was covered in the Second Semi-Annual report.

This analysis goes beyond a simple analysis of the percentage of Hispanic employees in R5's workforce by comparing that percentage to the percentage in the applicable CLF. For professional occupations, which have specific educational requirements, the comparison is done nationally by series because recruitment is typically conducted nationally. For non-professional occupations, employment in R5 is compared to employment in California by occupational group (Administrative, Technical, Clerical, "Other," and Blue Collar).

As reported before, R5 is still using 1990 CLF Census data for comparisons because the Equal Employment Opportunity Commission (EEOC) has not yet provided Federal Agency direction on the use of 2000 Census data.

2.3 WORKFORCE EMPLOYMENT RESULTS

During this reporting period, R5's permanent workforce increased by 123 positions (2%). The number of Hispanic employees holding permanent positions in R5 increased by 30 during this reporting period; 553 positions are now held by Hispanic employees. Hispanic representation in the Regional workforce increased from 9.4% to 9.7% during this reporting period (see Table A.1.1 of Appendix A for more details).

The Angeles National Forest continues to lead the rest of the Region in Hispanic employee representation. During this period, Hispanic representation in the Angeles National Forest increased from 23.4% to 25.6% of their workforce. Five other Forests (the Cleveland, Sierra, Sequoia, San Bernardino, and Los Padres) also continue to lead the Region in Hispanic representation, with over 10% Hispanic employee representation. These five Forests are located in the Fresno area and in southern parts of the state, where the Hispanic population is the largest.

The Forests and units with the lowest percentage of permanent Hispanic employees in their workforce are the Reinvention Laboratory, Modoc, Klamath, Inyo, and Tahoe. On these units, the percentage of permanent Hispanic employees ranged from a low of 3.7% in the Reinvention Laboratory to a high of 4.9% on the Tahoe. The Eldorado increased their Hispanic employee percentage from 5.3% at the end of FY 03 to 6.0% at the end of this reporting period. Similarly, the Plumas increased their Hispanic employee percentage from 5.0% at the end of FY 03 to 5.7% at the end of this reporting period. During this reporting period, Inyo decreased their Hispanic employee percentage from 5.9% to 4.8%.

Eighty percent of R5 units increased or maintained the number of permanent Hispanic employees in their workforce during this reporting period (i.e., between the end of September 2003 and the end of March 2004). The Forest with the most significant gain in percent Hispanic employees was the Angeles.

2.4 SELECTIONS, PROMOTIONS, AND REASSIGNMENTS

Of the 782 total permanent selections that were made in R5 during this reporting period, 120 were Hispanic selections, resulting in a 15.0% Hispanic selection rate (See Table A.2.1, page A-3 of Appendix A). This represents a 3% increase in Hispanic selections from the previous reporting period.

The Angeles National Forest's Hispanic selection rate was 33.7%, which is more than double the Regional Hispanic selection average. Four other Forests had notable Hispanic selection rates during this reporting period. Of the 29 selections made on the Mendocino, eight were Hispanic, which is a 27.6% Hispanic selection rate. The San Bernardino had a 27% Hispanic selection rate, the Sequoia had a 25% Hispanic selection rate, and the Sierra had a 24% Hispanic selection rate (See Table A.2.1, page A-3 of Appendix A, for more details).

During this reporting period, the number of promotions through accretion in the Region decreased from 18 to 10. None of these promotions were given to Hispanic employees. The average grade of permanent Hispanic employees remained constant for General Schedule positions and increased by 0.5% for Wage System positions, while the average grade for the entire workforce remained constant in both pay systems. Hispanic employees in Wage System positions now have a higher average grade than the total Wage System workforce (see Table A.3.1, page A-4 of Appendix A, for more details).

The number of Hispanics receiving special situation reassignments remained constant during this reporting period, while the overall number of such assignments declined. Thus, the percentage of Hispanics receiving special situation reassignments increased during this reporting period, from 8.9% to 10.9% of the total (see Table A.6.1, page A-5 of Appendix A, for more details).

Two SCEP recruitment efforts were initiated during FY 04. The first recruitment effort occurred in December 2003. Of the 308 SCEP positions filled, 59 (19%) were Hispanic. The second SCEP recruitment effort, initiated in May 2004, was extremely successful and resulted in a diverse pool of 632 applicants, from which 326 (64%) minorities were hired. Forty-four percent (44%) of the selectees were Hispanic. Results will be fully reported in the next (4th) Semi-Annual Report.

2.5 WORKFORCE ANALYSIS BY CATEGORY

The total number of positions in three occupational categories (Technical, "Other," and Professionals) increased during this reporting period, while the number of positions in the other three categories (Administrative, Clerical, and Blue Collar) slightly declined. The percentage of Hispanic employees remained constant in most categories, but the percentage of Hispanics in Blue Collar occupations slightly declined (see the Additional Focus Reports in Sections A.8-A.12 of Appendix A for further details).

Once again, the "Other" occupational group, which consists of all of the SCEP students currently in an active pay status, had the largest percent increase in employment, up 94 positions to 255. Hispanic representation in the "Other" occupational group remains relatively constant, at 18.4%.

The Region’s percentage of Hispanics in the Professional occupational group remains nearly constant, at just over 5%, and continues to exceed the national Hispanic representation rate of 3.5%.

2.6 ANALYSIS OF R5 WORKFORCE WITH APPLICABLE LABOR POOL

Appendix A includes representational statistics for the percentage of Hispanic employees in the applicable CLF. The following tables provide data that compare the Region’s Hispanic representation in select series and the 1990 Census figures for those same series (see Tables 2.6.1 through 2.6.4, below).

Table 2.6.1: Hispanic Representation in Selected Professional Series

PROFESSIONAL SERIES	HISPANIC		ALL		CLF
	#	%	#	%	%
0193 Archaeologist	1	2	65	100	3.6
0401 General Biological Scientist	10	7	151	100	3.2
0430 Botanist	0	0	35	100	3.2
0454 Range Management Specialist	3	12	26	100	2.5
0460 Forester	18	5	331	100	2.5
0482 Fisheries Biologist	2	5	42	100	3.2
0486 Wildlife Biologist	3	3	89	100	3.2
0807 Landscape Architect	2	6	31	100	5.1
0810 Civil Engineer	7	7	95	100	3.7
1102 Contract Specialist	3	10	31	100	4.3
1315 Hydrologist	0	0	56	100	2.4
1350 Geologist	4	19	21	100	2.4
TOTAL	53	5	995	100	2.4
R5 PERMANENT WORKFORCE PROFESSIONAL SERIES WITH 20 OR MORE EMPLOYEES AS OF 03/31/04 REPORT NAME: HRAPROF RUN DATE 04/14/04					

Of the 11 specific Professional Series listed in Table 2.6.1, R5 meets or exceeds the National CLF percentage in seven of them: the 0401, 0454, 0460, 0482, 0807, 0810, and 1350 series. Four specific series fall below the National CLF percentage: the 0193, 0430, 0486 and 1315 series.

Table 2.6.2: Hispanic Representation in Administrative Series (340), GS-13 and Above, with 50 or More Employees

HISPANIC		ALL	
#	%	#	%
6	8	78	100
R5 PERMANENT WORKFORCE 0340 PROGRAM MANAGEMENT SERIES GS-13 AND ABOVE AS OF 03/31/04 REPORT NAME: HRA340 RUN DATE 04/13/04			

The National CLF percentage for the 340 series for Hispanics, GS-13 and above, is 5.2%. Region 5 currently exceeds that percentage.

Table 2.6.3: Hispanics in Administrative Series, GS-12 and Below

SERIES	HISPANIC		ALL		CLF
	#	%	#	%	%
0201 Human Resources Specialist	9	11	82	100	15.5
2210 Computer Specialist	7	7	95	100	5.8
R5 PERMANENT WORKFORCE ADMINISTRATIVE SERIES, GS-12 & BELOW, WITH 50 OR MORE EMPLOYEES AS OF 03/31/04 REPORT NAME: HRAADM12 RUN DATE 04/13/04					

Region 5 exceeds the California CLF in the 2210 series and falls below the CLF percentage in the 0201 series.

Table 2.6.4: Hispanics in All Technical, Clerical, and Blue Collar Series with 50 or More Employees

SERIES	HISPANIC		ALL		CLF
	#	%	#	%	%
0303 Clerical	4	8	52	100	15.7
0303 Technical	2	3	66	100	N/A
0462 Technical	328	13	2623	100	21.3
0802 Technical	7	5	134	100	12.6
1001 Clerical	4	6	69	100	N/A
1101 Technical	0	0	50	100	N/A
5716 Blue Collar	2	3	69	100	22.4

R5 PERMANENT WORKFORCE TECHNICAL, CLERICAL AND BLUE COLLAR SERIES WITH 50 OR MORE EMPLOYEES AS OF 03/31/04 REPORT NAME: HRAATCB RUN DATE 04/13/04

Region 5 falls below the California CLF in the 0462 series, which is the most populous series.

2.7 CONCLUSION

Region 5 continues to make progress towards achieving the goal of the HSA. To this end, R5 continues to dedicate substantial resources to the development and implementation of strategies. R5 also continues to monitor and analyze the trends, progress, and results achieved through the implementation of the HSA. The key actions taken by R5 during this reporting period to continue to improve Hispanic representation are contained in the remainder of this Accomplishments Report.

3.0 CORE PROVISIONS OF THE SETTLEMENT AGREEMENT

3.1 ORGANIZATION, POLICY, AND RESOURCES

3.1.1 Terms of the Settlement Agreement

The key provisions in the HSA related to organization, policy, and resources are provided below:

- *The RF shall incorporate the required text from the Agreement into a RF policy statement (HSA IV-B).*
- *Maintain a full-time Regional Recruitment Coordinator (RRC) position (HSA IV-C).*
- *Make good faith efforts to maintain and fill the position of R5 Civil Rights (CR) Director (HSA IV-D).*
- *Retain and fund a monitor for the purpose of monitoring the implementation of the specific terms of the Agreement (HSA IV-F).*
- *Make good efforts to provide sufficient resources to meet obligations under the HSA (HSA IV-G).*
- *The Monitor shall meet with the RF quarterly (HSA VI-B-3).*
- *Representatives from the RF's Office and the Regional Hispanic Working Group (RHWG) shall meet annually (HSA VI-C-2).*
- *Approximately two months after each annual meeting Representatives from the RF's Office shall meet with the RHWGX (HSA VI-C-3).*

3.1.2 Background

During the first year of implementation of this HSA, the RF hired a Monitor, issued a new EEO policy statement (including the language required by the HSA), and recognized the need for more staff positions and support for outreach and recruitment. The Region has endeavored to maintain leadership and adequate staffing levels in both the HR and CR functions to ensure responsiveness to the provisions of the HSA. It was then recognized that a new SA Staff would ensure adequate resources and attention is dedicated to the accomplishment of the provisions of the HSA. The Region has been dedicated over the past several months to the recruitment and hiring of a new organization, and is now involved in the transition of functional responsibility for the HSA to the new staff. Over the entire life of the HSA, it is the FS's intent to engage the Monitor and the RHWG in an open dialogue to ensure that the agency has the organization, policies, and resources necessary to carry out the settlement provisions. The Region continues to meet frequently with all involved parties, maintain positive relationships, and seek new and innovative ways to ensure the effectiveness of the implementation of the HSA.

3.1.3 Key Accomplishments

Regional Forester Performance Monitoring: The RF has requested monthly hiring reports, by Forest to provide oversight and monitoring of performance under the HSA. The RF also discussed hiring progress during the mid-year reviews with all Forest Supervisors.

Regional Settlement Agreement Staff Progress: The Regional SA Staff was established effective February 8, 2004. As of April 2004, eight of the 16 staff positions have been filled. Detailers/contractors have filled three of the vacancies. Two key positions were filled during this reporting period. The SA Director, a GS-201-14 position, was filled by Julena Pope, effective February 8, 2004. Peggy Hernandez filled the SA Liaison Manager position, GS-301-

14, effective April 18, 2004. The Region is committed to filling all 16 of the SA Staff positions and to being fully operational by July 2004.

Regional Recruitment Coordinator: The duties of this position have been performed by Janet Brandt-Jackson since June 4, 2003. Effective May 2, 2004, Ms. Brandt-Jackson was reassigned to the SCEP Position and will be responsible for student hiring programs, including the Wildland Firefighter Apprenticeship Program. The Region advertised the RRC position as a permanent, full-time position and intends to fill the position by July 1, 2004. While R5 recruits to fill this position permanently, the responsibilities of the position will be performed by an 89-day detailer.

R5 Civil Rights Director and Deputy Civil Rights Director Positions Filled: The effective date for Sandra Wallace, the new Regional CR Director, to begin work was May 2, 2004. Extensive outreach for this position was conducted and it was advertised at multiple grade levels, with an extension of the closing date because of an insufficient number of applicants in the applicant pool. As a result of the extensive outreach efforts, the applicant pool was very diverse. A panel was convened for filling both the CR Director and the Deputy CR Director vacancies. The panel recommended that selection of the Deputy CR Director be held in abeyance pending selection of the new CR Director, to allow the new CR Director to be involved in the selection process. The RF's office agreed with the panel's recommendation and the new CR Director, Sandra Wallace, discussed her recommendation with R5 during the week of April 12, 2004. Laura Aneckstein was selected to fill the Deputy CR Director position on April 20, 2004, and reported to work effective May 17, 2004.

Outreach and Recruitment Branch, Assistant Director Position: The SA Director received the Certificate from HR on April 5, 2004, and is currently involved in the applicant review and selection process for the Outreach and Recruitment Branch, Assistant Director position. It is anticipated that a selection for this GS-201-13 position will be made by June 2004. The position provides leadership and implements activities to accomplish Outreach and Recruitment programs for the HSA.

Full-Time Hispanic Employment Program Manager Position: The SF-52 personnel action to fill a full-time Hispanic Employment Program Manager (HEPM) position in the CR staff was submitted to HR on February 13, 2004. This position will be located in the CR Staff, not the SA Staff. The position description was approved and outreach began the week of April 12, 2004. Selection is expected to occur by the end of June 2004.

HSA Monitor Update: The Region continues to work closely with the HSA Monitor to address issues and concerns as they arise. The new Regional SA Director meets with the Monitor on a monthly basis. The HSA Monitor gave a settlement agreement briefing at the "All Chief's Fire Conference" in Reno, Nevada, on March 2, 2004, and also addressed the Regional Leadership Team (RLT) at the March 9-11, 2003, meeting in Sacramento, California.

Meetings Held During This Reporting Period: The HSA specifies that a series of meetings should be held between the parties to review the Region's progress in complying with the HSA. The meetings ensure that work is coordinated and completed in a timely manner, and ensures that necessary resources are available. The following list of meetings fulfills the requirements of the HSA:

- The Associate RF met with the RHWG on December 2, 2003.
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- The RF held a follow-up meeting with the RHWGX on April 30, 2004, to discuss status of compliance with the HSA. The RF is required to meet annually with the RHWGX but has made a personal commitment to the RHWGX to meet with them twice a year.
- The Associate RF maintains a scheduled monthly conference call with the RHWGX to discuss any current issues and commitments.

Affirmative Employment Planning: A letter requesting participants to assist in the development of the FY 04 Affirmative Employment Plan (AEP) was issued to the RLT, District Rangers, Employee Resource Groups, and all R5 employees on April 8, 2004. The EEOC issued a new Management Directive, MD-715, that replaces MD-713 and MD-714, which provide guidance on AEP implementation and barrier identification. These directives also provide the guidance for conducting workforce analysis and identifying key elements required within the organization on an annual basis to ensure full compliance with CR regulations. The regional plan is to proceed in AEP development using the new MD-715 directive. The new guidelines include instruction for barrier identification, developing action items, and monitoring. A major element of the AEP process is to analyze workforce data to determine if barriers exist for any specific group of employees in any area of the employment process, as well as barriers to retention which could include training opportunities, work environment issues, promotion opportunities, etc. Once barriers are identified, a specific action plan for each barrier will be developed and assigned to a specific staff area or program manager for implementation and tracking throughout the program year.

3.1.4 Performance Scorecard

Core Provision Area	3 rd Semi-Annual Reporting Period					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in Organization, Policy, and Resources	G	G	G	G	G	R5 has made exceptional progress on meeting this provision.
The RF shall incorporate the required text from the Agreement into a RF policy statement.	G	G	G	G	G	Policy statement was issued, with required language incorporated.
Maintain a full-time RRC position.	G	G	G	G	G	While R5 recruits to fill this position permanently, responsibilities will be performed by an 89-day detailee.
Maintain and fill the position of R5 CR Director.	G	G	G	G	G	Selection approved and the position was filled effective May 2, 2004.
Retain and fund a monitor for the purpose of monitoring the implementation of the specific terms of the HSA.	G	G	G	G	G	Monitor was hired in a timely way and is actively performing monitoring function.
Provide sufficient staffing to meet obligations under the HSA.	G	G	G	G	Y	SA Staff will provide adequate resources to ensure HSA obligations.
Hold required meetings between agency representatives and the HSA Monitor, RHWG, and the RHWGX.	G	G	G	G	G	Meetings have taken place as agreed to in the HSA and agency has held additional meetings to ensure better coordination.

3.1.5 Action Plan

No.	Action	Responsible Official	Date
1.	Identify relevant materials, including but not limited to, Monitoring Reports, Affirmative Employment Program, and recently issued letters and directives related to the HSA. Distribute to the RLT members before or during the RLT meetings.	Vicki Jackson	June 30, 2004
2.	Fill the remaining SA Staff positions.	Julena Pope	July 31, 2004

3.2 WORKFORCE PLANNING AND OUTREACH

3.2.1 Terms of the Settlement Agreement

The key provision in the HSA related to workforce planning is as follows: ***R5 will comply with FS directives and policy on workforce planning (HSA, V-A-5).***

The key provision in the HSA related to outreach is to ***effectively disseminate information related to employment opportunities (HSA, V-A-1.(1)).***

3.2.2 Background

The Office of Personnel Management (OPM) estimates that in the next five years, 30% of the Federal workforce will be eligible to retire and an additional 20% could be eligible for early retirement. For these reasons, the FS contracted with the National Academy of Public Administration (NAPA) to prepare a National Workforce Plan for the FS, which was issued in October 1999. Beginning in the year 2000, the FS mandated regular five-year unit workforce plans to strategically prepare for the looming retirement of baby-boom-generation employees. This projected attrition was also recognized as a major opportunity to increase the diversity of the FS workforce.

The workforce planning process identifies long- and short-term skill needs for each FS unit in order to project permanent entry level, non-entry level, and SCEP / STEP vacancies for the coming year and for five-year periods. These workforce projections provide a foundation for outreach and recruitment planning and help the FS bring new employees into the Agency while the most experienced employees are still available to train them. A Regional Workforce Planning Team was chartered to develop and coordinate this annual region-wide process. The Team reports to the RLT and makes recommendations to the RF's Team regarding workforce planning issues, strategies, and goals. The call letter that established the process to follow for the FY 04 Regional Workforce Plan, and the Unit Workforce Planning (WFP) Directions and Spreadsheet Instructions is enclosed (Appendix B.1).

R5 continues to conduct outreach efforts designed to educate the public about FS programs, services, and benefits. Targeted outreach activities continue to be refined to assist in increasing the diversity of applicants for the SCEP and STEP, including providing experience in FS fire camp crews and supply crews to prepare for positions with the Wildland Firefighter Apprenticeship Program.

The Region continues to sponsor and support the Central California Consortium (CCC), an environmental education based program that educates underserved rural communities in the Central Valley, particularly the Fresno area. The R5 collateral duty HEPM on the CR staff continues to update and maintain community, state, and national networks and has posted links on the CR Intranet website ([http://fsweb.r5.fs.fed.us/unit/cr/outreach_links .htm](http://fsweb.r5.fs.fed.us/unit/cr/outreach_links.htm)) for all employees to use.

R5 also continues to develop the "Interagency Alliance for Outreach and Recruitment" partnership between the FS – CCC, the Natural Resource Conservation Service – Natural Resources Partnership for Youth Achievement Program, and Bureau of Land Management – Equity Leadership Program. The final Memorandum of Understanding, which formalizes the partnership and describes partner roles and responsibilities, is currently being reviewed.

3.2.3 Key Accomplishments

Contract for External Outreach and Recruitment Assistance: A Statement of Work was prepared for a Minority-Owned business owner who had performed previous outreach and recruitment work for the Department of the Interior. The cost proposal R5 received on March 11, 2004, far exceeded the anticipated cost of performing the work.

In lieu of an external contract, the RO developed a strategy to devote the allocated funds to conducting job fairs, with the goal of hiring an additional 600 Apprenticeship positions for the

Wildland Firefighter Training Program. The recruitment effort was specific and tailored to address Hispanic and other under-represented groups. Outreach efforts included radio spots at targeted radio stations and fliers placed in local communities known to have diverse populations. Selections were targeted for hire at the GS-2, GS-3, and GS-4 grade levels. The RSNO statistics indicate that a high percentage of the applications received at the job fairs were from underrepresented populations.

FY 04 Workforce Plan Finalized: The FY 04 to FY 08 Regional Workforce Plan was finalized in October 2003. In the Plan, the Region consolidated the unit entry level, SCEP, and STEP vacancy information to facilitate Regional coordination for outreach and recruitment for those FY 04 vacancies. The RF formally distributed the consolidated FY 04 to FY 08 Regional Workforce Plan to Forest Supervisors and Staff Directors in April 2004 (see Appendix B.2) and asked them to reexamine their planned hiring for FY 04 based on their final budgets, with emphasis on entry level hiring and increasing workforce diversity.

Workforce Planning Process Enhanced: The RF announced an earlier planning cycle for the FY 05 Workforce Plan. The planning cycle will begin with a call letter in early June 2004, and unit plans will be due by the end of August 2004. The earlier planning cycle will allow for improved coordination of region-wide outreach and recruitment planning efforts. The WO has provided R5 with new tools and additional guidance for developing and enhancing the Regional workforce planning process. The Regional Workforce Planning Team will use these new tools and directions to modify the FY 05 planning process.

Outreach Performed and Results Posted on the CR Intranet: Forest Units participated in a total of 200 events throughout California between January 1 and March 31, 2004 (see Appendix B.3). These events provided contact with more than 34,585 students and potential applicants. Through these events, R5 collected 984 resumes; analysis as to hiring outcomes will be conducted during the next reporting period. Each Unit developed statistics for their outreach results and provided data specifically describing their involvement with colleges, universities, community organizations, and other groups. All units provided reports, and the cumulative outreach results have been placed on the CR Intranet website that is available to all employees.

Hispanic Association of Colleges and Universities: During this reporting period, R5 sent out an interest letter to the field advising them of the opportunity to host a Hispanic Serving Institution intern for a 10-week period. The Region worked directly with the Hispanic Association of Colleges and Universities (HACU), the WO, and Los Medanos Community College to facilitate open dialog between the three institutions in order to secure and select a student for R5. The intern who was selected is an Hispanic female. The intern's scheduled activities and report dates with R5 are as follows: internship begins with travel to Washington, DC, on June 4, 2004; orientation for all interns occurs on June 5 and 6, 2004; field interns travel to their assigned site on June 8, 2004; and field intern work will occur from June 9 to August 13, 2004. The internship program allows college students to experience a diversity of careers in the federal sector and then relate their experience to their schools as goodwill ambassadors for future recruitment possibilities with the government.

Puente Project: The Puente Project is a University of California academic preparation program that strives to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and return to the community as mentors and leaders of future generations. During this reporting period, the Region continued to provide the

Puente Project Management Staff with information on internships, temporary and permanent employment opportunities, and career opportunities in the FS so that this information could be distributed to participating high schools and colleges. R5 also worked directly with community colleges participating in the Puente Project to establish career and job fair dates in mid- and late-spring 2004, and an R5 staff member mentored three Puente Project students from Solano Community College. An R5 CR staff member continues to provide guidance and assistance to the Puente Project during the California budget crisis, which has seriously hampered the Project's operating budget.

Central California Consortium: During this reporting period, the CCC Program Manager position was filled permanently by Jim Oftedal, who has been serving in that position on a detail for several years. Region 5 expanded their funding of the CCC program to provide an opportunity for four college students to serve as liaisons between the FS and their respective educational institutions. These institutions include California State University, Stanislaus; California Polytechnic State University, San Luis Obispo; and Merced Community College. Each student liaison will provide outreach and recruitment services on behalf of the CCC.

National Hispanic Environmental Council: The Region, in partnership with R3, participated in the 9th Annual NHEC Sustainable Energy & Environmental Conference on April 3-6, 2004. The USDA FS was a conference sponsor, and six HR and CR employees from R5 attended the conference to assist in the R5 information booth and to conduct conference workshops. FS Level II recruiters interviewed 35 students whose resumes will be submitted to the SCEP Program Manager for consideration.

3.2.4 Performance Scorecard

Core Provision Area	3 rd Semi-Annual Reporting Period					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in Workforce Planning and Outreach	G	G	G	Y	Y	The <i>Regional Outreach and Recruitment Strategy</i> was issued in May 2004. R5 and Units have made substantial efforts.
Effectively disseminate information relating to employment opportunities.	G	G	G	Y	Y	R5 and units have made substantial efforts.
Increase the diversity of the applicant pool by engaging in recruitment activities, both government-wide and externally, consistent with HSA obligations.	G	G	G	Y	Y	R5 and units have made substantial efforts.
Conduct reviews of selection certificates and supporting paperwork for all R5 Positions prior to final selection.	G	G	Y	Y	R	Data from the field have not yielded sufficient information to perform analyses.
Comply with FS directives and policy on workforce planning.	G	G	G	G	G	R5 and units have made substantial efforts and are using the workforce planning process.

3.2.5 Action Plan

No.	Action	Responsible Official	Date
1.	Outreach will be conducted at the unit level by FCROs. Continue to monitor outreach activities, both externally and internally at the unit level, to ensure increase in diversity of applicant pool.	Larry Sandoval	June 30, 2004 and Ongoing
2.	Develop the FY 05 Regional Workforce Plan.	Jock Olney	November 15, 2004
3.	Develop Regional Hispanic Program of Work and re-establish coordination with Field Offices with the establishment of the new HEPM position.	Jose Briseno	March 1, 2005

3.3 RECRUITMENT

3.3.1 Terms of the Settlement Agreement

The key provisions in the HSA related to recruitment are provided below:

- *Undertake and continue specific measures designed to eliminate any barriers to hiring, promotion, and retention of Hispanics in the R5 workforce (HSA, IV-A).*
- *Maintain and fund a full-time RRC position, with the primary purpose of implementing a Regional Recruitment Program (HSA-IV-C).*

- *Advertise all R5 positions in the Relevant Geographic Area with 50 or more employees and in the job series identified in the Agreement (HSA, IV-E).*
- *Increase the diversity of the applicant pool by engaging in recruitment activities, both government-wide and externally, consistent with HSA obligations (HSA, V-A-1.(2)).*
- *Monitor all recruitment and promotion actions of Forest Supervisors and RO Directors and all recruitment and promotion actions taken under their supervision (HSA, V-A-2).*
- *Employ the “Employment Outreach and Recruitment Documentation (EORD)” tool in any action to fill a vacancy through competitive processes for a R5 position (HSA, V-A-3).*
- *Recruit from R5’s temporary employees, including 1039 appointments, “not-to-exceed-one-year” appointments, and term appointments (HSA, V-A-4).*

3.3.2 Background

R5’s goal is to increase Hispanic representation in the R5 workforce to a percentage that is equivalent to the percentage of Hispanics in the applicable labor pool in the relevant geographic area. An external outreach website developed in 1999 continues to be used by FS Managers to post outreach notices. The Region has an internal outreach website that performs the same function as the external site and that targets FS employees. Employees have access to the internal outreach website through the Agency intranet and both websites are continually available. Units must provide documentation that notices were placed on the both websites before the staffing package will be approved for staffing.

R5 continues to use the following resources to assist in recruitment efforts: the RRC, Forest Supervisors and Staff Directors, Regional and Unit Human Resource Officers (HROs), Regional Special Emphasis Program Managers, FCROs, and a Regional cadre of Level II recruiters. Level II recruiters were established to provide a uniform, legal, and professional approach to outreach and recruitment at job/career fairs and other events. They are employees who represent the Agency on a recurring basis, either in conjunction with a formal recruitment program or as part of official (or collateral) duties. All Level II recruiters continue to receive formal USDA-approved training.

The Regional Recruitment Coordinator position is currently filled by a detailer and selection for the permanent position will be made by July 2004. The RRC will continue to support ongoing recruitment actions such as recruitment fairs and R5’s support of the National (WO) Recruitment Council. Current outreach and recruitment activities are described in detail below, in Section 3.3.3, Key Accomplishments. Region 5 continues to report on Regional and unit-specific applicant flow selection at RLT meetings.

3.3.3 Key Accomplishments

Outreach and Recruitment Strategy: The *Outreach and Recruitment Strategy* was issued to the field on April 20, 2004, and implemented Region-wide on May 3, 2004. The title has been changed from *Outreach and Recruitment Plan* to *Outreach and Recruitment Strategy* per a recommendation from a member of the RHWG. The Region is continuing to incorporate information provided by the Workforce Planning Team (Team) into the *Outreach and Recruitment Strategy*. One of the main *Outreach and Recruitment Strategy* components, the annual recruitment goals, will directly incorporate information provided by the Team.

External Outreach Website: The Program Manager is working with a contractor to enhance the existing external outreach website (<http://outreach.fs.r5>) and expand its capabilities. The new system design will include the following enhancements:

- The design will promote interactive communication between individuals interested in employment in R5 and hiring officials who are seeking qualified and diverse candidates for vacant positions.
- The system will allow hiring officials to generate reports that will provide a method to monitor effective and successful outreach and recruitment activities, and make improvements when necessary.

Status of Recruiters: R5 currently has 13 employees who are Level II recruiters, five of which are Hispanic. These recruiters participate in various job/career fairs and events throughout the year to interact with potential applicants, explain the employment processes, explain what the FS is and what the FS does, and in some instances assist with on-the-spot job offers. The WO has developed a self-tutorial that will be distributed to employees who are interested in becoming a Level II Recruiter but have not received the formal training. Upon distribution of this self-tutorial, R5 will solicit additional Level II recruiters in order to increase the number of Level II recruiters available to assist in outreach and recruitment efforts at any given time, particularly those which allow on-the-spot hiring.

Application Center Established: In April 2004, the Regional Assistant Engineer approved R5's proposal to establish a job application center in the lobby of the RO in Vallejo, California, by July 2004. This center will provide a designated place for applicants to apply for R5 positions, receive any needed help completing applications, and receive answers to any questions pertaining to the applicant process.

Wildland Firefighter Apprenticeship Program Enhanced: The following enhancements were made to the outreach and recruitment process for the Wildland Firefighter Apprenticeship Program during this reporting period:

- The Region will begin changing the recruitment focus from using the temporary workforce as a recruitment source for full-time positions toward using the Apprenticeship Program to develop the future permanent workforce.
- R5 amended the current Apprenticeship application to include a question regarding lawful permanent residence and to allow applicants to indicate interest in applying to more than one Forest while submitting only one application.
- All Wildland Firefighter Apprentices will be hired at the GS-2, GS-3, or GS-4 level, with a target grade of GS-5 upon graduation from the program.
- The RO will facilitate, monitor, and provide oversight for all Wildland Firefighter Apprenticeship hiring in the Region.
- Monthly monitoring of all hiring results, by forest, including permanent fire hiring, will be performed by the SA Staff, and results will be reported to the RF.

Interdisciplinary Position Advertisements: Some of the Agency's professional positions are advertised using more than one classification series in order to draw from a wider applicant pool that encompasses different educational backgrounds. These interdisciplinary advertisements

have sought applicants with Social Science, General Biological Science, Engineering, General Physical Science, and Landscape Architecture degrees. Recently the WO HR staff provided verbal guidance and disseminated information throughout the FS that indicates that past practices are inconsistent with OPM interpretation, and that the Agency needs to more narrowly define the educational background needed to perform a particular job and only advertise within a job family. For example, the Agency may recruit for Foresters, Range Conservationists, Fisheries Biologists, and Wildlife Biologists to fill some Natural Resource staff position needs. However, that same announcement should not be used to seek applicants with Engineering or Landscape Architecture degrees because the OPM classifies those skills under a different job family. R5 will continue to follow current practices until this direction is formally issued to the field. Once written direction is received, R5 will assess how the new direction impacts the recruitment of diverse applicant pools.

3.3.4 Performance Scorecard

Core Provision Area	3 rd Semi-Annual Reporting Period					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in Recruitment	G	G	G	Y	Y	The <i>Outreach and Recruitment Strategy</i> has been implemented and Regional SA staff positions will be filled by July 2004.
Undertake and continue specific measures designed to eliminate any barriers to hiring, promotion, and retention of Hispanics in the R5 workforce.	G	G	G	Y	Y	<i>Outreach and Recruitment Strategy</i> is in place and distributed to field. Marketing plan has been implemented.
Maintain and fund a full-time RRC position.	G	G	G	Y	Y	Position was vacated 5/1/04 and the duties of the position are being performed by a detailer, Angie Lavell, as of 5/2/04. Outreach has been conducted and a selection will be made by July 2004.
Advertise all R5 positions in the Relevant Geographic Area with 50 or more employees and in identified job series.	G	G	G	Y	G	Since December 22, 2003, units have been advertising those series as directed. The RRC monitors by checking USAJOBS and spot-checking EORD forms for compliance.
Increase the diversity of the applicant pool by engaging in recruitment activities, both government-wide and externally, consistent with HSA obligations.	G	G	G	Y	Y	Recruitment is being done, and AFS monitoring is in progress.
Monitor all recruitment and promotion actions of Forest Supervisors and RO Directors and all recruitment and promotion actions taken under their supervision.	G	G	G	G	Y	Reporting systems (AFS) have been developed to house and report recruitment and promotion activities.
Employ the EORD tool in any action to fill a vacancy through competitive processes.	G	G	G	G	Y	Beginning December 22, 2002, R5 began using EORD forms. The revised form was distributed to the field on April 20, 2004.
Recruit from R5's temporary employees, including 1039 appointments, "not-to-exceed-one-year" appointments, and term appointments.	G	G	G	G	G	Region will convert 600 temporary positions to Wildland Firefighter Apprenticeship Program positions.

3.3.5 Action Plan

No.	Action	Responsible Official	Date
1.	Complete enhancement of Outreach and Recruitment database.	RRC	July 16, 2004
2.	Update and release FY 05 Outreach and Recruitment Strategy to field.	Julena Pope	September 30, 2004

3.4 STUDENT CAREER EXPERIENCE PROGRAM

3.4.1 Terms of the Settlement Agreement

The key provision in the HSA related to the SCEP is to *recruit from the Student Career Experience Program (HSA, V-A-4)*.

3.4.2 Background

SCEP, a non-competitive employment authority established by the OPM, is one of R5's recruitment tools. It is actively used by the Region to achieve workforce goals, which include meeting the objectives of the HSA.

SCEP is listed in the HSA as one of the methods of implementing the HSA in the area of outreach, recruitment, hiring, and retention. SCEP integrates classroom study at the student's college or university with paid work experience, with the objective of preparing students for placement into the FS's permanent workforce. Students participating in the program are required to complete a minimum of 640 hours of work experience prior to graduation to be eligible for conversion into the permanent workforce.

The bulk of the current SCEP appointments in R5 are used in conjunction with the Wildland Firefighter Apprenticeship Program. This program is designed to prepare applicants for permanent firefighter positions within the agency by integrating formal training with paid work experience. The program is conducted in accordance with a planned schedule and working agreements between the Agency, the student, and the Department of Labor.

3.4.3 Key Accomplishments

Wildland Firefighter Apprentice Hiring Update: During this reporting period, R5 issued a Fall 2003 Regional Apprenticeship Recruitment Bulletin that utilized the SCEP hiring authority and placed special emphasis on targeted outreach and recruitment with 2-year junior colleges, R5's temporary workforce, local community organizations, and residents of California. A total of 215 candidates were selected for Wildland Firefighter Apprenticeships, out of which 38 were Hispanic (17.7%). Ninety-seven candidates were selected at the GS-3 level, and 118 candidates were selected at the GS-4 level.

Applicant and RSNO databases were developed and utilized to track hiring, including the diversity of both applicants and selectees. Based on the success of the fall hiring efforts, R5 enhanced their Spring 2004 outreach efforts to include an expanded area of consideration and expanded use of job fairs; R5 expanded its recruitments efforts to include GS-2 entry level applicants.

Active Recruitment / Job Fairs Conducted: During the week of April 5, 2004, the R5 RF, Forest Supervisors, HR, CR, SA, Fire Directors, and several other key staff members met several times to discuss ways of improving outreach and recruitment efforts and the development of a diverse applicant pool. Effective April 5, 2004, the RF froze all temporary fire hiring and asked the Forests to participate in a second Wildland Firefighter Apprenticeship recruitment effort to focus on further increasing the number of diversity candidates in the applicant pool. The 2004 Apprenticeship recruitment effort consisted of two phases. Phase I consisted of an aggressive marketing campaign, and Phase II consisted of community job fairs held in locations with large populations of Hispanics and other underrepresented groups. The Phase I marketing strategy

was designed to increase hiring success during the job fairs. The goal was to hire up to an additional 600 SCEPs for permanent hiring through the Wildland Firefighter Apprenticeship Program, in lieu of filling an equal number of temporary positions.

The Phase I marketing strategy was conducted during the week of April 19, 2004, and included radio spots at targeted radio stations and fliers placed in local communities known to have diverse populations. The publicity strategy was to reach a large number of potential applicants and to market the FS as an opportunity for a challenging and rewarding career of protecting people and ecosystems from wildfire. The Region's goal is to ensure that R5's workforce is reflective of California's demographics and the communities the Region serves.

Job fairs (Phase II) were conducted on April 24, 2004, in Fresno, Los Angeles, and Sacramento area communities with diverse applicant pools. The RRC and HR staff facilitated the job fairs and recruited applicants for the Wildland Firefighter Apprenticeship Program at the GS-2, GS-3, and GS-4 level positions. R5 employees were available at the job fairs to discuss job opportunities and assist applicants with their job applications. The job fair recruitment efforts were specific and tailored to address Hispanic and other under-represented communities by their location in these heavily populated diverse areas. These outreach and recruitment actions were a joint effort between RO integrated teams from Fire and Aviation Management, CR, and HR, and were led by SA Director, Julena Pope. The outreach efforts occurred ahead of the schedule published in the Region's 2nd Semi-annual Report for the HSA. The job fairs were extremely successful in attracting a diverse applicant pool for the Apprenticeship positions. The job fairs resulted in 1900 applications and 632 positions filled, of which 326 (64%) were minorities. Forty-four percent (44%) of the selectees were Hispanic.

SCEP Recruiting Enhanced: During this reporting period, the RF sent out two letters regarding the SCEP program. The first letter, entitled *FY 2004 Student Career Experience Program Update*, was distributed on March 31, 2004. The letter described the reengineered SCEP program and requested information from units regarding the 106 Regional SCEP opportunities identified in the FY 04 Workforce Plan responses. The second letter, dated April 2, 2004, was entitled *Regional Student Career Experience Program Strategy*. The second letter clarified the following aspects of the Regional SCEP strategy: improved regional program management and coordination; regional placement coordination; streamlined processes and improved coordination with units; allocation of Regional Workforce Plan student targets; Regional Staff Directors' oversight; and additional outreach and recruitment support. These letters are included as Appendices C.1 and C.2 of this report.

Further Increases in SCEP in FY 04: In FY 03, the RF unveiled a plan to increase the number of SCEP opportunities in the Region to a baseline of 250. Units responded by identifying 106 opportunities in the FY 04 workforce plan in addition to the 93 existing SCEPs already in place. SCEPs were filled in two phases: in the first phase, contracted recruitment services dedicated to recruiting student applicants from targeted sources were used to fill positions; in the second phase, the National Recruitment SCEP-2004 Program, a nationally coordinated FS process, was used to fill positions. Selections are ongoing. As of April 1, 2004, 39 of the 106 SCEP opportunities have been filled. Once the selection process is complete (typically by the beginning of June), RSNO data can be obtained.

Full-Time SCEP Program Manager Assigned: Upon conclusion of the contracted SCEP Program Manager's contract, the Region reassigned Janet Brandt-Jackson to the permanent

SCEP Program Manager position on the SA Staff. Ms. Brandt-Jackson officially assumed the position effective May 2, 2004.

Presidential Management Fellows Program: Region 5 actively participated in the Presidential Management Fellows (PMF) Program that is sponsored by the OPM for the first time in 2004. The Region helped the OPM local RO in San Francisco conduct evaluation panels to screen potential candidates and sent one of R5’s Deputy Forest Supervisors to the National job fair in April 2004. The Region’s goal was to provide 10 opportunities for PMF. The final results of this recruitment effort will be reported in the next (4th) Semi-Annual Report, since selections are still pending at this point.

Washington Office Functional Assistance to Region 5: In June 2003, John Lopez and Mary Anne Fletcher from the WO HR Staff completed a functional assistance trip to R5 for the purpose of reviewing the HSA requirements and providing the RF with recommendations for effective implementation and improvement. Their review focused on twelve areas for additional focus and success. A copy of this review and the Region’s response to their recommendations is included as Appendix C.3. Major accomplishments in response to this report include the permanent filling of the CCC Program Manager position, use of the PMF program as a recruitment source, reducing the entry grade of Apprenticeship candidates to the GS-3 level during the Fall 2003 Apprenticeship Hiring effort, and further reducing the candidate entry grade to the GS-2 level during the Spring 2004 Apprenticeship Hiring effort.

3.4.4 Performance Scorecard

Core Provision Area	3 rd Semi-Annual Reporting Period					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in SCEP	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Active SCEP program is continually being expanded and updated.
Recruit from the SCEP.	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Recruitment is successful and ongoing.

3.4.5 Action Items

No.	Action	Responsible Official	Date
1.	Use FY 04 Workforce Plan to recruit for and fill 106 SCEP positions.	Janet Brandt-Jackson	June 30, 2004
2.	Use Wildland Firefighter R5 Recruitment effort to fill at least 400 SCEP Wildland Firefighter Apprenticeship positions.	Janet Brandt-Jackson	June 30, 2004

3.5 MONITORING SYSTEMS

3.5.1 Terms of the Settlement Agreement

The HSA, Part VI-D-3, mandates that “Region 5 shall also establish within six months of the Effective Date an automated system to provide the following information (to the extent possible, given that Region 5 must rely upon optional self-identification) in the monitoring report: the number and percentage of applicants for Region 5 Positions filled by forest, and by the RO, by

race, gender, and national origin, who are persons employed by Region 5, the USDA as a whole, any other federal agencies, and those coming from external applicants....”

3.5.2 Background

The HSA encompasses several forms of monitoring. Performance was to be monitored through the HSA Semi-Annual Report; through an automated system (described in Section 3.5.1, above) to provide information about the race, sex, ethnicity, and employment status of applicants; and the personal review of the Semi-Annual Reports and reports generated from the automated system by the Monitor and the RHWG. As discussed in Region 5’s *Hispanic Settlement Agreement Implementation Plan Accomplishments Report and 2nd Semi-Annual Report*, dated November 24, 2003, R5 attempted to have the automated system in place within six months of the effective date of the HSA, but the system developed within that timeframe was determined to be incompatible with other FS databases and was overly difficult to maintain. The automated system was redesigned using the Lotus Notes database system. After two rounds of development and testing, the new AFS was implemented on October 1, 2003.

R5 utilized the existing National Fire Hiring Database and created two other short-term databases to track applicant flow information. These three systems are briefly highlighted below.

1. R5 Applicant Flow System – All permanent merit promotion and demonstration project jobs, with the exception of R5s large hiring efforts for fire positions, were input into the R5 AFS.
2. Fire Hiring Database – R5 fire hiring was conducted through a national database maintained in Boise, Idaho, by a programmer outside of this Region. The Fire Hiring Database contained most (but not all) of the applicant monitoring data required for permanent fire hires and was used to create applicant rosters for several different hiring rounds. This database allowed applicants who applied for consideration under one announcement to be simultaneously considered for a variety of jobs throughout the Region; thus, data were not precisely tied to individual vacancy opportunities.
3. Apprentice Hiring Database – A Regional monitoring system was developed for Wildland Firefighter Apprenticeship Program hiring to ensure that RSNO data on applicants and selectees were readily available for analysis and review throughout the hiring process. This database, which has been operational since fall 2003, continues to be utilized to manage the R5 Apprentice hiring process.

In FY 01, the FS contracted with Avue Technologies Corporation to develop an automated system for processing classification and staffing actions. The AVUE staffing module posts open positions on Agency-related websites, gathers applications, and screens applicants. The three databases (R5 AFS, Fire Hiring Database, and Apprentice Hiring Database) will be replaced by the AVUE system.

Although these databases and their respective reports allow R5 to analyze the diversity of applicant pools and resulting selections, they only provide historical data and do not allow for proactive intervention during the actual recruitment/hiring process. Therefore, in addition to what is required by the terms of the HSA, R5 has begun implementing two additional means of monitoring the outreach, recruitment, and selection phases of hiring: Review Teams (RTs) and

the SF-52 Tracking System. In late summer 2003, R5 began developing RTs, which consist of a Selecting Official, an HRO, and an FCRO, to review recruitment actions at three points during the hiring process and allow for on-the-spot monitoring of the outreach and recruitment process. RHWG also requested that R5 develop a standardized system for tracking R5 vacancies in the process of being filled so that they could help monitor these vacancies during the recruitment and selection phases, in addition to post-selection monitoring.

AVUE, the R5 AFS, the Fire Hiring Database, and the Apprentice Hiring Database are not linked to the USDA National Finance Center (NFC) database which is used to generate the FOCUS reports required by the HSA. The NFC database is the agency's repository for employee data records and is comprised of numerous integrated subsystems designed to automate administrative requirements. Data used by R5 HR to monitor personnel information is primarily obtained from NFC automated systems. The AFS is a system developed by R5 that runs independently of NFC because NFC does not capture or retain information on applicants that are not selected.

No attempt has been made to reconcile the Applicant Monitoring information to the FOCUS reports (particularly HRAFILL1, see Section A.2 of Appendix A) because the FOCUS reports were developed to capture and display specific, structured information on the existing workforce, while the applicant monitoring databases were developed to capture and display information on applicants, applicant sources (where available), and selections, which are entered during different phases of the often lengthy recruitment and selection cycles.

3.5.3 Key Accomplishments

Status of Data Entry into Applicant and Selection Systems:

- R5 AFS – During October 2003 through January 2004, permanent Merit Promotions and Demonstration Project vacancies continued to be entered into R5 AFS. Use of AVUE for these categories of permanent employment became mandatory as of February 2, 2004.
 - Fire Hiring Database – Although the Fire Hiring Database was discontinued as of October 31, 2003, data collected during the January through October 2003 period were analyzed during this reporting period. The number of applications (9,637) received during the January through October 2003 period far exceeds the number of applicants (1,651) in this system because some applicants applied for multiple positions and/or to multiple locations. Beginning in FY 04, permanent Fire Hire data were processed through AVUE; use of AVUE for these categories of permanent employment became mandatory as of February 2, 2004.
 - Apprentice Hiring Database – R5 continues to use this database to ensure that RSNO data is readily available for analysis and review throughout the hiring process; transition toward using AVUE for Apprentice Hiring began in FY 04.
 - AVUE – R5 is working closely with the WO to obtain data downloads from AVUE for the period of October 1, 2003, through March 31, 2004, and on a quarterly basis thereafter, on applicants who complete, certify and submit an application through the AVUE system. The scheduled date for receipt of an initial data download from AVUE through the WO is June 1, 2004. R5 does not anticipate that many selections were made through the AVUE system for this reporting period since use of AVUE was not mandatory until February 2, 2004.
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An analysis of data for the period October 1, 2003, through March 31, 2004, using data from the R5 AFS, AVUE, and the Apprentice Hiring Database will be prepared by June 30, 2004 (see Section 3.5.5., Action Items).

R5 Applicant Flow System Data Entry and Validation: All announcement, applicant, and permanent selection data through September 30, 2003, was entered into the AFS database and validated by March 31, 2004. Validation ensured that data entered on all vacancies, particularly vacancies that resulted in selections, were entered correctly and were up-to-date. Data entered for the October 1, 2003, through March 31, 2004, reporting period is currently being validated.

Revision of R5 Applicant Flow System User Guide: During the process of validating FY 03 data, it was discovered that some AFS users had entered data incorrectly. In order to reduce user error and to provide additional guidance and better direction on how to enter data properly, the user guide was revised and expanded to nearly twice its original size. The most current version of the R5 AFS User Guide was distributed to users on April 2, 2004, and is included as Appendix D.1 of this report. This revised version of the AFS User Guide contains field-by-field instructions for both forms used to capture AFS data, the Announcement Form and the Applicant Form.

FY 03 Applicant Monitoring Report and Analysis Completed: Appendix D.2 and its enclosures contain summary tables, the supporting Applicant Report, and a Selection Report for R5 AFS Data for FY 03 (October 1, 2002, through September 30, 2003). Appendix D.3 and its enclosures contain summary tables, the supporting Applicant Report, and a Selection Report for Fire Hiring Database for the January to October 2003 period; and Appendix D.4 and its enclosures contain summary tables, the supporting Applicant Report, and a Selection Report for Apprentice Hiring Database for the November to December 2003 period. Highlights of the contents of the appendices are provided below.

R5 AFS Data: October 1, 2002 – September 20, 2003¹

A total of 3,097 applicants were entered into the R5 AFS for the relevant positions that opened in FY 03. From this applicant pool, 320 applicants (10%) were appointed to R5 positions. Applicants who were offered positions but declined the offers before appointment are not included in this account.

R5 AFS Race/National Origin – Known and Unknown

- A total of 2,221 out of the 3,097 FY 03 applicants (72%) did not document their race/national origin status. Of the 876 applicants who identified their race/national origin, 68 (8%) were Hispanic.
- Nineteen of the 320 selected applicants (6%) did not document their race/national origin status. Of the 301 selected applicants who identified their race/national origin, 24 (8%) were Hispanic. The selection rate (%) for Hispanics equals their percent representation in the applicant pool.

¹ Please note that the term “Relevant R5 Position” is defined as meaning permanent Merit Promotion and Demonstration Project announcements opened in FY 03 that resulted in selections made in FY 03 and early FY 04.

Hispanic representation in the applicant and selection pools was higher than any other minority group representation.

R5 AFS Forest/RO Data

- Thirteen units met or exceeded the R5 average Hispanic applicant rate of 8%: Angeles, Cleveland, Eldorado, Klamath, Lassen, Los Padres, Mendocino, Reinvention Lab, RO, San Bernardino, Sequoia, Shasta-Trinity, and Stanislaus. Seven of these 13 units also met or exceeded R5's average Hispanic selection rate of 8%: Angeles, Cleveland, Lassen, Mendocino, RO, Sequoia, and Stanislaus. In addition, the Modoc realized a 9% Hispanic selection rate.

R5 AFS Applicant Source

- Of all R5 AFS applicants, 48% were Federal employees (R5, USDA, and FED), 35% were not Federal employees (external and unemployed), and 16% were of unknown status. Of the 68 known R5 AFS Hispanic applicants, 70% were Federal employees (R5, USDA, and FED), 22% were not Federal employees (external and unemployed), and 9% were of unknown status. R5 outreach and recruitment to find Hispanic applicants to fill non-Fire positions appears to have been less effective for non-Federal Hispanic applicants than for Federal Hispanic applicants.
- Of all R5 AFS selectees, 85% were Federal employees, 13% were not Federal employees, and 2% were of unknown status. Selection rates of non-Federal applicants are lower overall than their representation in the applicant pool.
- Of the 24 known R5 AFS Hispanic selectees, 88% were Federal employees and 8% were not Federal employees.

Fire Hiring for January – October 2003: Permanent Applications and Selections

A total of 9,637 applicants were documented in the R5 Fire Hiring Database during the January 2003 through October 2003 period. From this applicant pool, 386 applicants (4%) were appointed to R5 positions.

Fire Hiring Race/National Origin

- Of the 9,637 applicants, 9,235 (96%) documented their race/national origin status. Of the 9,235 applicants who identified their race/national origin, 1,435 (16%) were Hispanic.
 - Of the 386 selected applicants, 373 (97%) documented their race/national origin status. Of these 373 selected applicants who identified their race/national origin, 60 (16%) were Hispanic. The percentage selection rate of Hispanics exceeds their percentage representation in the applicant pool. Hispanics were represented as applicants and as selectees at a higher percentage rate than any other minority group.
-

Fire Hiring Forest/RO Data

- Eight units met or exceeded the R5 average Hispanic fire hiring applicant rate of 16%: Angeles, Cleveland, Los Padres, RO, San Bernardino, Sequoia, Sierra, and Stanislaus. Six of these eight units also met or exceeded R5's average Hispanic selection rate of 16%: Angeles, Cleveland, Los Padres, San Bernardino, Sequoia, and Stanislaus.

Apprentice Hiring for November – December 2003: Applications and Selections

A total of 1,342 applicants were documented in the R5 Apprentice Hiring Database between November and December 2003. From this applicant pool, 216 applicants (16%) were selected for the Wildland Firefighter Apprenticeship Program.

Apprentice Hiring Race/National Origin

- Of the 1,342 applicants, 1,119 (83%) documented their race/national origin status. Of these 1,119 applicants who identified their race/national origin, 250 (22%) were Hispanic.
- Of the 216 selected Apprentices, 173 (80%) documented their race/national origin status. Of these 173 selected Apprentices who identified their race/national origin, 39 (23%) were Hispanic. Hispanics were represented as applicants and as selected Apprentices at a higher percentage rate any other minority group.

Apprentice Hiring Forest/RO Data

- Eight units met or exceeded the R5 average Hispanic Apprentice applicant rate of 22%: Angeles, Cleveland, Lassen, Los Padres, Plumas, San Bernardino, Sequoia, and Sierra. Six of these eight units also met or exceeded R5's average Hispanic Apprentice selection rate of 23%: Angeles, Cleveland, Plumas, San Bernardino, Sequoia, and Sierra. In addition, Mendocino also exceeded R5's average Hispanic selection rate of 23%.

R5 Applicant Flow Monitoring Summary: AFS, Fire Hiring, and Apprentice Hiring

A grand total of 11,229 applicants documented their race/national origin in the three databases during the periods described above. From this applicant pool, 847 applicants (8%) were appointed to R5 positions. Of the 11,229 applicants who documented their race/national origin, 1,753 (16%) were Hispanic. Of the 847 selectees who documented their race/national origin, 123 (15%) were Hispanic (see Appendix D.5). Hispanic representation in the applicant and selectee pools was higher than any other minority group representation.

Based on the data from all three databases, applicants appear to be more responsive about providing race/national origin self-identification data when applications are received and completed in person at job fairs and other venues, where they receive personal encouragement to complete the form. This should become less of an issue as more of R5's announcements become automated.

Wildland Firefighter Apprentice Hiring Feedback Letters: Wildland Firefighter Apprentice applicant and selection data for the Fall of 2003 was provided to the CR staff earlier in 2004; upon receipt of this data, the CR staff performed an assessment of each unit's performance in conducting targeted outreach and recruitment. The assessment provided numerical and RSNO results and included the total number of applicants, number of applicants qualified, number of applicants not qualified, and the number of Apprentice selections, by Forest. The final analysis letters that were provided to each Forest Supervisor in April 2004 included feedback and information specific to their Firefighter Apprentice hiring performance based on their opportunities, effectiveness of outreach, and the diversity of selections (see Appendix D.6). Each letter also included recommendations on ways to improve diversity in outreach and recruitment and increase the new hire diversity selections. Forest Supervisors were also asked to respond to eleven specific questions pertaining to the Wildland Firefighter Apprentice outreach and selections process by May 31, 2004. R5's goal in this monitoring effort is to analyze results and provide feedback so that Forests learn from their successes and failures and use the feedback to increase the diversity of the applicant and selection pools for the future.

SF-52 Tracking System Established: All managers currently request personnel actions by using the SF-52. The SF-52 Tracking system, although not required by the HSA, was established during this reporting period to not only track vacancies throughout the Region, but also to allow customers (and the RHWG) to determine the current status of vacancies (i.e., at what stage of the process is each vacancy). Beta testing on the SF-52 Tracking system began the week of April 5, 2004. The system was revised to allow customers access to the Staffing portion without disclosing confidential information. Data entry and user access into the SF-52 Tracking System began on May 1, 2004, with the Southern Sierra Province. The remainder of the Region will receive data entry capabilities and user access during May 2004. Training materials and the SF-52 Tracking System User Guide have been developed and will be provided to the Province Operations Teams as training is accomplished. The Region anticipates that the system will have reporting capability by June 15, 2004.

Unit Employment Review Teams Established: Although not required by the HSA, Forests and RO staffs are now required to implement and/or participate in the Unit Employment RT process for vacancies within their units, effective April 2004. On April 23, 2004, a memorandum that clarified the role of RTs and emphasized the RF's expectations for Recommending and Selecting Officials was sent to Forest Supervisors and Directors (see Appendix D.7). Units/staffs are now required to establish RTs to bring HR, CR, and hiring officials together to evaluate the effectiveness of their outreach and recruitment efforts and capitalize on opportunities to select diverse candidates.

3.5.4 Performance Scorecard

Core Provision Area	3 rd Semi-Annual Reporting Period					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in Monitoring Systems	G	G	G	G	Y	The AFS process continues to be deployed and evaluation is ongoing. Reports are currently being generated. Two additional systems are also now in deployment.
Establish an automated system to provide information required by the HSA.	G	G	G	G	Y	The AFS has been deployed and reports are currently being generated.
Other Areas of Evaluation						
Conduct reviews of selection certificates and supporting paperwork for all R5 Positions prior to final selection.	G	G	G	Y	Y	Process has been recently implemented. Results and evaluation will be included in the next (4 th) semi-annual report
Establish a Region-wide SF-52 tracking system	G	G	Y	Y	Y	System has been developed and was deployed in May 2004, with first reports in June.

3.5.5 Action Plan

No.	Action	Responsible Official	Date
1.	Validate R5 AFS data for the period October 1, 2003, through March 31, 2004.	Wendy Rook	May 31, 2004
2.	Teleconference with R5 AFS users to go over User Guide.	Wendy Rook	June 11, 2004
3.	Develop initial SF-52 tracker reports.	Jeff Pope	June 15, 2004
4.	Provide analysis of data for the period October 1, 2003, through March 31, 2004, using data from the R5 AFS, AVUE, and the Apprentice Hiring Database.	Wendy Rook	June 30, 2004
5.	Develop statistical displays for RLT use in performance evaluations.	Wendy Rook	August 13, 2004
6.	Develop and implement monitoring, oversight, and quality control strategy for the AFS data collection process	Wendy Rook	September, 2004

3.6 TRAINING

3.6.1 Terms of the Settlement Agreement

The key provisions in the HSA related to training are as follows:

- **Provide training to all Forest Supervisors and RO Directors on the Agreement and on obligations in implementing the Agreement (HSA, V-C-1a).**

- *Discuss annually, at the RLT meeting, progress in achieving compliance with the Agreement (HSA, V-C-1b).*
- *Provide Equal Employment Opportunity (EEO) training for all R5 employees in accordance with Departmental policy, including training on the Agreement and on obligations in implementing the Agreement (HSA, V-C-2).*

3.6.2 Background

The HSA requires that Forest Supervisors and RO Directors receive training regarding their duties and obligations in implementing the HSA. Presentations and other briefings have been included at every RLT meeting since the signing of the HSA. The Office of General Counsel, the RRC, the HSA Monitor, the RHWG, and HR and CR Staff members have made briefings. The HSA will continue to be a regular agenda topic at all scheduled RLT meetings.

The HSA requires that “All R5 employees will be provided EEO training in accordance with Departmental policy...” Compliance with this requirement is pending the USDA’s issuance of its training module for FY 04. R5 CR is currently developing a training plan that will result in the provision of EEO training to all R5 employees by December 31, 2004.

During the previous reporting period, R5 formed a Training Development Team consisting of CR and HR Staff members, representatives of the RHWG, and the Vice President of the National Federation of Federal Employees (NFFE). The decision was made to develop a training video and to use members of the RHWG, the RF and the HSA monitor.

3.6.3 Key Accomplishments

Civil Rights and Human Resource Officers Hispanic Settlement Agreement Training: On October 20-22, 2003, FCROs and Forest HROs attended a joint briefing session on the HSA. The purpose of the meeting was to review the major requirements of the HSA for information sharing and workforce training.

HSA Employee Training Implemented: In December 2003, the CR Staff, in coordination with the Public Affairs Staff, developed an HSA training video for training all R5 employees on the terms of the HSA and to clarify duties and obligations related to implementation. The cast of the video, which consisted of the RF, the RHWG Executive Group, and the HSA Monitor, developed the script, and the Public Affairs Staff taped the training module.

In January 2004, multiple copies of the training video were disseminated to all forest units, along with guidelines for implementing this action item and direction to implement the training by January 31, 2004 (Appendix F.1). All units trained available forest staffs and provided status of training to the CR office for consolidation of training data. In addition, the units identified subsequent training schedules to coordinate with new employee hires or to provide make-up sessions for employees who were absent during the first training session.

A total of 4,421 out of a baseline workforce of 5,183 employees received training in January 2004 (see Appendix E.2). This represents an 85% training rate. Of the current workforce, 943 employees (18%) have not received training. (The total percentage is greater than 100% due to workforce fluctuations during the reporting period.) Each unit established a plan to ensure that all new employees and employees who were not available during the initial training are scheduled to view the training video (see Appendix E.2).

The Region plans to update the video to address union concerns and provide the Units with additional and updated information by February 2005. Once all of the SA staff and Outreach and Recruitment Branch positions have been filled and associated procedures finalized, the Training Video will be re-taped to include more detailed and comprehensive information regarding the regional outreach and recruitment process, including a description of the roles of newly hired SA and Outreach and Recruitment Branch staff members in this process.

3.6.4 Performance Scorecard

Core Provision Area	3rd Semi-Annual Reporting Period					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in Training	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Ⓞ	R5 and Units are in compliance with the HSA key provisions related to training .
Provide training to all Forest Supervisors and RO Directors on the Agreement and on their obligations in implementing this Agreement.	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Region provided training before the effective date and continues to provide training at all RLT meetings.
Discuss annually, at the RLT meeting, progress in achieving compliance with the Agreement.	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Region will continue to brief the RLT annually regarding R5’s progress in complying with the HSA.
Provide EEO training to R5 employees in accordance with Departmental policy, including training on the Agreement and on obligations in implementing the Agreement.	Ⓞ	Ⓞ	Ⓞ	Ⓞ	Ⓞ	R5 CR is currently developing a training plan that will result in the provision of EEO training to all R5 employees by December 31, 2004.

3.6.5 Action Plan

No.	Action	Responsible Official	Date
1.	R5 will discuss annually, at the RLT meeting, R5’s progress in achieving compliance with this agreement.	HR, CR, RHWG	October 29, 2004
2.	All R5 employees will be provided EEO training in accordance with Departmental policy, including training on this Agreement.	FCROs	December 31, 2004
3.	Upon finalization of Outreach and Recruitment procedures, video will be re-taped and workforce trained on final procedures.	SA Staff & HEPM	February 28, 2005

3.7 EQUAL EMPLOYMENT OPPORTUNITY MEDIATIONS AND RELIEF FOR CLASS MEMBERS _____

3.7.1 Terms

The key provision in the HSA related to EEO Mediations and Relief for Class Members is to allow any Class Member who had a pending formal individual EEO complaint of non-selection based on race or national origin, or of retaliation for participation in protected activity with regard to this class complaint, to have the opportunity to participate in mediation under this Agreement to resolve their complaints (HSA, III-A-1).

3.7.2 Background

The focus of this provision is to provide the opportunity for individual Class Members to have their formal EEO complaints (pertaining to alleged non-selection based on race or national origin, or alleged retaliation for being involved with this Class Complaint) mediated.

The active formal EEO complaints were all reviewed after the effective date of the HSA to identify which cases met the HSA criterion. Eleven complainants were identified and were sent letters offering the opportunity for mediation in February 2003. All but one of the 11 responded favorably, with the one remaining individual choosing not to participate in mediation.

The HSA requires that this report include “the total number, status, and basis of all formal EEO complaints filed by Hispanics on the basis of national origin or retaliation, as provided to R5 by the Office of Civil Rights, USDA.” These required data are in Section A.7 of Appendix A.

3.7.3 Key Accomplishments

Mediations Held: Four mediations were conducted during this reporting period, in November 2003 (see Table 3.7.1). All four of these mediations resulted in successful settlements reached by mutual agreement. Only two mediations remain to be scheduled.

Mediations Scheduled: R5 is working with Plaintiff’s counsel to schedule the two remaining mediations as soon as possible and conduct the mediations by the end of June 2004.

Best and Final Offer Assessments Completed: Two mediations that were conducted during the previous reporting period were assessed for “Best and Final Offer” (BAFO) possibilities. Relative to Case Code Number 1, the RF issued a BAFO that was rejected by the complainant on March 8, 2004. Relative to Case Code Number 4, the RF declined to offer a BAFO on March 1, 2004 (see Table 3.7.1).

Table 3.7.1: Mediation Schedule

Case Code Number	Unit	Date Mediation/Facilitation Occurred	Result or Remarks
1	RO - Regional Forester	8/25/03	A BAFO was issued by the Regional Forester, which was rejected by the complainant on March 8, 2004. Complaint is proceeding through the EEO complaints process.
2	San Bernardino	8/26/03	Offer accepted
3	Stanislaus	8/27/03	Offer accepted
4	Cleveland	9/23/03	Regional Forester declined to offer a BAFO on March 1, 2004.
5	Plumas	11/12/03	Settlement reached 11/12/03.
6	Mendocino	11/13/03	Settlement reached 11/13/03.
7	Mendocino	11/14/03	Settlement reached 11/14/03.
8	Shasta Trinity	11/21/03	Settlement reached 11/21/03.
9	Sequoia	N/A	Declined
10	Plumas		Agency counsel and complainant's counsel are in dialogue to determine dates that this mediation may be scheduled.
11	RO-NRM		Agency counsel and complainant's counsel are in dialogue to determine dates that this mediation may be scheduled.

3.7.4 Performance Scorecard

Core Provision Area	3rd Semi-Annual Reporting Period					Rationale
	Plan	Approach	Deployment	Evaluation	Results	
Overall Performance in Mediations						Plan is being successfully deployed.
Allow any Class Member who has a pending formal individual EEO complaint of non-selection based on race or national origin, or of retaliation for participation in protected activity with regard to this class complaint, to have the opportunity to participate in mediation under the HSA to resolve complaint.						Everyone who wanted mediation received it. The two remaining complainants are having scheduling difficulties and their representatives have been unresponsive.

3.7.5 Action Plan

No.	Action	Responsible Official	Date
1.	Schedule remaining two mediations.	Rhonda Thomas	July 20, 2004
2.	Conduct remaining two mediations.	Sherry Hooper	August 30, 2004
3.	Assess unsuccessful mediations for BAFO possibilities and issue letters.	Wolff Coulombe	September 15, 2004

GLOSSARY OF ACRONYMS

AEP:	Affirmative Employment Plan
AFS:	Applicant Flow System
BAFO:	Best and Final Offer
CCC:	Central California Consortium
CLF:	Civilian Labor Force
CR:	Civil Rights
EEO:	Equal Employment Opportunity
EEOC:	Equal Employment Opportunity Commission
EORD:	Employment Outreach and Recruitment Documentation
FCRO:	Forest Civil Rights Officer
FS:	Forest Service
FY:	Fiscal Year
HACU:	Hispanic Association of Colleges and Universities
HEPM:	Hispanic Employment Program Manager
HR:	Human Resources
HRO:	Human Resource Officer
HSA:	Hispanic Settlement Agreement
NAPA:	National Academy of Public Administration
NFFE:	National Federation of Federal Employees
NHEC:	National Hispanic Environmental Council
NFC:	National Finance Center
MD:	Management Directive
OPM:	Office of Personnel Management
PMF:	Presidential Management Fellows
R5:	Region Five
RF:	Regional Forester
RHWG:	Regional Hispanic Working Group
RHWGX:	Regional Hispanic Working Group Executive Committee
RLT:	Regional Leadership Team
RO:	Regional Office
RRC:	Regional Recruitment Coordinator
RSNO:	race, sex, and national origin
RT:	Review Team
SCEP:	Student Career Experience Program
SF:	Standard Form
STEP:	Student Temporary Employment Program
SA:	Settlement Agreements
USDA:	US Department of Agriculture
WO:	Washington Office

APPENDIX A HISPANIC SETTLEMENT AGREEMENT 3RD SEMI-ANNUAL REPORT

REQUIRED HISPANIC SETTLEMENT AGREEMENT SEMI-ANNUAL REPORTS (A.1 – A.7)

A.1 RSNO BY UNIT WITHIN REGION 5 AS OF MARCH 31, 2004 (HRAHON)

This report provides the numbers and percentages of Hispanics and the total number of permanent employees in the R5 workforce, by race, gender, and national origin (RSNO), by forest, including the Regional Office. For this report, permanent employees are defined as non-separated employees holding the following appointment types: Competitive-Career, Competitive-Career Conditional, Excepted-Permanent, and Excepted-Conditional.

Table A.1.1: RSNO by Unit within Region 5 as of March 31, 2004 (HRAHON)

UNIT	AF		AM		BF		BM		CF		CM		DF		DM		EF		EM		ALL
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
ANG	3	1	3	1	5	1	8	2	4	1	17	5	16	5	74	21	56	16	166	47	352
CLE	0	0	11	4	6	2	6	2	5	2	7	2	12	4	38	13	57	20	140	50	282
ELD	6	2	0	0	4	1	8	3	2	1	2	1	5	2	14	4	121	38	154	49	316
INY	5	3	9	5	2	1	5	3	0	0	1	1	6	3	3	2	55	29	102	54	188
KLA	8	2	17	5	2	1	4	1	2	1	5	1	6	2	9	3	115	32	187	53	355
LAS	6	2	9	3	0	0	6	2	0	0	2	1	6	2	11	4	81	28	168	58	289
LP	1	0	9	3	6	2	4	1	0	0	7	2	4	1	25	9	65	22	168	58	289
LTB	2	2	3	2	1	1	0	0	0	0	1	1	1	1	8	6	47	36	68	52	131
MEN	4	2	6	3	1	1	4	2	2	1	1	1	3	2	10	6	43	24	103	58	177
MOD	6	4	4	3	0	0	2	1	0	0	1	1	2	1	4	3	45	30	88	58	152
PLU	4	1	6	2	2	1	2	1	2	1	2	1	6	2	11	4	105	35	159	53	300
RL	4	2	3	2	3	2	2	1	1	1	1	1	7	4	0	0	87	46	83	43	191
RO	4	1	7	2	26	6	16	4	47	10	11	2	12	3	15	3	137	30	179	39	454
S-B	3	1	1	0	5	1	8	2	10	3	10	3	14	4	46	13	65	18	200	55	362
S-T	13	3	16	4	5	1	5	1	0	0	4	1	6	1	18	4	107	27	226	56	401
SEQ	2	1	11	3	2	1	1	0	0	0	2	1	7	2	46	15	87	28	157	50	315
SIE	4	1	11	3	3	1	3	1	1	0	0	0	12	4	44	14	99	31	142	45	319
STA	3	1	9	3	1	0	1	0	0	0	5	2	8	3	16	5	86	29	171	57	301
TAH	3	1	11	4	4	1	0	0	0	0	2	1	5	2	9	3	97	34	156	54	287
6-R	9	4	14	7	0	0	1	0	0	0	1	0	5	2	9	4	55	27	113	55	207
TOTAL	90	2	160	3	78	1	86	2	76	1	82	1	143	3	410	7	1610	28	2930	52	5668

Legend		
ANG = Angeles National Forest	RO = Regional Office (PSW Region, or Region 5)	M = Male
CLE = Cleveland National Forest	S-B = San Bernardino National Forest	F = Female
ELD = Eldorado National Forest	S-T = Shasta-Trinity National Forest	# = raw number
INY = Inyo National Forest	SEQ = Sequoia National Forest	% = percentage
KLA = Klamath National Forest	SIE = Sierra National Forest	A = American Indian
LAS = Lassen National Forest	STA = Stanislaus National Forest	B = Asian American
LP = Los Padres National Forest	TAH = Tahoe National Forest	C = African-American
LTB = Lake Tahoe Basin Mgmt Unit	6-R = Six Rivers National Forest	D = Hispanic
MEN = Mendocino National Forest		E = Non-minority
MOD = Modoc National Forest		
PLU = Plumas National Forest		
RL = Reinvention Laboratory		

A.2 REGION 5 POSITIONS FILLED, BY UNIT AND RSNO FOR REPORTING PERIOD (HRAFILL1)_____

This report provides the number and percentage of all R5 positions filled, by RSNO, by forest, including the Regional Office. The HSA between R5 and the RHWG defines “Region 5 Position” as “funded vacancy that management decides to fill permanently and where management has a choice regarding selection, after fulfilling all of the mandatory placement requirements found in the current Forest Service Merit Promotion Plan.”

Career and career conditional appointments and conversions, excepted appointments, reassignments, promotions, change to lower grade and position changes are the actions taken to fill positions. However, not all reassignments, promotions, change to lower grade, and position changes fill vacant positions. The applicable reassignment actions are precisely defined in the HSA; but it was less clear which promotion, change to lower grade, and position change types to include. Therefore, the nature of action code and authority code combinations used in writing the FOCUS query are our best attempt to meet the intent of the agreed upon report. These combinations addressed:

Promotions: There are sixteen Competitive Service Promotion Rules and eight Excepted Service Promotion Rules in the OPM’s *Guide to Processing Personnel Actions*. Of the Competitive Service Promotion Rules, Rules 4, 5, 6, 10, and 13 are included as meeting the definition of “Region 5 positions.” The promotions based upon accretion of duties (Rule 7) are reported on separately. Of the Excepted Service Promotion Rules, Rules 1, 5, and 7 are included as meeting the definition of “Region 5 positions.”

Change to Lower Grade: There are twenty-five “Competitive Service Change to Lower Grade Rules” and nineteen “Excepted Service Change to Lower Grade Rules” in the OPM *Guide to Processing Personnel Actions*. Of the Competitive Service Change to Lower Grade Rules, Rules 1, 13, 14, 15, 17, 18, 19, 20, 23, 24, and 25 are included as meeting the definition of “Region 5 positions.” Of the Excepted Service Change to Lower Grade Rules, Rules 1, 10, 11, 12, 13, 14, 17, 18, and 19 are included as meeting the definition.

Position Changes: Due to the small number of Position Change Actions taken during the course of a year (3 in 2003, zero to date in 2004), and the large number of Rules involved in Position Change Actions (29 for competitive Service, 21 for excepted service), all permanent Position Change Actions are counted in HRFILL1. A FOCUS Report named HRAFILL6 was also developed to determine what authority codes were used for Position Change Actions taken in FY 03. The authority codes used did not indicate with certainty whether or not the situations were ones in which management had a choice regarding the selections.

Note that HRAFILL6 should always be processed as background for this report to evaluate the Position Changes, and the possible need to revise the FOCUS query for HRAFILL1 should the Position Change Nature of Action code be used with greater frequency in the future.

Table A.2.1: Region 5 Positions Filled by Unit and RSNO for Reporting Period (HRAFILL1)

UNIT	AF		AM		BF		BM		CF		CM		DF		DM		EF		EM		ALL
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
---	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ANG	0	0	1	1	2	2	1	1	0	0	3	3	6	7	23	27	13	15	37	43	86
CLE	0	0	1	2	1	2	2	4	2	4	2	4	1	2	6	12	12	24	24	47	51
ELD	0	0	0	0	0	0	1	4	0	0	0	0	1	4	2	7	10	36	14	50	28
INY	0	0	1	5	0	0	1	5	0	0	0	0	0	0	0	0	3	16	14	74	19
KLA	1	3	0	0	2	6	0	0	0	0	0	0	0	0	1	3	8	25	20	63	32
LAS	0	0	0	0	0	0	1	3	0	0	1	3	1	3	2	5	8	21	24	63	38
LP	0	0	1	2	0	0	0	0	0	0	0	0	3	6	3	6	11	21	34	65	52
LTB	0	0	1	5	0	0	0	0	0	0	1	5	0	0	1	5	12	55	7	32	22
MEN	1	3	3	10	0	0	1	3	0	0	1	3	1	3	7	24	3	10	12	41	29
MOD	1	7	0	0	0	0	1	7	0	0	0	0	1	7	0	0	3	20	9	60	15
PLU	0	0	0	0	1	2	0	0	1	2	1	2	1	2	2	5	17	42	17	42	40
RL	0	0	0	0	0	0	0	0	1	4	1	4	2	7	0	0	11	39	13	46	28
RO	0	0	1	4	0	0	0	0	4	14	0	0	2	7	0	0	11	39	10	36	28
S-B	1	1	0	0	1	1	2	3	2	3	3	4	2	3	18	24	4	5	41	55	74
S-T	1	5	0	0	0	0	0	0	0	0	0	0	1	5	2	10	3	15	12	60	20
SEQ	0	0	0	0	0	0	0	0	0	0	0	0	1	2	13	23	13	23	29	52	56
SIE	0	0	2	5	0	0	0	0	0	0	0	0	0	0	9	24	9	24	17	46	37
STA	0	0	1	2	0	0	0	0	0	0	0	0	0	0	3	5	12	21	40	70	57
TAH	1	2	1	2	1	2	0	0	0	0	1	2	0	0	3	7	11	27	23	56	41
6-R	0	0	3	10	0	0	0	0	0	0	0	0	0	0	2	7	5	17	19	66	29
TOTAL	6	1	16	2	8	1	10	1	10	1	14	2	23	3	97	12	179	23	416	53	782

Legend		
ANG = Angeles National Forest	RO = Regional Office (PSW Region, or Region 5)	M = Male
CLE = Cleveland National Forest	S-B = San Bernardino National Forest	F = Female
ELD = Eldorado National Forest	S-T = Shasta-Trinity National Forest	
INY = Inyo National Forest	SEQ = Sequoia National Forest	# = raw number
KLA = Klamath National Forest	SIE = Sierra National Forest	% = percentage
LAS = Lassen National Forest	STA = Stanislaus National Forest	
LP = Los Padres National Forest	TAH = Tahoe National Forest	A = American Indian
LTB = Lake Tahoe Basin Mgmt Unit	6-R = Six Rivers National Forest	B = Asian American
MEN = Mendocino National Forest		C = African-American
MOD = Modoc National Forest		D = Hispanic
PLU = Plumas National Forest		E = Non-minority
RL = Reinvention Laboratory		

A.3 REGION 5 ACCRETION OF DUTIES PROMOTIONS BY RSNO FOR REPORTING PERIOD (HRAAOD)

This report provides the number and percentage of accretion of duties promotions by RSNO, by forest, including the Regional Office.

Table A.3.1: Region 5 Accretion of Duties Promotions by RSNO For Reporting Period (HRAAOD)

	AF		AM		BF		BM		CF		CM		DF		DM		EF		EM		ALL	
UNIT	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	
----	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ELD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2 **	2
INYO	1	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	50	0	0	2
LTB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	50	1	50	2
MOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	**	1
RO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	**	0	0	1
SIE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	**	0	0	2
TOTAL	1	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	50	4	40	10

KEY:

- F = FEMALE
- M = MALE
- A = AMERICAN INDIAN/ALASKAN NATIVE
- B = ASIAN AMERICAN/PACIFIC ISLANDER
- C = BLACK
- D = HISPANIC
- E = WHITE

** = 100

A.4 REGION 5 STUDENT CAREER EXPERIENCE PROGRAM (SCEP) NUMBERS FOR FY 03 (HRASCEP)

This report provides the number and percentage of Hispanic admissions and total admissions into the Region 5 Student Career Employment Program during FY 03.

Table A.4.1: Region 5 Student Career Experience Program Numbers For FY 03 (HRASCEP)

HISPANICS	ALL
17	18
21%	100%

A.5 REGION 5 AVERAGE GRADE FOR REPORTING PERIOD (HRAGRD)

This report provides the average grade of Hispanic employees and the average grade of all employees.

Table A.5.1: Region 5 Average Grade for Reporting Period (HRAGRD)

PAY PLAN	ALL	HISPANIC
GS/GM	8.33	7.52
WG/WL/WS	8.33	8.75

Legend: GS = General Schedule; GM = General Management; WG= Wage Grade; WL= Wage Leader; WS= Wage Supervisor

A.6 REGION 5 RULE-12 REASSIGNMENTS FOR REPORTING PERIOD BY RSNO (HRARULE)

This report provides the RSNO data of those individuals who are reassigned pursuant to Rule 12 (“Rule 12” reassignment).

Table A.6.1: Region 5 Rule-12 Reassignments for Reporting Period by RSNO (HRARULE)

	AF		AM		BF		BM		CF		CM		DF		DM		EF		EM		ALL
UNIT	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#
----	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ELD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	67	1	33	3
KLA	0	0	1	8	0	0	0	0	1	8	1	8	0	0	0	0	6	50	3	25	12
LAS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	25	3	75	4
LTB	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	**	1
MEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	50	1	50	2
MOD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	20	0	0	4	80	5
PLU	0	0	0	0	0	0	0	0	0	0	0	0	1	20	0	0	2	40	2	40	5
RO	0	0	1	17	1	17	0	0	2	33	0	0	0	0	0	0	2	33	0	0	6
S-T	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	33	1	33	1	33	3
STA	0	0	0	0	0	0	0	0	0	0	0	0	1	33	0	0	0	0	2	67	3
TAH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	**	0	0	1
6-R	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	**	0	0	0	0	1
TOTAL	0	0	2	4	1	2	0	0	3	7	1	2	2	4	3	7	16	35	18	39	46

Legend		
ANG = Angeles National Forest	RO = Regional Office (PSW Region, or Region 5)	M = Male
CLE = Cleveland National Forest	S-B = San Bernardino National Forest	F = Female
ELD = Eldorado National Forest	S-T = Shasta-Trinity National Forest	
INY = Inyo National Forest	SEQ = Sequoia National Forest	# = raw number
KLA = Klamath National Forest	SIE = Sierra National Forest	% = percentage
LAS = Lassen National Forest	STA = Stanislaus National Forest	
LP = Los Padres National Forest	TAH = Tahoe National Forest	A = American Indian
LTB = Lake Tahoe Basin Mgmt Unit	6-R = Six Rivers National Forest	B = Asian American
MEN = Mendocino National Forest		C = African-American
MOD = Modoc National Forest		D = Hispanic
PLU = Plumas National Forest		E = Non-minority
RL = Reinvention Laboratory		

A.7 HISPANIC SETTLEMENT AGREEMENT MONITORING OF EEO COMPLAINTS

The following table shows the total number, status, bases, and issues of all formal complaints filed by Hispanics on the bases of national origin and/or retaliation, as provided to Region 5 by the Office of Civil Rights, USDA. A total of 29 complaints were filed by 24 individuals as of March 31, 2004.

Table A.7.1: Formal Complaints Status as of March 31, 2004 (29 complaints filed by 24 individuals)

# compl/ Indvid.	Status	Basis Reprisal	Basis Nat. Org	Issue Non- select	Issue Termination	Issue Harass./ HWE	Issue Discipline	Issue Perf. Apprais.	Issue Duties	Issue Working Conditions
1/1	ROI distributed		X	X						
1/1	Closed/settled		X	X						
1/1	Closed/settled		X	X						
1/1	FAD pend.	X		X						
2/1	FAD/Mediation	X	X			X	X			
	Pending (2)									
1/1	Closed/settled		X			X		X	X	
1/1	FAD pend.		X		X					
1/1	FAD pend.		X						X	X
2/1	Closed/settled	X	X	X		X				
2/1	FAD pending		X	X						
	Accept. Pend.	X	X	X						
1/1	Hearing pend.		X	X						
1/1	Closed/withdrew		X				X			
2/1	Closed/settled	X	X	X					X	
1/1	Hearing pend.		X	X						
1/1	Closed/settled	X	X			X				
2/1	Hearing pend.	X	X			X	X			
1/1	Closed/FAD		X	X						
1/1	FAD pend.		X			X				X
1/1	Closed/ FAD		X	X						
1/1	Accept. Pend.*	X	X							X
1/1	EEOC OFO appeal	X	X		X					
1/1	Invest. Pend.		X						X	
1/1	Invest. Pend.	X	X	X						X
1/1	Accept. Pend.	X	X				X			X
29/24		11	24	13	2	6	4	1	4	5

*This complaint contains class allegations on behalf of Employee Working Group members

ADDITIONAL FOCUS REPORTS (A.8 – A.12)

These sections provide reports delineating the number and percentage of Hispanic employees in various non-professional, administrative, technical, clerical, and blue-collar series. The sections include data as outlined in Exhibit B of the HSA.

A.8 HISPANICS IN PROFESSIONAL SERIES WITH 20 OR MORE EMPLOYEES (HRAPROF)

This report provides the number and percentage of Hispanic employees in professional series with 20 employees as of March 31, 2004. Region 5 meets or exceeds the National CLF percentage in the 0401, 0454, 0460, 0482, 0486 (3.37%), 0807, 0810, and 1350 series.

Table A.8.1: Region 5 Permanent Workforce Professional Series with 20 Or More Employees as of March 31, 2004

SERIES	HISPANIC		ALL		CLF %
	#	%	#	%	
0193	1	2	65	100	3.6
0401	10	7	151	100	3.2
0430	0	0	35	100	3.2
0454	3	12	26	100	2.5
0460	18	5	331	100	2.5
0470	0	0	22	100	N/A
0482	2	5	42	100	3.2
0486	3	3	89	100	3.2
0807	2	6	31	100	5.1
0810	7	7	95	100	3.7
1102	3	10	31	100	N/A
1315	0	0	56	100	2.4
1350	4	19	21	100	2.4
TOTAL	53	5	995	100	N/A

A.9 HISPANICS IN ADMINISTRATIVE SERIES, GS-13 & ABOVE, WITH 50 OR MORE EMPLOYEES (HRA340)

This report provides the number and percentage of Hispanic employees in Administrative Series, GS 13 and above with 50 employees as of March 31, 2004. The National CLF data for the 340 series for Hispanics, GS-13 and above, is 5.2%. Region 5 exceeds that percentage.

Table A.9.1: Region 5 Permanent Workforce 0340 Program Management Series GS-13 and Above As Of 03/31/04

HISPANICS		ALL	
#	%	#	%
6	8	78	100

A.10 HISPANICS IN ADMINISTRATIVE SERIES, GS-12 & BELOW (HRAADMIN12)

This report provides the number and percentage of Hispanic employees in Administrative Series, GS 12 and below, and all Technical, Clerical, and Blue Collar Series with 50 employees as of March 31, 2004. Region 5 exceeds the California CLF in the 2210 series. Region 5 falls below the California CLF in Series 0201.

Table A.10.1: Region 5 Permanent Workforce Administrative Series, GS-12 & Below, with 50 or More Employees

SERIES	HISPANIC		ALL		CLF
	#	%	#	%	%
0201	9	11	82	100	15.5
2210	7	7	95	100	5.8

A.11 HISPANICS IN ALL TECHNICAL, CLERICAL, AND BLUE COLLAR SERIES WITH 50 OR MORE EMPLOYEES (HRAATCB)

This report provides the number and percentage of Hispanic employees in all Technical, Clerical, and Blue Collar Series with 50 or more employees as of March 31, 2004. Region 5 falls below the California CLF in the series displayed in Table A.11.1.

Table A.11.1: Region 5 Permanent Workforce Technical, Clerical, and Blue Collar Series with 50 or More Employees

Series	Hispanic		All		CLF
	No.	%	No.	%	%
0303 Clerical	4	8	52	100	15.7
0303 Technical	2	3	66	100	N/A
0462 Technical	328	13	2623	100	21.3
0802 Technical	7	5	134	100	12.6
1001 Clerical	4	6	69	100	N/A
1101 Technical	0	0	50	100	N/A
5716 Blue Collar	2	3	69	100	22.4

A.12 HISPANICS IN ALL NON-PROFESSIONAL SERIES WITH FEWER THAN 50 EMPLOYEES GROUP INTO "ATCB" CATEGORIES

This report provides the number and percentage of Hispanic employees in all Technical, Clerical, and Blue Collar Series with fewer than 50 employees. Region 5 falls below the California CLF in Series in the series displayed in Table A.12.1.

Table A.12.1: Region 5 Permanent Workforce Administrative, Technical, Clerical, and Blue Collar Series Grouped with Fewer Than 50 Employees

Category	Hispanic		All		CLF %
	No.	%	No.	%	
Administrative	33	9	377	100	11.5
Technical	30	8	358	100	15.8
Clerical	10	10	96	100	17.5
Blue Collar	6	5	132	100	32.5

Appendix B.1: Call Letter Establishing Process for FY 2004 Regional Workforce Plan

United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)

File Code: 6100

Date: August 5, 2003

Route To:

Subject: Regional Workforce Planning FY 2004 through FY 2008

To: Forest Supervisors and Directors

REPLY DUE SEPTEMBER 30, 2003

This letter provides direction for updating the Regional Strategic Workforce Plan for FY 2004 through FY 2008. We are requesting your plans earlier this year to permit an earlier recruitment cycle for SCEPs/STEPS in the fall, and selections by January 2004. This positions us better to select the best students. The Regional Plan again will be a roll-up of each unit's Workforce Plan and will focus on new hires. These unit plans should be developed by updating your FY 2003 plan. We are emphasizing the strategic workforce planning process as key to identifying realistic hiring goals for your one-year and five-year projections. I expect you to involve your leadership teams to make your best estimate of new hire needs to meet future skill needs and to achieve our workforce diversity objectives.

Last year, many Forests' five-year projections were not much different than their one-year projections, and much below projected attrition. If we do not start to project hiring to meet the attrition projections over the next five years, we are not going to be positioned to backfill behind employees who will be retiring over this period. Increased Scep and other entry-level hiring would have to be occurring soon to meet this challenge.

Attached are workforce plan assumptions for FY 2004 (Enclosure 1), including the most current information on competitive sourcing planned for FYs 2004 through 2007. Do not allow competitive sourcing to inhibit effective workforce planning over the next five years. Beyond freezing vacancies in series that have been identified in current studies, we need to continue aggressively filling positions to meet our long-term Regional needs. We should know soon any additional series that may be frozen, relative to the planned studies. Although the potential impacts of competitive sourcing are uncertain at this point because we have not yet determined the outcome of this year's studies or heard complete details on what the Executive Leadership Team has decided to study next year, we do know that there will be a continuing need for the Forest Service to maintain technical expertise in all areas.

It is important that your plan reflect realistic hiring projections because they will be a basis for Region-wide outreach recruitment planning for FY 2004. We are using the same forms and process as last year to prepare the Regional Workforce Plan. The only change is that this year all your vacancies, whether you think they will be external or internal hires, will be reported on Excel spreadsheets (Enclosure 4). In past years, we had a separate worksheet to record vacancies where you planned to hire internally within the Region.

Report your Student Career Experience Program (SCEP), Student Temporary Employment Program (STEP), and entry-level trainee opportunities using Enclosure 2, "Known SCEP, STEP, and Entry Level Trainee Vacancies - FY 04". Instructions and a sample Enclosure 2 have also been provided for your benefit. Use the miscellaneous column to report name requests, housing availability, license needs, or any additional information you feel is pertinent to the position. We recommend that you consider the SCEP, STEP, and Entry Level Trainee positions that were not filled in FY 2003 as a start point for this year. It is critical that you identify all positions you expect to fill from all recruitment methods (local, regional, national, Multicultural Workforce Strategic Initiatives (MWSI), etc.). We anticipate that there will be opportunities to fund some SCEP positions through Regional funding, the National MWSI as well as at the Forest level.

Enclosure 3, "Unit Workforce Planning Directions and Spreadsheet Instructions," directs you to run and work with FOCUS report APLPM001 from the FS FOCUS Library to begin your Enclosure 4, "Unit Workforce Analysis," spreadsheets for the Administrative, Professional, and Technical/Clerical categories data display. The data that you submit to this office will be analyzed and consolidated to assure that the Region's needs as a whole are being addressed.

Please review how closely your FY 2003 one-year projections matched your actual experience. It is our intention to refine this annual data over time so that we can validate projections and develop data.

There are a few points that need to be emphasized in doing your planning:

- The first point is to remind you that the projections need to take into account the appropriate skill mix for the mission we envision in the years ahead as well as considering budget and organizational trends. This is in contrast to simply looking at replacing attrition. We need to be proactive in replacing skill areas less in demand with high demand skills. For instance, we have been directed to no longer use the Outdoor Recreation Planner, GS-023 Series, for Recreation Specialist positions, because this series describes planning analysis work that we do not perform. The WO suggests we start using the GS-0401 series, possibly interdisciplinary with the GS-0101 Series.
 - Again we want to emphasize the goal that 50 percent of our new hires be entry-level trainees, SCEPs, or interns. This is a major difference from our past hiring patterns and again merits your attention to attain this commitment. Also consider the orientation, training, and mentoring needs of these entry-level employees to attain their full performance level and to help in retention.
 - The emphasis on entry-level new hires should be used to our best advantage to increase the diversity of our workforce.
 - The Regional Workforce Plan sets the direction for our staffing efforts to bring in new employees. We are refining a Regional Workforce Implementation Plan that will improve coordination of outreach, recruitment, and candidate selection all leading to expedited hiring. The Regional Workforce Team is working with Human Resources in the Regional Office to help improve success in meeting our workforce management objectives.
 - The RLT Workforce Planning Team has designated "sponsors" for each Forest and the Regional Office to assist the units in developing a meaningful workforce plan. These individuals can assist with understanding of the objective, strategy, and information needed:
-

Northern Province: Tony Montana and Dan Duefrene
Sierra Cascade: Jim Pena and Larry Sandoval
IBET: Jim Stapleton and Margaret Pasholk
Southern Sierra: Jock Olney
Southern California: Margaret Pasholk
Regional Office: Margaret Pasholk

Please email Workforce Plans, including Enclosure 2 (SCEP/STEP and Entry Level Trainee information), and Enclosure 4, "Unit Workforce Analysis," to Jock Olney (jolney@fs.fed.us). If you have any questions on your submission, please contact Jock Olney at (707) 562-8742.

/s/ Gilbert J. Espinosa (for)

JACK A. BLACKWELL

Enclosure 1

WORKFORCE PLANNING ASSUMPTIONS FOR FY 2004

Strategic Plan. Update workforce plans to support the USDA Forest Service Focus Items. In addition to major technology changes, influences impacting workforce planning and projecting hiring needs for the future include:

- Healthy Forests Initiative
- National Fire Plan
- Benefits to Communities
- Invasive Species
- Grazing Management

Other national initiatives include the President's Management Agenda with goals in:

- Strategic Management of Human Capital
- Competitive Sourcing
- Improved Financial Performance
- Expanded Electronic Government
- Budget and Performance Integration

Major Service-wide Recruitment initiatives place a high priority on Fire. This includes Firefighter hires ("MEL"), support hires related to Fire ("non-MEL"), all specifically funded by Fire (National Fire Plan). There has been a strong commitment toward 50% of new hires to be, STEPs, SCEPs, and entry levels Trainees).

Appropriations Trends. Forest Service appropriations for FY 1998-2004 follow:

FY	USFS Appropriation	FTE Ceiling	FTE Actual Use
FY 1998	\$3,504,847,000	36,311	34,789
FY 1999	\$3,443,767,000	34,984	34,366
FY 2000	\$3,506,983,000	35,614	35,079
FY 2001	\$5,087,659,000	35,390	35,389
FY 2002	\$4,916,241,000	35,390	36,704
FY 2003	\$4,586,839,000	35,479	35,479 (ceiling)
FY 2004 (President's Budget)	\$4,057,972,000	34,254	N/A

FY 2004 Projections and Beyond. After the dramatic budget increases in Fire in FY 2001, there are no expected increases in appropriated dollars in subsequent years. Increased efficiencies and effectiveness will substantially drive how future budgets are reviewed and approved by the President and the Congress. Inflation and greater contribution toward employee benefits will result in a slight "real" budget decline each year. Based upon the budget and FTE information above, funding is

expected to be a key constraint in subsequent years, not FTE's. With the FTE ceiling for FY 2004 below that of FY 2003, we can expect FTE's to be closely scrutinized in the next several years. Competitive sourcing and efficiencies expected are a significant factor in this expected reduction in FTE's.

FY 2004 Program Planning. Outyear programs should be projected at slightly reduced funding with only partial adjustment for uncontrollable costs. While total funding will likely decrease, it can be expected that some change in specific activities will occur to meet FS Annual Performance Plan goals. Projecting appropriations beyond one year is difficult, especially at the budget line-item level. Funding for some programs may increase, but such increases are typically offset by decreases in other areas. Competitive sourcing may impact IT infrastructure and some Wage Grade positions.

Budget: In 1997, the Congress passed the Balanced Budget Act setting overall Federal discretionary budget caps through FY 2002. In effect, these caps established flat budgets for most discretionary programs with only modest increases for inflation. As a result, appropriations for the Forest Service have remained relatively flat. For FY 2003 and beyond, the Balanced Budget Act is no longer in effect. The Congress and Administration are in a significant debate over the level of deficit spending that will be allowed during the next several years. As a result it is difficult to project any significant increases for the foreseeable future. General observations about recent Forest Service budget trends include the following:

- Discretionary program have been funded at relatively flat levels and are expected to continue to do so in FY 2002 and beyond;
- Increases in funding for the National Fire Plan were provided as "emergency" appropriations in FY 2001. This funding is expected to continue in FY 2004 as part of the Agency's base budget;
- No additional major program shifts are expected for FY 2004;
- Continued declines in permanent appropriations and trust fund levels are expected.

Some key annual budget outputs include:

National Outputs	FY99 Actual	FY00 Actual	FY01 Actual	FY02 Estimate	FY 03 Estimate
Watershed Improvements (acres)	35,562	29,868	23,946	21,256	22,006
Hazardous Fuels (MM acres)	1,280	772	1,361	1,384	1,715
R5 Timber volume offered (MMCF)	437	322	720	400	350
Terrestrial habitat imp (M acres)	283	192	246	284	286
Streams Improved	2,194	1687	2355	2306	2,315

Consistent with the President's Management Agenda, the Forest Service is developing a workforce restructuring plan that will ultimately be the basis for determining an appropriate organizational structure that effectively meets the Forest Service's mission objectives. The plan will fully integrate various elements of the President's agenda, including improving wildfire management budgeting, streamlining Forest Service operations, improving land acquisition performance measures, increasing the use of performance-based service contracting, and expanding on-line procurement and e-government. We expect these initiatives to have additional budget impact, particularly as the agency strives to improve its decision-making, promote innovation, and increase the use of contracting.

National Forest System Allocation. The Regional Foresters and Deputy Chiefs for NFS and SPF have decided that Regions 5 and 6 will see reduced funding beginning in FY 2004.

Organization Trends. The agency will continue to reorganize offices. Some initiatives impacting FS organizations include:

- Reduce the number of positions in the Washington Office and Regional Offices
- Reduce numbers of managers and supervisors
- Delegate authority to the lowest reasonable level
- Increase accountability
- Ensure equitable competition activity in accordance with A-76
- Reduce fixed [administrative] costs
- Changes in program emphasis
- Streamline organizations

In Region 5 we want Forests to adopt the model organization for Administration. A similar effort is needed for the resource programs.

Competitive Sourcing. Although the potential impacts of competitive sourcing are uncertain at this point because we have not yet determined the outcome of this year's studies or heard complete details on what the Executive Leadership Team has decided to study in the next few years, we do know that there will be a continuing need for the Forest Service to maintain technical expertise in all areas. The number of computer specialists to be retained is uncertain, so please factor into your attrition considerations and replacement needs the 30% reduction we have been told to anticipate as an average workforce reduction for a Most Efficient Organization (MEO).

We do not ask for blue collar projections, so maintenance work done by Wage System positions is not addressed in our workforce planning. For maintenance work in Roads or Fleet not performed by Wage System positions, please factor in the same 30% reduction as discussed above since these full studies also have MEO's. For other maintenance work in Grounds, Facilities, and Trails, we have no percentage factor to give you for consideration because these are studies based on our current workforce structure. If decisions are made before mid-September about future studies, then use the same 30% factor for any series that might be affected by those studies unless directed otherwise.

The Chief has just announced the Executive Leadership Teams decisions regarding competitive sourcing (CS) and business process re-engineering (BPR) studies to be conducted in FYs 2004-2007. Further details defining these studies should be released soon. Hopefully you will have this information before your Workforce Plans are completed. It also schedules some 'reverse A-76' studies starting in FY 2004, but no details were provided. The following tables show when and what program areas will be studied.

Activity	Approximate FY 2004 FTE's
1. Human Resource Management (BPR)	900
2. Financial Management (CS and BPR)	200
3. Forest Inventory and Analysis data collection (CS)	100
4. Engineering Design (CS)	100
5. Inventory and Monitoring Institute (CS)	15
Total	1,315
6. Over achievement of FY 2003 target (CS)	700
Total	2,015
FY 2004 target	2,022

Activity	Approximate FY 2005 FTE's
1. Financial Management (CS and BPR)	1,800
2. Select Computer Applications	100
4. Communications	100
Total	2,000
FY 2005 target	2,022

Year and Activity	Approximate FTE's
FY 2006 Fire Management (CS and BPR)	2,022
FY 2007 Fire Management (CS and BPR)	1,011
Total studies, all years	10,103
Total target, all years	10,116

FS Employment Trends. Forest Service workforce plans need to maintain a balance to accommodate the increase in current workforce attrition. Retirements will continue to increase. Attrition for reasons other than retirement may also increase. External recruitment of mid-career employees may become increasingly difficult, and backfilling vacancies with retirement age candidates will only make the looming wave of retirements bigger, with less new talent in the pipeline to replace them.

Human Resources (HR) Guideposts for FY 04 Workforce Planning. All unit workforce planning activities should be done with a view to balance new hires with new skill needs, while taking into account enriching and diversifying skills of the current workforce. Effective human capital planning calls for workforce structures that reflect a diversity in skills, disciplines and grades, and should include a blend of other strategies to meet mission needs. Smart workforce planning involves seeking input from other sources (union/ management, partnering, diversity of employee representation), especially when assessing changes, impacts of future work, workload, etc.

The following HR suggestions are offered to units:

- Hire additional future-oriented IRM skills, recognizing the environment where competition with private industry and other agencies remains high for specialized IRM skills such as web/internet development, network, system administration, and database administration (ORACLE).

- Find or build skills to effectively deal with restoration, conservation of threatened/endangered/sensitive species, infrastructure restoration and maintenance, watershed planning, and increased complexity in commodity programs. Find or build skills in accounting, budget, mediation, interpersonal skills, contracts and agreements.
 - Increase entry-level hiring. Few new permanent FS employees are under age 25. The FY 02 and 03 goal of hiring 50% of new hires at entry levels will be continued for FY 04. Units should balance remaining hiring activity with mid- and senior-level recruitments.
 - Increase use of Student (STEP/ SCEP) appointments: Seize hiring opportunities available through FS' Strategic Hiring Initiatives. FY 2004 hiring goals are to increase FS access to pools of quality candidates, emphasizing hires from multicultural and underrepresented groups. Some initiatives even offer funding and support if certain criteria is met.
 - Expand use of non-permanent appointments (Temporary, Term, Seasonal) where work supports it.
 - Increase use of non-traditional excepted hiring authorities [including Persons with Disabilities, Veterans, etc.]
 - Utilize different ways of doing business: Contract out, explore partnership opportunities, consolidate offices, partner with others to increase sharing specialists or other special support in concert with OMB A-76 requirements.
 - Look beyond unit or agency boundaries to build stewardship capacity. Increase partnerships and collaborate with other agencies, academia, industry, conservation organizations, private land owners, and interested citizens.
 - Increase skills base of the on-board workforce. Consider providing cross-training and rotational opportunities; tuition assistance, education or other opportunities for development. These may work as incentives to help retain top employees.
 - Partner to enhance the quality of outplacement assistance and improve transition efforts.
-

*Instructions for Enclosure 2***GUIDANCE AND INSTRUCTION:**
FY 03 KNOWN SCEP, STEP, ENTRY LEVEL VACANCIES

Please identify all SCEP, STEP and entry-level vacancies in their geographic area on Enclosure 2 (Workforce_Plan_Enclosure_2.xls). This information will help recruiting teams recruit for you. Local units will continue to make their own selections.

Please read these revised instructions carefully.

Practical distinctions between SCEPS, STEPS and Entry Level positions are provided for convenience:

--A SCEP (Student Career Experience Program) is an appointment that requires students be registered at least as a half-time student in a degree, diploma, certificate, etc., program. Students can be enrolled in degree programs up through the Doctoral level. SCEP students are hired to work in a field related to their degree. Different from other temporary/non-permanent appointments, a SCEP appointment carries a heavier agency commitment to convert the student to permanent upon graduation.

--A STEP (Student Temporary Employment Program) is a temporary appointment. The STEP requires students to be enrolled part-time in a degree program, or other training/education program. STEPS do not have to be hired in their chosen degree field.

--Entry Level recruiting is typically for permanent appointments. For example, a GS-11 or 12 position recruited at entry levels would be recruited at the GS-5/7 level. However, there are a few exceptions: for example, when recruiting for a GS-13 Researcher position, to solicit applications from PhD candidates, an 'entry level' recruitment may be GS-9/11/12.

The following discussion distinguishes this request from other similar human resource reporting requirements:

The request for FY 03 SCEP, STEP and Entry Level Vacancies" list (Enclosure 2) differs from what is requested by the Workforce Plan (Enclosure 4). The Workforce Plan seeks realistic *numerical* projections for most permanent vacancies, by program, for the coming fiscal year and five years. Enclosure 2 focuses on *known* SCEP, STEP, and entry-level vacancies including location and contact details to facilitate outreach recruitment.

Spreadsheet Instructions:

Enclosure 2 (Workforce_Plan_Enclosure_2.xls) emphasizes key information about each vacancy, including the type of appointment and actual work location. Although the format has been pre-set to accommodate consolidated regional reporting, an additional column is included for optional local use. The spreadsheet is not intended to capture all details on every vacancy. It provides a starting point from which further additional information, communication for recruitment team plans/activities can occur.

Units are to forward Enclosure 2 through channels for consolidation at the Regional HR Office. Questions may be directed to Jodi Stewart at (707) 562-8808.

Please use the following as a checklist prior to reporting vacancies on Enclosure 2:

- **Do not list under entry-level vacancies positions that will be filled with SCEP or STEP appointments.**
- Do not list SCEP vacancies that anticipate STEP conversions.
- Do not list Entry Level vacancies that anticipate SCEP conversions.
- List all other SCEP and STEP vacancies, **including those that could be recruited through MWSI, etc.**

Instructions follow for each information field on Enclosure 2:

POSITION

--Title: Enter classification title of position. For SCEPs, enter title of Target position.

Don't list a title that is not congruent with the target series. If the position could be filled in more than one series, show it as interdisciplinary.

--Series: Enter 4 numeric digits for the GS classification series. For example, GS-343 would be "0343". Use the Target series when identifying SCEP positions rather than x99.

--Grade: Enter the highest grade level that management wishes to fill the vacancy using two digits. For example, a GS-7 would be "07".

--Mo/Yr Start Date: Enter the Month and Year of management's desired start date for this opening. For example, December 2002 would be Dec 02; March of 2003 would be Mar 03; and so on.

APPT TYPE

Enter the number of openings in the appropriate appointment type column (i.e., SCEP, STEP, or Entry Level). If one STEP of a certain title/series will be hired at a certain Forest/District/ranger station work location, enter the number "1" in the STEP column. If three of the same type (same title, series, etc.) are to be hired for that same location, put a "3" in the STEP column. **Do not report SCEP and STEP redundantly under Entry Level vacancies.**

LOCATION

--Region: 05

--State: CA

Duty Station/Work Location: Identify the duty station, and actual work location, particularly if the work is located in a place other than the official duty station.

CONTACT

HR Contact: Enter the HR contact for this vacancy in the block spaces specified, including area code and phone number, area code and fax number, and email address.

MISC/COMMENT

For optional use to enter 'other' pertinent information. **Please note here if you have a name request for the vacancy.**

Sample Enclosure 2

POSITION							LOCATION			CONTACT INFORMATION				Misc/Comments
Title	GS Series	Grade	Mo/Yr Start Date	SCEP	STEP	Entry Level	Rgn	State	Duty Station Work Location	HR Contact	Phone #	Fax #	Email	
Ecologist	0408	07	06/03	1			05	CA	Happy Camp, CA	Mary Woods	315/278-1820	315/278-1804	mwoods@fs.fed.us	Name Request: Rocky Waters
Contract Specialist	1102	05/07	03/03			2	05	CA	Redding, CA	Mike Peoples	530/242-2275	530/242-2275	mpeoples@fs.fed.us	
Hydrologist	1315	09	05/30		1		05	CA	Aracdia, CA	Win Yu	626/574-5236	626/574-5230	wyu@fs.fed.us	Housing available.

*Enclosure 3*UNIT WORKFORCE PLANNING (WFP) DIRECTIONS
AND SPREADSHEET INSTRUCTIONS

Introduction

Each Forest and Regional Office Staff must complete a Workforce Plan for their own organization. Workforce plans and recruitment projections being requested are to be based upon workforce planning activities conducted by each unit that consider the assumptions, guidance and projections provided in this memorandum.

Plan Development. Plans should be developed with the involvement from management, human resources, civil rights, and unit partnership councils, as appropriate. Those without formal councils should include union or employee representation in the development of projections. In making the projections, use the assumptions in Enclosure 1, known local budget/targets, and projected attritions. Plans should also be consistent with Affirmative Employment Program (AEP) and Federal Equal Opportunity Recruitment (FEORP) Plans.

Workforce Analysis Spreadsheet Instructions, Enclosure 4. Please do not modify the format of this spreadsheet. Use this spreadsheet to identify all projected permanent and SCEP hires for FY 2004, and for FY 2004-FY 2008. **This year we want you to identify on Enclosure 4 all permanent vacancies you plan to hire and not just those from external sources.** Also remember your five year projected hiring includes your one year projections. A few Forests last year projected fewer hires in their five year projections than their one year projections.

The spreadsheet file named *Workforce_Plan_Enclosure_4.xls* is attached and will be referred to as Enclosure 4 throughout these instructions. When you open this file, you'll find the workbook is organized into three worksheets. The worksheet tabs are named: *ADMN*, *PROF*, and *TECH*. On each worksheet you'll find a table divided into columns "A" through "L". The Workforce Plan for your unit will be completed by entering data into columns on each worksheet. You do not need to add any data to the summary sheet that is used for consolidation purposes.

You will only be able to enter data into certain fields (columns). Other fields perform calculations and are locked. It is important that you do not change the format in any way except to enter data into those fields that are not locked. The data merge is dependent on a consistent format.

Attrition projections were derived based on Forest Service experience for each series or group of series. Attrition includes numbers of employees who retire plus the number of employees who leave the agency for other reasons. Use these projections as general guidance.

1. Execute Focus Report

First, run the Focus report (APLPM001) in FS Library to determine your unit's current staffing. When the Focus report asks for "DATE KEY 1"(yymmdd), enter the date you run the report (no spaces between numbers). For instance, if you run the report on August 7, 2003, enter 030807.

2. Prepare Spreadsheet for Data Entry

- Upon entering the spreadsheet (Enclosure 4), be sure to enter your unit name, the preparer's name, and the date prepared in the light turquoise box in the upper left-hand corner of the *ADMN* worksheet.

- First and foremost: enter the results from your APLPM001 report into spreadsheet columns **A**, **J**, and **K**, based on the instructions described for these 3 columns below. Filling in A, J and K first will prompt calculations to be generated in other columns: these are provided as information to assist units in developing their estimates.

3. Data Entry for WFP Spreadsheet: A description of each column and instructions follow:

- **COLUMN A (*Current #*).** Enter the current number of permanent employees for each series or group of series listed in the Focus Report's "SER TOT" (Series Total) column.
 - **COLUMN B (*Projected Attrition*).** This column automatically calculates a statistically-based one-year average rate of attrition for the series or group of series. This information is provided for units toward developing their hiring estimates. Do not attempt to enter data into this column.
 - **COLUMN C (*Projected Non-Entry Level Hires*).** Enter the number of permanent non-entry level positions you intend to fill. Projected hires are defined as existing funded vacancies that the Service expects to hire.
 - **COLUMN D (*Projected Entry Level Hires*).** Enter the number of permanent entry-level positions you intend to fill. "Entry level" hires would generally be GS-3/4 for clerical/technical, and GS-5/7/9 for professional/administrative positions. Entry level for scientific positions (at PhD level) may be at GS-9/11. This column should not exceed Column E, Total Permanent Projected Hires.
 - **COLUMN E (*FY 03 Total Permanent Projected Hires*).** This calculated column totals the projections entered into Column C (Entry Level) and Column D (Non-Entry Level) hires. This should reflect the total number of hires projected which Forest Service expects to hire.
 - **COLUMN F (*Fire Hires*).** Enter the number of permanent hires reported in Column E that are "Fire" positions [i.e., funded by Fire to implement the National Fire Plan (NFP)]. For your information, this includes the approximately 600 developmental positions targeted by FS.
 - **COLUMN G (*Projected SCEP Hires*).** Enter the number of **new** SCEP (Student Career Experience Program) positions you intend to fill. SCEP hires should not be included in any other column.
 - **COLUMN H (*Projected 5-Year Attrition*).** This column automatically calculates a 5- year average rate of attrition for permanent workforce in this series or group of series. This information is provided as an advisory to units when developing estimates to be entered into Column I. Do not attempt to enter data into this column.
 - **COLUMN I (*5-Year Projected Hires*).** Using the attrition projection from Column H, plus the unit's expectations for the next five years, enter the number of permanent hires needed for each series or group of series. **The total 5-year projection figure entered in Column I needs to include the one year projection entered in Column E.**
-

- **COLUMN J (50+ Years).** Enter the current number of permanent employees age 50 years or older in this series or group of series. This is derived from the “ALL 50 and UP” column in the Focus report.
 - **COLUMN K (55+ Years).** Enter the current number of permanent employees age 55 years or older in this series or group of series. This is derived from the last column of the Focus report titled “ALL 55 AND UP”.
 - **COLUMN L (50-54 Years).** The spreadsheet calculates the number of employees ages 50 to 54 in this column. Do not enter data into this column.
4. **Saving Data.** Save your spreadsheet input often. The first time from the File menu, click “Save As” and in the dialog box type the file name *[Your Unit] WFPlan 2004*, and click on “Save.” An example of a unit file name is, *Inyo WFPlan 2004*. After saving it once, you only need to select “Save” from the File menu, rather than “Save As”.
 5. **Forward Data to Region/Station HR (or Equivalent) Office.** All units are requested to ensure submissions are cleared through management channels before forwarding completed spreadsheets to their respective Regional Human Resource Office (or equivalent) for final review and spreadsheet consolidation.

Consolidate Reports. The Regional Human Resources Office will merge the data from the Forests and Regional Office Staffs to create a consolidated Regional Workforce Plan.

Enclosure 4

Enclosure 4 - Unit Workforce Analysis

Administrative

Unit (R/S/A/I):	R5
Prepared by:	Jock Olney
Date:	10-16-03

Occupation	Series	1 Year Projection								5 Year Projection		Current			
		Current #	Projected Attrition	Non		Total		Fire Hires	SCEP s	Projected Attrition	Project ed Hiring	50+ Years	55+ Years	50-54 Years	Under- Representa tion
				Entry-Level Hiring	Entry-Level Hiring	Projected Hiring	Hiring								
Recreation Personnel	0023	19	4	1	0	1	0	1	18	1	7	3	4	See R5 under-representation on the R5 website, under R5 RO Staffs, Civil Rights, and on the right side of the web page find Outreach Targets under the AEPP heading.	
Civil Rights	0201, 0212, 0230, 0235	91	17	9	4	13	0	3	83	30	44	20	24		
	0260	23	4	4	1	5	0	1	18	7	16	6	10		
General Administration	0301	40	7	2	1	3	0	0	31	8	20	15	5		
Information Technology	0334, 2210	100	13	1	0	1	0	0	66	6	45	20	25		
Line Manager	0340	85	11	4	0	4	0	0	56	26	50	17	33		
Administrative Officer	0341	8	1	1	0	1	0	0	4	1	3	1	2		
Support Services	0342	30	3	4	0	4	0	0	14	7	15	11	4		
Program Analyst	0343	16	2	0	0	0	0	0	8	3	6	4	2		
Telecommunications	0391	11	4	2	0	2	0	0	18	7	9	5	4		
Financial	0501, 0505	43	5	6	0	6	0	1	25	11	28	13	15		
Budget Analyst	0560	42	3	4	1	5	0	0	17	13	20	12	8		
Public Affairs	1035, 1071, 1082, 1084	53	4	7	4	11	0	2	24	20	25	7	18		
Realty	1170	19	2	2	2	4	0	0	11	6	12	3	9		
Inspect/Invest/Compliance	1801	3	3	0	0	0	0	0	8	0	2	2	0		
Criminal Investigator	1811	0	0	0	0	0	0	0	0	0	0	0	0		
Transportation Operations	2150	15	1	0	0	0	0	0	7	3	10	3	7		
Totals		598	82	47	13	60	0	8	408	149	312	142	170		
Percent of Total		100%	14%	7.9%					68%	25%	52.17%	23.75%	28.43%		

Representation Codes:	Women	Men
African-American	AAW	AAM
Hispanic	HW	HM
White	WW	
Asian	AW	AM
Asian Pacific American	APAW	APAM
American Indian	AIW	AIM

Persons With Disabilities - PWD

Listing is indicative of a manifest absence.

Bold is indicative of a conspicuous imbalance.

Enclosure 4 - Unit Workforce Analysis

Professional

Unit (R/S/A/I):	R5
Prepared by:	Jock Olney
Date:	10-16-03

Occupation	Series	1 Year Projection							5 Year Projection		50+ Years	55+ Years	50-54 Years	Current Under-Representation
		Current #	Projected Attrition	Non Entry-Level Hiring	Entry-Level Hiring	Total Projected Hiring	Fire Hires	SCEPs	Projected Attrition	Projected Hiring				
Social Science, Economist	0101, 0110	9	2	0	0	0	0	0	8	2	6	5	1	See R5 under-representation on the R5 website, under R5 RO Staffs, Civil Rights, and on the right side of the web page find Outreach Targets under the AEPP heading.
Archeology	0193	68	16	11	1	12	0	3	81	20	35	17	18	
General Biology	0401	141	12	26	2	28	2	1	64	63	53	16	37	
Ecology	0408	18	2	3	0	3	0	1	11	10	7	4	3	
Entomology	0414	6	2	1	0	1	0	0	8	2	4	3	1	
Botany	0430	36	3	4	3	7	0	1	13	10	8	4	4	
Plant Pathology	0434, 0435	6	1	0	0	0	0	0	3	3	4	3	1	
Range Conservation	0454	28	3	0	3	3	0	2	14	10	10	3	7	
Forestry	0460	347	50	46	14	60	1	19	253	115	193	82	111	
Soil Science	0470	22	1	5	2	7	0	2	7	5	10	4	6	
Fisheries Biologist	0482	44	2	3	1	4	0	4	12	7	12	3	9	
Wildlife Biologist	0486	88	6	8	4	12	0	7	34	32	25	8	17	
Accountant	0510	19	3	0	1	1	0	7	13	16	7	5	2	
General Engineering	0801	3	0	0	1	1	0	0	2	1	1	1	0	
Landscape Architect	0807	28	5	1	0	1	0	1	25	4	14	9	5	
Civil Engineering	0810	101	12	8	5	13	0	7	59	31	44	26	18	
Contracting	1102	32	5	3	0	3	0	0	23	2	21	12	9	
Physical Science	1301	1	0	1	0	1	0	0	2	1	1	1	0	
Hydrology	1315	54	6	4	4	8	0	3	32	13	18	10	8	
Chemistry	1320	0	0	0	0	0	0	0	0	0	0	0	0	
Geology	1350	21	4	1	1	2	0	2	22	6	14	8	6	
Cartography	1370	6	1	2	0	2	0	0	4	2	4	3	1	
Land Surveying	1373	12	3	1	0	1	0	0	14	5	9	5	4	
Math, Statistics	1515, 1529, 1530	2	0	0	0	0	0	0	0	0	1	0	1	
Vocational Training	1710, 1740	0	0	0	0	0	0	0	0	0	0	0	0	
Totals		1092	139	128	42	170	3	60	701	360	501	232	269	
Percent of Total		100%	13%	11.7%					64%	33%	45.88%	21.25%	24.63%	

Representation Codes:	Women	Men
African-American	AAW	AAM
Hispanic	HW	HM
White	WW	
Asian	AW	AM
Asian Pacific American	APAW	APAM
American Indian	AIW	AIM

Persons with Disabilities - PWD
 Listing is indicative of a manifest absence.
Bold is indicative of a conspicuous imbalance.

Enclosure 4 - Unit Workforce Analysis

Technical & Clerical

Unit (R/S/AI):	R5
Prepared by:	Jock Olney
Date:	10-16-03

Occupation	Series	1 Year Projection				Total Projected		5 Year Projection		Age Groups			Current Under-Representation		
		Current #	Projected Attrition	Non Entry-Level Hiring	Entry-Level Hiring	Hiring	Fire Hires	SCEPs	Projected Attrition	Projected Hiring	50+ Years	55+ Years		50-54 Years	
Social Science	0102	5	2	0	0	0	0	0	7	0	3	3	0	See R5 under-representation on the R5 website, under R5 RO Staffs, Civil Rights, and on the right side of the web page find Outreach Targets under the AEPP heading.	
Social Service	0186	0	0	0	0	0	0	0	0	0	0	0	0		
Personnel Assistant	0203	47	4	4	2	6	0	1	18	6	16	6	10		
Miscellaneous Clerical	0303, 0304, 0305, 0318, 0326	212	38	15	11	26	0	2	190	46	100	55	45		
Computer Clerk	0332, 0335	20	6	0	0	0	0	0	27	1	14	9	5		
Biology Technician	0404	21	2	2	0	2	0	0	12	5	8	4	4		
Range Technician	0455	1	0	1	0	1	0	1	0	2	1	0	1		
Forestry Technician	0462	2568	140	172	46	218	296	166	733	487	470	130	340		
Financial Technician	0503	6	0	0	1	1	0	0	3	1	2	1	1		
Accounting Technician	0525	49	9	4	4	8	0	0	45	12	30	16	14		
Engineering Technician	0802	143	22	13	9	22	0	0	108	38	108	59	49		
Surveying Technician	0817	9	2	1	1	2	0	1	9	2	7	3	4		
Electronics	0856	39	5	0	0	0	0	0	25	3	17	8	9		
Legal Exam	0963	7	1	0	2	2	0	0	6	1	3	2	1		
Information Technician	1001	99	22	8	4	12	0	0	109	31	59	36	23		
General Business	1101	67	9	5	2	7	0	0	47	12	39	24	15		
Purchasing	1105	24	5	1	0	1	0	0	23	1	16	8	8		
Procurement	1106	13	2	0	0	0	0	0	11	0	7	4	3		
Hydrology	1311, 1316	14	1	1	0	1	0	0	6	4	7	2	5		
Cartography	1371	20	3	0	0	0	0	1	12	4	9	6	3		
Law Enforcement Officer	1802	1	0	0	0	0	0	0	0	2	0	0	0		
Supply Clerk	2005	10	1	2	0	2	0	0	4	2	6	2	4		
Aircraft Operations	2181	9	2	4	0	4	0	0	9	4	3	1	2		
Totals		3384	275	233	82	315	296	172	1405	664	925	379	546		
Percent of Total		100%	8%	7%					42%	20%	27.33%	11.20%	16.13%		

Representation Codes:	Women	Men
African-American	AAW	AAM
Hispanic	HW	HM
White	WW	
Asian	AW	AM
Asian Pacific American	APAW	APAM
American Indian	AIW	AIM

Persons with Disabilities - PWD
 Listing is indicative of a manifest absence.
Bold is indicative of a conspicuous imbalance.

SUMMARY ANALYSIS OF THE ()s' WORKFORCE PLANNING DATA

	Current #	1 Year Projection					5 Year Projection									
		% of Total	Projected Attrition	% of Current	Projected Hiring	% of Attrition	Projected Attrition	% of Current	Projected Hiring	% of Attrition	50+ Years	% of Current	50-54 Years	% of Current		
Admin.	598	11.8%	82	13.7%	60	73.1%	408	68.1%	149	36.6%	312	52.2%	142	23.7%	170	28.4%
Prof.	1092	21.5%	139	12.7%	170	122.3%	701	64.2%	360	51.3%	501	45.9%	232	21.2%	269	24.6%
Tech.	3384	66.7%	275	8.1%	315	114.7%	1405	41.5%	664	47.2%	925	27.3%	379	11.2%	546	16.1%
Total	5074		496	9.8%	545	109.9%	2514	49.5%	1173	46.7%	1738	34.3%	753	14.8%	985	19.4%

	Non Entry-Level Hiring	% of Hiring	Projected Entry-Level Hiring	% of Hiring	Projected Fire Hiring	% of Hiring	Projected SCEPs Hiring	% of Hiring
Admin.	47	78.3%	13	21.7%	0	0.0%	8	13.3%
Prof.	128	75.3%	42	24.7%	3	1.8%	60	35.3%
Tech.	233	74.0%	82	26.0%	296	94.0%	172	54.6%
Total	408	74.9%	137	25.1%	299	54.9%	240	9.5%

Administrative			
Series	Current #	1 Year Hires	Growth Decline
0023	19	1	-14.3%
0201, 0212, 0230, 0235	91	13	-4.3%
0260	23	5	6.2%
0301	40	3	-8.8%
0334	100	1	-12.1%
0340	85	4	-7.9%
0341	8	1	2.5%
0342	30	4	4.1%
0343	16	0	-9.6%
0391	11	2	-14.5%
0501, 0505	43	6	2.7%
0560	42	5	3.7%
1035, 1071, 1082, 1084	53	11	12.4%
1170	19	4	10.5%
1801	3	0	-97.6%
1811	0	0	0.0%
2150	15	0	-8.6%
TOTAL	598	60	-3.7%

Professional			
Series	Current #	1 Year Hires	Growth Decline
0101, 0110	9	0	-18.8%
0193	68	12	-5.9%
0401	141	28	11.2%
0408	18	3	4.7%
0414	6	1	-10.4%
0430	36	7	12.1%
0434, 0435	6	0	-8.8%
0454	28	3	1.3%
0460	347	60	2.9%
0470	22	7	26.0%
0482	44	4	4.1%
0486	88	12	6.3%
0510	19	1	-9.0%
0801	3	1	19.1%
0807	28	1	-14.9%
0810	101	13	1.1%
1102	32	3	-4.9%
1301	1	1	64.2%
1315	54	8	2.9%
1320	0	0	0.0%
1350	21	2	-11.8%
1370	6	2	18.6%
1373	12	1	-14.7%
1515, 1529, 1530	2	0	-2.5%
1710, 1740	0	0	0.0%
TOTAL	1092	170	2.8%

Technical & Clerical			
Series	Current #	1 Year Hires	Growth Decline
0102	5	0	-30.3%
0186	0	0	0.0%
0203	47	6	5.2%
0303 thru 0326	212	26	-5.6%
0332, 0335	20	0	-27.7%
0404	21	2	-1.9%
0455	1	1	99.4%
0462	2568	218	3.1%
0503	6	1	8.4%
0525	49	8	-2.4%
0802	143	22	0.2%
0817	9	2	3.2%
0856	39	0	-12.9%
0963	7	2	11.8%
1001	99	12	-10.2%
1101	67	7	-3.5%
1105	24	1	-14.9%
1106	13	0	-17.8%
1311, 1316	14	1	-1.0%
1371	20	0	-12.5%
1802	1	0	-2.2%
2005	10	2	13.2%
2181	9	4	22.6%
TOTAL	3384	315	1.2%

Appendix B.2 Consolidated Regional Workforce Plan Letter

United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)

File Code: 6100
Route To:

Date: April 9, 2004

Subject: Regional Workforce Plan for FY 2004 to FY 2008

To: Forest Supervisors and Directors

The attached file is the consolidated Regional Workforce Plan for FY 2004 to FY 2008. While you have been using your Forest's/Staff's Workforce Plan to help plan your outreach and recruitment efforts, we thought the consolidated Regional Plan might further help us all see the looming attrition and need to get new entry-level employees into the pipeline. It can also help us see where skill gaps may be developing. Within our budget constraints, we need to try to focus on hiring the next generation of employees while we still have experienced employees to develop them. The next five years will see many of our most experienced employees retiring. In some series most of the current employees will be eligible to retire. This attrition additionally helps us meet the goals and intent of our Hispanic Settlement Agreement.

We realize that each Forest's/Staff's input into this Regional Plan was generated last Fall before we had accurate budget information, and unanticipated vacancies have occurred since then. Now that we know what our current year's budget will be, we should reexamine and refine our hiring objectives for the year to meet our long term needs.

Early in June we plan to send out next year's workforce planning call letter, requesting your plans by the end of July, for consolidation and review by the Regional Workforce Planning Team. This will allow good lead time to plan effective outreach and recruitment for the upcoming year.

If you have any questions about the current consolidated plan or want to discuss next year's workforce planning process, you may contact any of the members of the Regional Workforce Planning Team (Jim Pena (Chair), Margaret Pasholk, Mary Weiss, Janet Brandt-Jackson, Larry Sandoval, Tony Montana, Jim Stapleton, and Jock Olney).

/s/ Vicki A. Jackson (for)
JACK A. BLACKWELL

Regional Forester

Enclosure

Appendix B.3 Outreach Activity Summary Report

Region 5 Unit Outreach Performance Activity	Organizations	# of Unit Events Attended	# of Students Reached	# Of Resumes Received	Remarks
Bill Otani					
Asian Community Liaison	Colleges				
		7	4020	172	Encouraged them to use online process for applications
	Community Organizations				
		5	933	45	Encouraged on line application
	Professional Organizations				
		5	1976	2	
	Other Contacts / Networks				
		3	1538	66	
Angeles					
	Colleges				
		1	30	12	
	Community Organizations				
		0	0	0	
	Professional Organizations				
		0	0	0	
	Other Contacts / Networks				
Cleveland					
	Colleges				
		4	2100	0	
	Community Organizations				
		1	600	0	
	Professional Organizations				
		2	2000	0	No. of Students reached is an estimate.
	Other Contacts / Networks				
		1	2000		Descanso Crew Five & San Marcos High Sch. Career Day. No. of students reached is an estimate.
El Dorado					No activities occurred during the reporting period.
	Colleges				
	Community Organizations				
	Professional Organizations				
	Other Contacts / Networks				
Inyo					
	Colleges	0	0	0	0
	Universities	0	0	0	0
	Community Organizations	0	0	0	0
	Professional Organizations	0	0	0	0

Region 5 Unit Outreach Performance Activity	Organizations	# of Unit Events Attended	# of Students Reached	# Of Resumes Received	Remarks
	Other Contacts / Networks	Ongoing	Outreach through efforts for filling positions.	Unknown but expected that many (hundreds) of students are reached;	Unknown; assumption that Forest is receiving resumes/applications from at least some students who hear about our jobs.
Klamath					
	Colleges				
	Attended Cal Poly & OSU	4	1100		
	Community Organizations				
	Professional Organizations				
		We are currently working on a contact with Mississippi.			
	Other Contacts / Networks				
Lassen					
	Colleges				
		3	240	38	No. of students reached is an estimate.
	Community Organizations				
		1	15	0	
	Professional Organizations				
		0	0	0	
	Other Contacts / Networks				
		3	13		Adult Classes - English as a second language & Hispanic education-night class.
Los Padres					
	Colleges				
	Community Colleges: Monterey Peninsula, Hartnell, Cuesta, Allan Hancock, West Hills			No way of tracking where responses generated from.	No attendance to report. Informal contact is maintained (i.e., e-mail, fax, phone) when outreach for specific positions is conducted.
	Community Organizations				
	Initial contacts made with following (most have fees or already have links to USAJobs)				
	Professional Organizations				
	Other Contacts / Networks				
	i.e. Wildland Fire, IM Diversity, The Riley Guide, EcoEmploy, Cyber-Sierra, Women in Fire, National Asso. Of Hispanic Firefighters.				
Lake Tahoe Basis Management Unit					
	Colleges				
		8	329	175	70% are women and minorities
	Community Organizations				

Region 5 Unit Outreach Performance Activity	Organizations	# of Unit Events Attended	# of Students Reached	# Of Resumes Received	Remarks
		1	8	8	100% of students reached are women and minorities
	Professional Organizations				
	Other Contacts / Networks				
Mendocino					
	Colleges				
	Mendocino College (two branches)	1/2004 - 3/2004	150	7	Mailed announcements and phone conversation with students
	Universities				
	Humboldt University	1/2004 - 3/2004	50	3	Personal contacts by temps that attend the university.
	Community Organizations				
	Various Community Organizations (see Mendocino's report)	1/2004 - 3/2004	0	1	Mailed announcements
	Professional Organizations				
	Other Contacts / Networks				
	Various High Schools and Community Organizations	1/2004 - 3/2004	9	214	Hand delivered and mailed announcements.
Modoc					No activities occurred during the reporting period.
	Colleges				
	Community Organizations				
	Professional Organizations				
	Other Contacts / Networks				
Plumas					
	Colleges				
	Porterville & Reedly	2	58		Total includes resumes or interest questionnaires.
	Community Organizations				
	U.C. Davis	2	350	58	Students didn't have resumes available
	Professional Organizations				
	National Hispanic Environmental Council	1			Scheduled to attend
	Other Contacts / Networks				
	Plumas County EDD Job Fair & Feather River Ranger District Open House	3			Several diverse communities were contacted and represented; Mong and Hispanic some Native American and African Americans
San Bernardino					No activities occurred during the reporting period.
	Colleges				
	Community Organizations				
	Professional Organizations				

Region 5 Unit Outreach Performance Activity	Organizations	# of Unit Events Attended	# of Students Reached	# Of Resumes Received	Remarks
	Other Contacts / Networks				
Sequoia					
	Colleges				
	Community Organizations				
	Professional Organizations				
	The Emerging Hispanic Presence, the 9th Annual National Association of Hispanic Firefighters Convention in Denver	6	12	Unknown - Used Automated Applications.	
	Other Contacts / Networks				
	Regional Occupation Program - Porterville High and Sequoia NF Firefighters Program (Blue Card)	3	197	Unknown - Used Automated Applications	
Sierra					New FCRO EOD in March.
	Colleges				
	Community Organizations				
	Professional Organizations				
	Other Contacts / Networks				
Shasta Trinity					
	Colleges/Universities				
		8	120	Received names of approx. 111 contact names, potentially hiring about 6.	
	Community Organizations				
	Shasta Cty. RAC Mtgs. & Trinity County Job Fair	3	120	100 HS students, 50 from community	
	Professional Organizations				
	Forest Svc. Council,	2	125		
	Other Contacts / Networks				
	Various Community Celebrations	12	8,811	46 total contact names, most contacts were under 18 years old.	
Six Rivers					
	Colleges/Universities				
		10	3447	Received names of approx. 20 interested students, potentially hiring 4.	See actual report for specific outreach efforts made.
	Community Organizations				

Region 5 Unit Outreach Performance Activity	Organizations	# of Unit Events Attended	# of Students Reached	# Of Resumes Received	Remarks
		2	Unknown		
	Professional Organizations				
		1	27		
	Other Contacts / Networks				
		6	2,620		
Stanislaus					
	Colleges/Universities				
	Delta & Modesto Colleges, Modesto & Columbia Junior Colleges, and U.C. Davis	5	750		
	Community Organizations				
	Professional Organizations				
	Other Contacts / Networks				
		2	500		
Tahoe N.F.					
	Colleges/Universities				
		7	329	175	70% women & minorities
	Community Organizations				
		1	8	8	100% women & minorities
	Professional Organizations				
	Other Contacts / Networks				
Regional Office					
	Colleges/Universities				
		31			
	Community Organizations				
		9			
	Professional Organizations				
		9			
	Other Contacts / Networks				
		26			
Region Grand Total	Grand Total	200	34,585	984	

APPENDIX C***Appendix C.1: FY 2004 Student Career Experience Program Update***

United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)

File Code: 6130
Route To:

Date: March 31, 2004

Subject: FY 2004 Student Career Experience Program (SCEP) Update

To: Forest Supervisors and Directors

This letter is an update to the current SCEP recruitment process, and requests information from units regarding the 106 Regional SCEP opportunities identified in FY 2004 Workforce Plan responses.

Recruitment for those opportunities was divided into two phases. Phase I involved use of applicant pools identified and distributed to units by the contracted Regional Student Program Manager. Please verify the selections currently listed in Enclosure 1 and report any additional selections you have made in column "A."

Phase II involves the use of applicant pools developed by a national SCEP recruitment bulletin, which closed in February 2004. Applications from that recruitment effort will be forthcoming to units within the next week. Placement of any veterans will occur in advance of that distribution. The Region will also be forwarding any additional applications received from the Central California Consortium initiative, led by Jim Oftedal, and the UC – Davis Initiative Liaison, Kimo Kimokeo. Some units have indicated that they are no longer able to commit to opportunities previously identified in the workforce plan. In Enclosure 1, column "A," please identify which opportunities your unit will not be filling this fiscal year, with an explanation in column "K."

The contract previously held for the Regional Student Program Manager has expired. Responsibility for the Regional Student Program, which includes student temporary, career, and SCEP apprentice opportunities, has been assigned to the newly formed Settlement Agreements staff. Janet Brandt-Jackson will now take the lead for that program and can be reached at (707) 562-8726, or jbrand-jackson@fs.fed.us.

The Region currently has approximately 90 SCEP students on board. Please note that a significant change has been made from previous years and Regional funds will **no longer** be "earmarked" for student academic/tuition fees and their first work experience.

Tuition assistance for current students, who are **not** participants in one of the multicultural workforce strategic initiatives, will end on June 30, 2004, and will become the responsibility of their assigned units. Unit Human Resources and Budget staffs were provided this information in an earlier enclosed email dated December 29, 2003, from John De La Torre, Director of Program Development and Budget.

FY 2004 Student Career Experience Program (SCEP) Update

2

Our student career recruitment program provides the Region with an opportunity to increase diversity and build our future workforce. The goal of this Region is to have a baseline of 250 SCEP students at any one time. This year is a capacity-building opportunity to begin to move towards that goal. Please send verification of your student placements and remaining opportunities to Lajuana Wilson at lajuanawilson@fs.fed.us. Questions regarding this letter should be directed to Janet Brandt-Jackson.

/s/ Julena D. Pope (for)
JACK A. BLACKWELL

Regional Forester

Enclosures

Enclosure 1

REGION 5 ESTABLISHED FY 04 SCEP, STEP, ENTRY LEVEL TRAINEE POSITIONS (10/31/2003)

1/1/2004

	FOREST	POSITION TITLE	GS SERIES	GRADE	Mo/Yr START DATE	SCE P	Duty Station WORK LOCATION	CONTACT INFORMATION HR CONTACT	Misc/Comments
	Angeles	Forestry (Recreation)	Aid 462	2	3-Oct	0	LOS ANGELES RD	R. Smith (626) 574-5236	
CASTANEDA, CHRISTINA	Angeles	Contract Spec(Reassigned)	1299	3/4/5/7/9		1	So. Arcadia	Rose Smith Ann 626-574-5236	
	Angeles	Forestry (Recreation)	Aid 462	2	3-Oct	1	SC/MRRD	Rose Smith Ann 626-574-5236	
	Angeles	Forestry (Recreation)	Aid 462	2	3-Oct	1	SGRRD	Rose Smith Ann 626-574-5236	
	Angeles	Forestry (Recreation)	Aid 462	3	3-Oct	1	SC/MRRD	Rose Smith Ann 626-574-5236	
	Angeles	Forestry (Recreation)	Aid 462	3	3-Oct	1	SGRRD	Rose Smith Ann 626-574-5236	
FURUNO, CARLY GOMBEN, PETE	Angeles	Landscape Arch	899	5/7/2009	9-Jul	1	So. Arcadia	Raina Fulton	
	Cleveland	Natural Resource/	401			1			
	Eldorado	Archeologist	193	5,7,9	4-May	1	Placerville	Cheryl Dorosh 530-642-5188	
	Eldorado	Civil Engineering Tech	899	5,7,9	4-May	1	Placerville	Cheryl Dorosh 530-621-5288	Employee/Labor Relations
LEHWALD, HOWARD BUENO, ANITA	Inyo	Engineering Aid	802	4	4-Jun	1	Bishop	Connie Williams 760-873-2443	NR Howard Lehwald
	Inyo	Landscape Arch	899	5/7/2009	1-Jul	1			
	Klamath	Accountant	510	7		1	Yreka, California	Bill Cuningham 530-841-4480	
	Klamath	Engineer	810	7		1	Yreka, California	Bill Cuningham 530-841-4480	
	Klamath	Fire Ecologist	408/401	5,7,9		1	Yreka, California	Bill Cuningham 530-841-4480	
	Klamath	Forester	460	7		1	Yreka, California	Bill Cuningham 530-841-4480	
	Klamath	Forester	460	7		1	Fort Jones, California	Bill Cuningham 530-841-4480	
	Klamath	HR Specialist	201	7		1	Yreka, California	Bill Cuningham 530-841-4480	
	Klamath	Wildlife Biologist	486	7	4-May	1	Macdoel, California	Bill Cuningham 530-841-4480	
ROACH, LESLIE NOT FILLED	Klamath	Range Conservationist	454	7		1	Fort Jones, California	Bill Cuningham 530-841-4480	
	Lassen	Fisheries Biologist	482	9	3-Nov	1	Susanville, CA	Nancy McBeen 530-283-7826	
	Lassen	Forester	460	9	4-Jan	1	Chester, CA	Nancy McBeen 530-283-7826	
FILLED	Lassen	Forester (Fuels)	460	9	4-Jan	1	Fall River Mills, CA	Nancy McBeen 530-283-7826	
	Lassen	Forestry Tech (Timber)	462	5	4-May	1	Fall River Mills, CA	Nancy McBeen 530-283-7826	
SABLE, KURT	Lassen	Hydrologist	1315	9-Jul		1	Almador RD	Nancy McBeen 530-283-7826	
	Lassen	Soil Scientist	470	9	4-Jan	1	Susanville, CA	Nancy McBeen 530-283-7826	
FILLED	Lassen	Wildlife Biologist	486	9	4-Jan	1	Fall River Mills, CA	Nancy McBeen 530-283-7826	
SANCHEZ, TANIA	Lassen/AD D ON	Wildlife Biologist	486	9	4-Jan	1	Amador RD	Nancy McBeen 530-283-7826	
	Los Padres	Geologist / Hydrologist	1350/1315	7	see note	1	SO (Goleta, CA)	Rosa Martinez Sotelo 805-961-5717	
	LTBMU	Soil Scientist (Eco Systems)	470	9	?	1	South Lake Tahoe	Whitney Gonzales 530 543 2692	Ecosytems
	LTBMU	Wildlife Biologist (Eco Systems)	486	9	?	1	South Lake Tahoe	Whitney Gonzales 530 543 2692	Ecosytems
CHIN, SUE	Modoc	Botanist	430	4	4-May	1	Alturas	Nancy McBeen 530-283-7826	
ON HOLD	Modoc	Forester Trainee	460	4	4-May	1	Alturas	Nancy McBeen 530-283-7826	
	Modoc	Soils Scientist	470	5,7,9	4-May	1	Alturas	Nancy McBeen 530-283-7826	NR-Anita Villalovos
FILLED	Plumas	Archeologist	193	5	4-Jun	1	Blairsden	Nancy McBeen 530-283-7826	
VANPETTEN, SARA	Plumas	Cartographic Tech.	1371	5	3-Oct	1	Quincy, CA	Nancy McBeen 530-283-7826	
ALVAREZ, DAWN	Plumas	Fisheries Biologist	482	7	3-Oct	1	Quincy, CA	Nancy McBeen 530-283-7826	

REGION 5 ESTABLISHED FY 04 SCEP, STEP, ENTRY LEVEL TRAINEE POSITIONS (10/31/2003)

1/1/2004

	FOREST	POSITION	GS		Mo/Yr		Duty Station	CONTACT INFORMATION	Misc/Comments
SEYMORE, ANN	Plumas	Forestry Techncn/Resource S	462	4	4-Jun	1	Oroville, CA	Nancy McBeen (530) 283-7826	
	Plumas	Forestry Techncn/Trails	462	4	4-Jun	1	Oroville, CA	Nancy McBeen (530) 283-7826	
	Plumas	Forestry Techncn/Trails	462	4	4-Jun	1	Oroville, CA	Nancy McBeen (530) 283-7826	
WELLS, WILLIAM	Plumas	Hydrologist	1315	5	4-Jun	1	Quincy, CA	Nancy McBeen 530-283-7826	
KUHN, TIM	Plumas	Hydrologist	1315	5	4-Jun	1	Blairsden, CA	Nancy McBeen 530-283-7826	
GADDIS, HALLI	Plumas	Biological Techncn(Plants)	455	4	4-Jan	1	Blairsden, CA	Nancy McBeen (530) 283-7826	
CISNEROS, MARIA	Plumas	Wildlife Biologist	486	5	4-Jun	1	Oroville, CA	Nancy McBeen 530-283-7826	
	RO/CR	EEO Specialist	260	11	3-Dec	1	Vallejo	Renee Reed (510) 559-6126	
	RO/FAM/NZ	Forestry Tech (Recreation)	462	4	4-Jan	1	McClellan	Wendy Yun 707-562-8928	
TO KLAMATH/FUNDED	RO/NR	Range Conservationist	454	5	4-Jun	1	SHASTA TRINITY NF	Jim Schackelford	RO position placed on forest
TO ?????	RO/NR	Range Conservationist	454	5	4-Jun	1	SIERRA NF	Jim Schackelford	RO position placed on forest
	San Bernadino	Forester	460	11	4-Jan	1	San Bernadino	Carol Beckley 2667	2 positions to be filled.
	San Bernadino	Forestry Technician	462	9	4-Mar	1	San Bernadino	Carol Beckley 2667	3 positions to be filled.
	San Bernadino	Hydrologist	1315	11	4-Jan	1	San Bernadino	Carol Beckley 2667	
WORKING ON	San Bernadino	Land Surveyor	817	9	4-Jun	1	San Bernadino	Carol Beckley 2667	
BIERCE, PAMELA	San Bernadino	Public Affairs	1035	4/5/7/9	4-Apr	1	Lytle Creek	Carol Beckley 909 382 2667	
	Sequoia	Forester - Fuels	408/401/460	9	4-Jun	1	Springville,CA	Pat Beck 559-784-1500	
	Sequoia	Forester - Timber	460	9	4-Jun	1	Kernville,CA	Pat Beck 559-784-1500	
	Sequoia	Range Conservationist	454	9	3-Mar	1	Springville,CA	Pat Beck 559-784-1500	
	Shasta-Trinity	Fishery Biologist	482	9		1	South Fork Mgmt. Unit	Linda Boyd (530)242-2330	
	Shasta-Trinity	Forester	460	9		1	SO Ecosystems	Linda Boyd (530)242-2330	
MAUER, NATASHA	Shasta-Trinity	H.R. Specialist	201	9		1	SO Human Resources	Linda Boyd (530)242-2330	
	Sierra	Archeologist	193	5,7,9	4-May	1	Prather, North Fork	Michael Perez 559-297-0708	
	Sierra	Engineering Tech	802	5,7,9	5/5/2003(1)	1	Clovis, CA	Michael Perez 559-297-0708	
	Sierra	Fisheries Biologist	482	5,7,9	4-May	1	Prather, North Fork, CA	Michael Perez 559-297-0707	Forest Recruitment Source, student w/ Sophomore status.
	Sierra	Forester	460,401	5,7,9	4-May	1	Prather, North Fork, Clovis, CA	Michael Perez 559-297-0708	
	Sierra	GIS Specialist	1301/401/150	5,7,9	5-May	1	Clovis, CA	Michael Perez 559-297-0708	
	Sierra	Landscape Arch	807	5,7,9	4-May	1	Clovis, CA	Michael Perez 559-297-0708	
	Sierra	LEO	1802	5,7,9	5-May	1	North Fork, CA	Michael Perez 559-297-0708	
	Sierra	PAO	1035	5,7,9	4-Jan	1	Clovis, CA	Michael Perez 559-297-0708	
	Sierra	Range Conservationist	454	5,7,9	4-May	1	Clovis, CA	Michael Perez 559-297-0708	
	Sierra	Realty Specialist	1170	5,7,9	7-May	1	Clovis, CA	Michael Perez 559-297-0708	
MASON, ROB	Sierra	Wilderness Mgr	460,401	9	4-May	1	Prather, CA	Michael Perez 559-297-0708	Name Request: Robert Mason
NOT FILLING	Six Rivers	Civil Engineer	810	5	4-Jun	1	Eureka, California	Tony Montana 707-441-3555	
NOT FILLING	Six Rivers	Civil Engineer	810	5	4-Jun	1	Eureka, California	Tony Montana 707-441-3555	
	Stanislaus	Admin Support Asst.	303	5	4-May	1	Calaveras RD/Hathaway	Jeanne Taylor 209 532-3671	Pattey Clarey/supervisory

REGION 5 ESTABLISHED FY 04 SCEP, STEP, ENTRY LEVEL TRAINEE POSITIONS (10/31/2003)

1/1/2004

	FOREST	POSITION	GS		Mo/Yr		Duty Station	CONTACT INFORMATION	Misc/Comments
	Stanislaus	Budget Analyst	560/501	11	4-May	1	Pines SO/Sonora, CA	Jeanne Taylor 209 532-3671	contact Ron Borda/ supervisory contact
JUAREZ, ANTONIO	Stanislaus	Civil Engineer	810 / 819	9	4-May	1	SO/Sonora, CA	Jeanne Taylor 209-532-3671	Sue Warren/supervisor y contact
FILLED	Stanislaus	Forester (Sale Admin)	460	9	4-May	1	Mi-Wok RD/Mi-Wok CA	Jeanne Taylor 209 532-3671	Ann Denton/supevisory contact
	Stanislaus	Forestry (Silviculture)	Tech 462	5	4-May	1	Groveland RD/Groveland	Jeanne Taylor 209 532-3671	John Swanson/ supervisory contact
	Stanislaus	Forestry (Silviculture)	Tech 462	5	4-May	1	Groveland RD/Groveland	Jeanne Taylor 209 532-3671	John Swanson/ supervisory contact
	Tahoe	Fire Ecologist	401/408	5	4-Jun	1	Nevada City	Ann Melton (530) 478-6174	
CANCELLED	Tahoe	Geologist Hydrologist	/ 460/1315 /1350	5	4-Jun	1	Camptonville	Ann Melton (530) 478-6174	will consider other series, ie 460, 1315
	Tahoe	Wildlife Biologist	486	5	4-Jun	1	Nevada City	Veronica Jones (530) 478-6175	
	Angeles	Forestry (Recreation)	Aid 462	4	3-Oct	2	SGRRD	Rose Ann Smith 626-574-5236	
HUYNR, MAURICE BOWEN, RUDOLPH JOW, MICHAEL	Plumas	Forester(Timber)	460	5	4-Jun	2	Blairsden, CA	Nancy McBeen 283-7826 (530)	
	Plumas	Forester (Lands)	460	5	4-Jun	2	Blairsden, CA	Nancy McBeen 283-7826 (530)	
	Plumas	Forester	460	5	4-Jun	2	Quincy, CA	Nancy McBeen 283-7826 (530)	
GALLYER, LISA	Sierra	Wildlife Biologist	486	5,7,9	4-May	2	Prather, North Fork	Michael Perez 559-297-0706	NR: Lisa Gallyer
	Angeles	Forestry (Recreation)	Aid 462	4	3-Oct	3	LOS ANGELES RD	Rose Ann Smith 626-574-5236	
	Angeles	Forestry (Recreation)	Aid 462	4	3-Oct	3	SC/MRRD	Rose Ann Smith 626-574-5236	
KRALLIAN, CRYSTAL	Plumas	Forester	460	5	4-Jun	3	Oroville, CA	Nancy McBeen 283-7826 (530)	
	RO/HR	HRSpec	201			3		Rose Ann Smith 626-574-5236	
	Angeles	Forestry (Recreation)	Aid 462	3	3-Oct	4	LOS ANGELES RD	Rose Ann Smith 626-574-5236	

All in the State of CA

Enclosure 2

John De La Torre

12/29/2003 04:44 PM To: pdl r5 hrr5@FSNOTES, pdl r5 budget contacts@FSNOTES

cc: Jodi Stewart/NONFS/USDAFS@FSNOTES

Subject: SCEP Enrollees and FY 2004 Academic Assistance and Salaries

Here is the list of SCEP students as of September 30, 2003 that were identified to be covered under the approved R5 Student Program Earmark Budget (combination of the Human Resources and Civil Rights programs). [Please see attached: John_SCEP_Attachment.xls.]

A letter is in the process of being finalized. My understanding is that the letter will confirm earlier RF direction on the selection of additional SCEP's (up to a total of 250) and provide each Unit with SCEP targets for FY 2004 -- much of which is based on current staffing and also Unit estimates of what you can support. With many students now in the process of finalizing their academic needs for the spring session, this note is intended to help clarify the funding situation.

As for funding, the FY 2004 Regionwide-Earmark is expected to pay for:

- SCEP Salaries through PP 26 in CY 2003 or PP 1 in CY 2004 (the letter mentioned above will finalize this guidance)
- Academic assistance through the fall 2003/spring 2004 academic year ending in June

Other SCEP students have been selected after 9/30/2003, but I believe the intention was to have these new FY 2004 SCEP students covered out of local (Forest or RO) budgets. If your understanding is different than this, please let us know.

Thanks. John

JOHN DE LA TORRE
 USDA Forest Service, Region 5
 Program Development and Budget
 Voice: 707-562-9028
 Fax: 707-562-9052
 Email: jdelatorre@fs.fed.us

Enclosure 3

REGION 5 SCEPs (non fire) ACADEMIC ASSISTANCE
 Period of January 1, 2004 through June 30, 2004

UNIT	NAME	TITLE	Override (0521) JOB CODE	SCEP STUDENT ACADEMIC ASSISTANCE PAPER WORK DONE & PAID BY:
Angeles	Lopez, Ricardo	Civil Engineer	IDP4C1	Converted
Angeles	Loxley, Jon	Eng. Techncn	IDP4C1	Converted
Angeles	Stanton Florea	Fire Information Officer	IDP4C1	Forest
Angeles	Van, Kelley	Accountant	IDP4C1	Converted
Angeles	Voung, Holly	Wildlife Biologist	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Cleveland	Dedrick Davis	Student Trainee Soil Scientist	IDP4C1	Forest
Cleveland	Porras, Benjamine	Student Trainee Civil Engineer	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Cleveland	Tashima, Eric	Student Trainee Civil Engineer	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Eldorado	Curren, Tera L.	Stdnt Trn (MnrIs)	IDP4C1	Forest
Eldorado	Marsolais, Jeffrey A.	" " (Forestry)	IDP4C1	Forest
Eldorado	Perez, Marissa	" " (For Tech/Fire)	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Eldorado	Rossi, Melanie	" " (Geog)	IDP4C1	Forest
Eldorado	Ta, An Cuong	" " (For Tech)	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Eldorado	Walsh Golla, Dana	" " (Forestry)	IDP4C1	Forest
Eldorado	Watkins, Eddie	" " (Civ Engr)	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Inyo	Madrid, Kendrah	Recreation	IDP4C1	HISPANIC NATIONAL INITIATIVE
Inyo	Schactell, Erik	NR/GIS	IDP4C1	Converted
Inyo	Swarz, Heather	Range Mgmt	IDP4C1	Forest
Klamath	Capozza, Togan	Recreation	IDP4C1	Forest
Klamath	Cisneros, Orus	Public Affairs	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Klamath	Ormes, Jacob	Civil Engineering	IDP4C1	Forest
Klamath	Parkin, Lisa	Forestry	IDP4C1	Forest
Klamath	Young, Marc	Forestry	IDP4C1	Forest
Lassen	Lucero, CJ	Archeologist	IDP4C1	Forest
Lassen	Flannigan, Kirk	Recreation	IDP4C1	Forest
Lassen	Patterson, Ian	Engineer	IDP4C1	Forest
Lassen	Robbins, Coye	Wildlife Biology	IDP4C1	Conversion-
Lassen	Foote, Ryan	Fishery Biology	IDP4C1	Forest
Lassen	Suarez, Moises	Range Mgmt	IDP4C1	Conversion-
LTBMU	Decker, Diane	Forester	IDP4C1	Converted
LTBMU	Muskopf, Sarah	Fishery Biologist	IDP4C1	Forest
LTBMU	Patton, Ashley	Natural Resource/Business	IDP4C1	Forest
LTBMU	Ritter, Kevin	Foretry Techncn	IDP4C1	Forest
LTBMU	Seams, Erika	Accounting	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
LTBMU	Truijillo, Zachary	Civil Engineer	IDP4C1	BY R5 STUDENT PROGRAM ADMIN

REGION 5 SCEPs (non fire) ACADEMIC ASSISTANCE
 Period of January 1, 2004 through June 30, 2004

UNIT	NAME	TITLE	Override (0521) JOB CODE	SCEP STUDENT ACADEMIC ASSISTANCE PAPER WORK DONE & PAID BY:
LTBMU	Wenzel, Alexandria	Forester Rec Planner 1016	IDP4C1	UC DAVIS NATIONAL INITIATIVE
Mendocino	Billups, Amy	Engineering Trainee	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Mendocino	Blackmon, Catherine	Accounting Trainee	IDP4C1	Forest
Mendocino	Brown, Alex	Engineering Trainee	IDP4C1	Forest
Mendocino	Cooney, Helayna	Wildlife Bio.Trainee	IDP4C1	Forest
Mendocino	Haupt, Benjamine	Forester Trainee	IDP4C1	Forest
Mendocino	Kinzie, Tara	Inform. Spec. Trainee	IDP4C1	Forest
Mendocino	Likens, Patricia	Archeology Trainee	IDP4C1	Conversion-
Mendocino	Senger, Mark	Forester Trainee	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Modoc	Adkison, Vicki	Archeologist	IDP4C1	Forest
Modoc	Forrest, Erika	Hydrologist	IDP4C1	Forest
Modoc	Pearson, Christina	Range Mgmt	IDP4C1	Forest
Modoc	Tierney, Andrew	Fire Ecologist	IDP4C1	Forest
Plumas	Arieta, Diane	Forestry Tech	IDP4C1	Forest
Plumas	Beard, Christy	Nat Res (GIS)	IDP4C1	Forest
Plumas	Carpenter, Katherine	Wildlife Biology	IDP4C1	HASKELL NATIONAL INITIATIVE
Plumas	Graham, Shayna	Resource Officer	IDP4C1	Forest
Plumas	Berry, Johnathan	Engineer	IDP4C1	Forest
Plumas	Juris, Ruth	Occ Health/Safe	IDP4C1	Forest
Plumas	Luce, Andrea	Engineer	IDP4C1	Forest
Plumas	Memott, Lara	Hydrologist	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Plumas	Nielsen, Shannon	Botanist	IDP4C1	Forest
Plumas	Pass, James	Forester	IDP4C1	Forest
Plumas	Pence, Morgan	Fire Ecologist	IDP4C1	Forest
Plumas	Rady, Brian	Forester	IDP4C1	Forest
Plumas	Scurlock, Megan	Engineer	IDP4C1	Forest
Plumas	Stewart, Beth	Forester	IDP4C1	Forest
San Bernadino	Savage-G, Sara	Forestry	IDP4C1	Forest
San Bernadino	Sedillos, Angela	Archaeology	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
San Bernadino	Stamps, Andrew	Wildlife Biology	IDP4C1	Converted
San Bernadino	Fells, Carmen	Wildlife Biology	IDP4C1	1890 National Initiative
San Bernadino	Direen, Joshua	Civil Engineer	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Sequoia	Courter, Joshua	Hydrologist	IDP4C1	Forest
Sequoia	Easterday, Brooke	Archaeology	IDP4C1	Forest
Sequoia	Landucci, Peter	Civil Engineer	IDP4C1	Converted
Sequoia	Young, Yvonne	Hydrologist	IDP4C1	Forest
Shasta-Trinity	Eller, Mike	Civil Engineering	IDP4C1	Forest

REGION 5 SCEPs (non fire) ACADEMIC ASSISTANCE				
Period of January 1, 2004 through June 30, 2004				
UNIT	NAME	TITLE	Override (0521) JOB CODE	SCEP STUDENT ACADEMIC ASSISTANCE PAPER WORK DONE & PAID BY:
Sierra	Cisneros, Ricardo	Ecologist Trainee	IDP4C1	Converted
Sierra	Fox, Ron	Engineering Trainee	IDP4C1	Converted
Sierra	Garcia, Robert	Information Specialist Trainee	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Sierra	Mason, Rob	Wilderness Manager Trainee	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Sierra	Mogge, Maria	Archeologist Trainee	IDP4C1	Forest
Sierra	Moreno, Rosa	Engineering Trainee	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Sierra	Teves, Stephen	Contracting Specialist Trainee	IDP4C1	Forest
Six Rivers	Mendoza, Angelica	Wildlife Biologist	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Six Rivers	Benson, Martin	Civil Engineering	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Six Rivers	Castenda, Christena	HR Specialist	IDP4C1	Forest
Six Rivers	Wardensky, Cody	Civil Engineering	IDP4C1	Forest
Six Rivers	Dresser, Adam	Hydrologist	IDP4C1	Forest
Six Rivers	Fuller, Laura	Fisheries	IDP4C1	Forest
Six Rivers	Jones, Jeff	Natural Resources/Ecology	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Six Rivers	Jones, Sarah	Archeology	IDP4C1	Conversion-
Six Rivers	Kozlowicz, Benjamin	Geology	IDP4C1	Forest
Six Rivers	Sullivan, Alicia	Forestry	IDP4C1	Forest
Stanislaus	Arroyo, JoAnna	Wildlife	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Stanislaus	Poulson, Alice	Wildlife	IDP4C1	Forest
Stanislaus	Juarez, Antonio	Civil Engineering	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Tahoe	Bianchini, Kari	Std.Trn.Engrg.	IDP4C1	Forest
Tahoe	Bowdoin, Kelly	Std.Trn.Forestry	IDP4C1	Forest
Tahoe	Hill, Sarah	Info. Asst.	IDP4C1	Forest
Tahoe	Hurtado, Gizelle	Std.Trn.Wildlife	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Tahoe	Teater, Daniel	Std.Trn.Fish.	IDP4C1	Forest
Tahoe	Thode, Andrea	Ecologist	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
Tahoe	Wood, Amber	Std.Trn.Acctg.	IDP4C1	Forest
RO/Finance	Garcia, Ben	Accounting	IDP4C1	Forest
RO/Finance	Peace, Natalie	Accountancy	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
RO/ISM	Calimquim, John	Telecomm	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
RO/PD&B	Ng, Mark	Accountancy	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
RO/PUF	Ishikata	Architect	IDP4C1	BY R5 STUDENT PROGRAM ADMIN
RO	Zhang, Eric	GIS	IDP4C1	UC DAVIS NATIONAL INITIATIVE
RO/PA&C	Ayala, Martha	Public Affairs	IDP4C1	BY R5 STUDENT PROGRAM ADMIN

Appendix C.2: FY 2004 Regional Student Career Experience Program Strategy

United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)

File Code: 6130
Route To: (1700)

Date: April 2, 2004

Subject: Regional Student Career Experience Program (SCEP) Strategy

To: Forest Supervisors and Directors

REPLY DUE MAY 3, 2004

This letter clarifies the Regional SCEP strategy discussed at the October Regional Leadership Team meeting. The strategy includes several components listed below, which will help achieve the 250 SCEP baseline goals that I have set for the Region. Some components of this strategy are already in place; all of the components will be operational no later than the start of FY 2005.

Improved Regional Program Management and Coordination

Management of the Regional student program has moved to the Settlement Agreements staff. Janet Brandt-Jackson will serve as program manager, and will coordinate all Regional student-related activities associated with SCEP, STEP, apprenticeship, campus career/job fairs, recruitment team deployment, associated training, etc.

Regional (Centralized) Placement Coordination

All potential student applications will be routed through the Settlement Agreements staff, which will then qualify and distribute applications to units for selection. I am not restricting the Forest Supervisors' authority and flexibility to make selections, but, rather, closely monitoring applicant pools associated with SCEP and other student-related appointments.

Streamlined Processes and Improved Coordination with Units

The student program manager will be reviewing current processes to improve their consistency, standardization, and speed. Further direction will be provided, once that review has been completed. Because the program manager will be centrally brokering placements, there will be closer communication and coordination with the field throughout the hiring process, the student's tenure (to evaluate the student's success), and the conversion process.

The Sierra Cascade Province has designated one of their Human Resources Operations team members as the Province student coordinator. This model has worked well, and we encourage other units to consider doing the same. **As a part of the "reply due," please designate who your unit's primary student recruitment coordinator will be.** That person will be the primary point of contact for our Regional SCEP manager.

Allocation of Regional Workforce Plan Student Targets

After review of the SCEP submissions from the workforce planning process, our Regional Workforce Team will, if necessary, proportionately allocate additional SCEP slots to facilitate our move towards the 250-baseline goal.

Regional Staff Directors' Oversight

Regional staff directors will assist Forest staff in identifying skill needs, in supporting the establishment of developmental positions, and in providing input regarding the best training/mentoring sites. The student program manager will work closely with the appropriate Regional staff director and Civil Rights before distribution of any applications to the field for selection and placement.

Additional Outreach and Recruitment Support

We will continue to use the Multi-Cultural Workforce Student Initiative (MWSI) liaisons, including James (Kimo) Kimokeo of UC-Davis as a source of diverse applicants. Kimo conducts outreach and recruitment for Asian/Pacific Islanders on the UC-Davis campus, as well as other universities and colleges nationwide.

The Fresno-based Central California Consortium program, led by Jim Oftedal, has been expanded to assist in increasing our applications from the Hispanic and other under-represented communities in the state of California. Jim has jurisdiction at seven college campuses: Cal State University (CSU)-Fresno, CSU-Bakersfield, CSU-Stanislaus, Fresno City Community College, Reedley Community College, Merced Community College, and soon will be working with Cal Poly-San Luis Obispo. Jim, Kimo, and other MWSI liaisons will work closely with Janet to ensure coordination.

Units wishing to send representatives to UC-Davis, or campuses with which Jim Oftedal is affiliated, must coordinate with Kimo or Jim in advance. All other campus visits, whether within or outside of the state of California, must be coordinated in advance through Janet Brandt-Jackson. We have received concerns from colleges and universities and other Regions that multiple R5 Forest Service unit personnel are once again visiting them at the same or different time with no scheduling coordination. This is not cost-effective, and students and campus administrators find it frustrating and confusing.

In addition to using our Level II recruiters, we are in the process of contracting external outreach and recruitment services for the Region, which will include identification of student applicants.

This fiscal year represents a capacity-building year that will move us towards our goal of 250 SCEP students. I appreciate all of the assistance you have already provided towards that goal. Your response should be directed to Janet Brandt-Jackson at jbrandtjackson@fs.fed.us, or (707) 562-8726.

/s/ Julena D. Pope (for)
JACK A. BLACKWELL

Regional Forester

cc: James Oftedal, Jame Kimokeo, pdl r5 fcros, pdl r5 hrr5

Appendix C.3: Washington Office HR Staff Functional Assistance Trip Recommendations and Region's Response

Response to USDA FS HRM Functional Assistance Trip to R5
June 17 – 19, 2003

Roles and Responsibilities for addressing these recommendations were placed into the Regional Strategic Outreach and Recruitment plan. Human Resources, Civil Rights, and the Regional Leadership Team are all responsible for different portions of the implementation of these recommendations.

Recommendations:

1. **Emphasis on Hiring Outcomes:** The Regional Forester has continued to emphasize this message on multiple conference calls and at meetings with the Regional Leadership Team. Actual statistical analysis and discussion of results is occurring during this year's midyear performance reviews.
Responsible Parties: Regional Forester Team and Civil Rights Staff
 2. **Role of Civil Rights Organization:** Role expectations are included in the Regional Strategic Outreach and Recruitment Plan. EEOC issued new MD-715 direction, without the accompanying implementation direction. Census Bureau issued Census 2000 figures, but EEOC has not given Federal agency direction. Civil Rights staff is completing 2004 Affirmative Employment Plan without this new direction. A Civil Rights assessment has been conducted by a contractor, and the new Civil Rights Director will be reestablishing roles and responsibilities for the entire Civil Rights program later in 2004.
Responsible Parties: Regional Forester Team, Civil Rights staff, EEOC, and WO Civil Rights Staff
 3. **On-the-Spot Job Tentative Job Offers at Job Fairs:** No Regionally coordinated job fairs have occurred since this recommendation. At least one tentative job offer was made by our Level II recruiter at the Presidential Management Fellows Job Fair in Washington D.C. earlier this month. That offer is now unable to be consummated because a veteran has expressed interest in the same position. Veterans' preference entitlements do make it more difficult for us to make such offers. Region 3 is piloting this approach, and we hope to learn from them (with the assistance of the Washington Office) how we might successfully do this, while ensuring that OPM's Merit Principles and veteran's entitlements are not violated.
Responsible Party: Human Resources Staff, Selecting Officials, and Level II Recruiters
 4. **Place all available recruitment sources into database:** We have entered all currently known recruitment sources into our External Outreach and Recruitment Database.
Responsible Party: Regional Recruitment Coordinator
 5. **Address Communication Protocols with HSA Monitor:** The Region 5 Settlement Agreement Liaison, Sadie Aragon, is our single point of contact for both Settlement Agreements. Marci Seville was informed last year that Sadie is responsible for coordinating information requests and responses to both the Monitoring Council and Marci Seville. We have encouraged Marci to ask for information through our Liaison, Sadie Aragon.
-

Responsible Party: Regional Forester Team

6. **Recognize Line Managers:** Midyear evaluations include commendations for Forest Supervisors and Staff Directors who have been particularly effective in their hiring results. The Civil Rights staff initiated a Positive Incentives for Civil Rights performance award program that can be used for this purpose, and the current Regional Forester Awards Program also has Civil Rights categories available for such recognition.

Responsible Party: Regional Forester Team, with assistance from Civil Rights

7. **Coach Managers on Available Non-Competitive Employment Options, as well as Recruitment/Retention Bonuses:** Such coaching is done daily, as opportunities arise. The Region has taken advantage of offering recruitment and retention bonuses where applicant shortages exist and will continue to encourage Forests to take advantage of this recruitment tool.

Responsible Parties: Human Resources and Civil Rights staffs throughout the Region

8. **Increase the number of SCEP Opportunities to about 200 slots:** The Regional Forester set a goal of 250 SCEP slots, excluding the Firefighter Apprentice SCEPS. The Regional Workforce Planning Team added additional SCEP allocations to units in order to increase the projected hiring needs to achieve this goal. The Regional Leadership Team, and Regional Civil Rights and Human Resource communities were informed of this new goal last fall. A letter confirming this strategy was issued last month. Applications are being brokered through the Regional Office. Over one hundred applications, from the Central California Consortium, and other National MWSI Coordinators were sent to the field last fall for managerial consideration. Several hundred more applications from the National Recruitment SCEP Bulletin are now being distributed to the field for their consideration.

Responsible Parties: SCEP Coordinator and Regional Leadership Team

9. **Focus on entry-level, non-competitive hiring and use of National Recruitment Efforts (such as PMF, DEMO, Pay incentives, etc.)**

The Apprenticeship Opportunity last fall was modified to allow non-experienced candidates to apply at the GS-3 level. This was a significant change from previous year's programs. Our second redesign of that program this spring lowers the entry level to the GS-2 level. The SCEP authority being used for this hiring is non-competitive. 34% of the 215 candidates selected last fall were racial/ethnic diversity candidates. Applicant and RSNO databases were used to track the hiring diversity.

We are using National SCEP Recruitment efforts to provide an applicant pool, as described above. We also participated in this year's Presidential Management Fellows Program with five firm positions in hand at the job fair, two more under development, and a total goal of ten. Job offers will be extended within the next week on all seven positions.

We continue to advertise almost all of our positions (and certainly all of the ones required under the terms of the Hispanic Settlement Agreement) through both DEMO and Merit Promotion announcements. We are also using pay incentives, and have provided a very thorough guide on all available options for managerial use.

Responsible Parties: Regional Leadership Team, Human Resources and Settlement Agreement staffs with the assistance of Civil Rights

10. Provide pre-Apprentice experience in Fire Camp crews, supply crews, etc.

The new strategy to recruit at the GS-2 level for Firefighter Apprentices provides another approach to this recommendation. We will be monitoring our effectiveness with this approach to see if this produces the desired results.

Responsible Parties: Fire and Aviation Management

11. Provide for a full-time Recruiter in addition to the HSA-required Recruiter.

The Settlement Agreement staff Outreach and Recruitment branch established a fulltime SCEP Coordinator position, in addition to the HSA-required Regional Recruitment Coordinator position. Both positions are in the final stages of the recruit and fill process. Contract clerical assistance was provided the Regional Recruitment Coordinator in order to provide more support. We explored the use of a contract firm for additional recruitment support, but discovered the cost was prohibitive. We have decided to utilize the funds for internal resources instead.

Responsible Parties: Regional Forester Team and Human Resources staff, with the assistance of the Settlement Agreement staff

12. Maximize the use of the Central California Consortium: The Associate

Regional Forester met with the Consortium Manager and his Forest Supervisor last fall and made a commitment to ensure an understanding of this expanded role, provided additional funding, and ensured that the position was properly classified and announced, and advertised. The SCEP Coordinator is working very closely with the Consortium Manager to broker students from this program throughout the Region. ****HOW MANY?** Some Forest Supervisors have also been very successful in filling other jobs through referrals from this program.

Responsible Parties: Regional Leadership Team and SCEP Coordinator

APPENDIX D***Appendix D.1: Region 5 Applicant Flow System User Guide***

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4 SYSTEM OVERVIEW (Reserved)	-
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Revised 04/02/2004

Note: View this User Guide on-line in Print Layout mode for full content

OBJECTIVE. The primary objective of the R5 Applicant Flow System (R5 AFS) is to provide accurate and timely information on applicants for R5 announcements in order to monitor compliance with the current Hispanic Settlement Agreement and Women's Settlement Agreement. This user guide will provide instructions for all users on the Applicant Flow System.

POLICY. The Region 5 Applicant Flow System database input form must be completed with announcement and applicant information for all permanent positions advertised by Merit Promotion and/or Demonstration Project, and for all Detail/ Temporary Promotion opportunities. Additional policy and direction was provided by Associate Regional Forester letter of October 2, 2003; that letter and its enclosures are attached to this User Guide as Appendix A.

CHAPTER 1 – GENERAL INFORMATION

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1.1 Identification

System Name: R5 Applicant Flow System (AFS)

Developed By: R5 Information Resources Management and
Human Resources Staffs

Software Used: Lotus Domino Designer

Date: October 2003

1.2 Summary

The AFS provides a method to:

- A. Collect data on announcements and applicants
- B. Analyze adverse impact at different stages of the selection process by different variables
- C. Develop other reports or displays for analysis of employment processes and decisions

1.3 Environment

Each R5 Forest Service Human Resources Office that has employment authority will have the AFS available to enter and retrieve employment information. Information such as name, grade, title, series, and diversity information will be stored in the database so reports can be generated.

1.4 Security

Access to this system will be under the control of the AFS Database Managers in the R5 Regional Office. A general definition of the access categories follows; security will be addressed in more specifically in Chapter 4, System Overview.

- Manager - A database manager selects the access level for each user or group, and then enhances or restricts this level as needed by selecting or deselecting the additional privileges within an access level.

 - Editor - An Editor may create documents, and read or edit the documents created by a specified group of users

 - Author - Authors may create, view, and edit their own documents only
-

CHAPTER 2 – AFS USER GUIDE

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2.0 General Information

The system has been designed to work in the Forest Service Lotus Notes environment. The data is managed at the Regional Office level with input occurring at each Human Resources Office in R5, who will also have the ability to run local reports.

2.1 Operation of the System

Data Forms

The primary input documents used to fill out the R5 Applicant Flow System input form with announcement and applicant information are addressed below:

(A) In R5, applicants are provided the [AD-1086 U.S. Department of Agriculture Applicant Supplemental Sheet](#) to **voluntarily** provide information about their race, ethnic origin, gender, disability, and veteran status.

(B) Other relevant information is provided by the [SF-52 Request for Personnel Action](#) form and its enclosures.

In R5, the draft [R5-6100 Employment Outreach and Recruitment Documentation](#) form is required as an attachment to the SF-52 Request for Personnel Action form.

(C) The [AD-332 Position Description Cover Sheet](#) and the Vacancy Announcement for the position may also be used as sources of information for data entry.

CATEGORIES OF DATA

All of the data is based upon announcement and application information. Announcement data includes series, grade, location, etc. Application data includes race, sex, disability status, etc.

Data Collection

Data is to be collected at each R5 Human Resources Office. The R5 Regional Office will run Region-wide reports on a quarterly basis and at other times as needed.

Timeliness of Data Entry

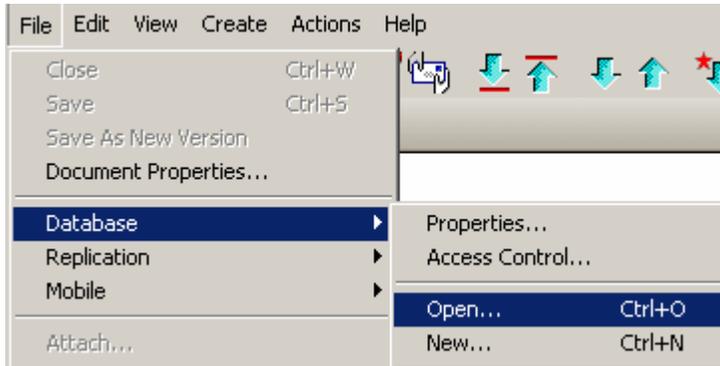
Direction provided by Associate Regional Forester letter of October 2, 2003 (see Appendix A) addressed timeliness requirements of data entry by stating: "In order to facilitate monitoring during the selection process, all applicable data must be entered when a selection certificate is initially produced. Upon selection, the selection and appointment dates and nature of action code for the personnel action involved must be entered, along with all other relevant data fields in both the announcement and applicant forms."

Data Retention

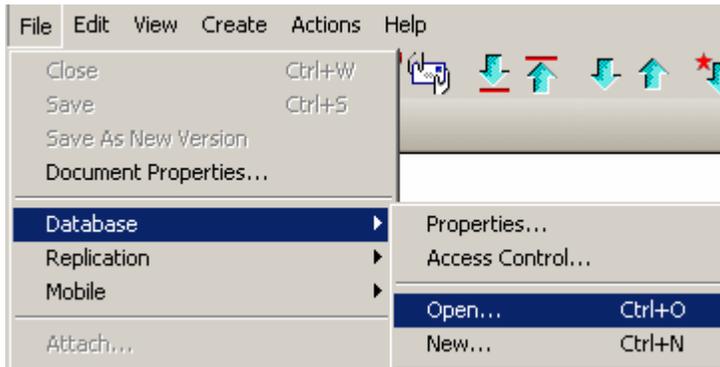
The data is retained for at least one fiscal year on-line, and then all standard reports for the year will be printed and filed, and the on-line information archived to electronic storage for indefinite retention. Note that all source data is part of the certificate file and managed in line with Forest Service Handbook direction for records management and retention.

2.1 Logon Procedures

Locate and bookmark the R5 AFS database as follows (7 Steps):

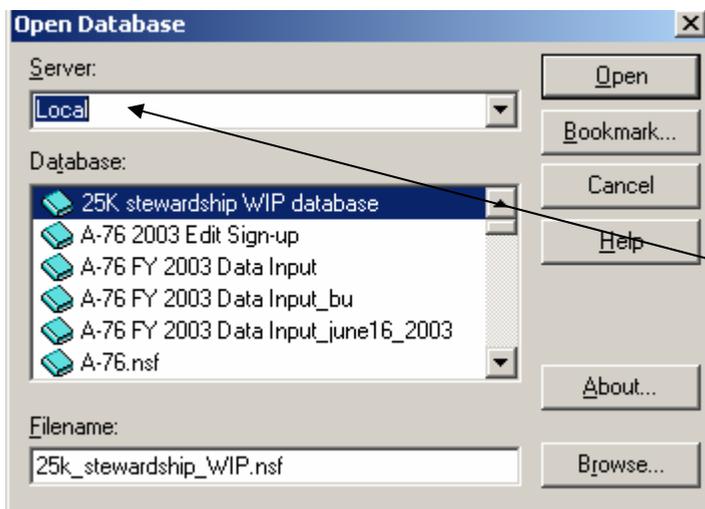


1. Open Lotus Notes.
2. From the File pull down menu, Select Database – Open.



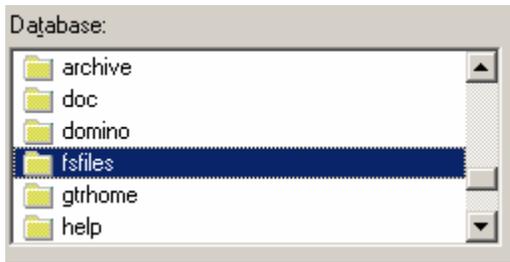
1. Open Lotus Notes.
2. From the File pull down menu, Select Database – Open.

The following window will appear:

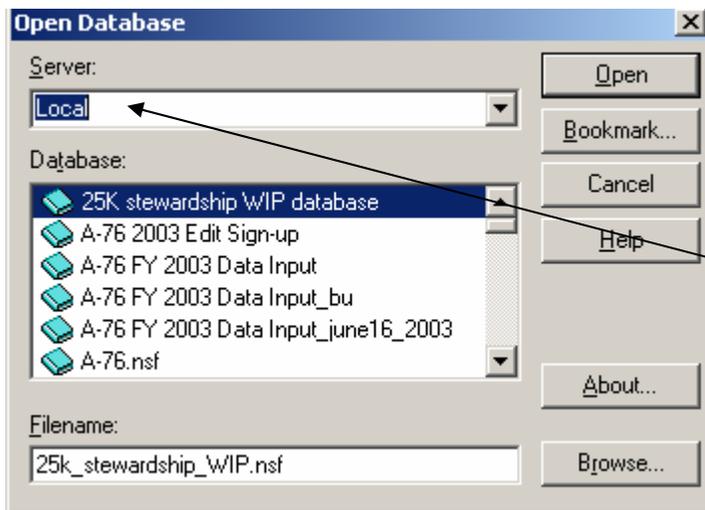


3. In the Server field, type R5DATA01 and press Enter

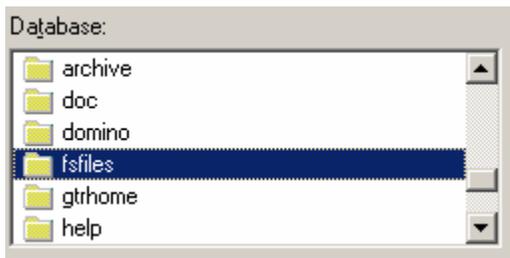




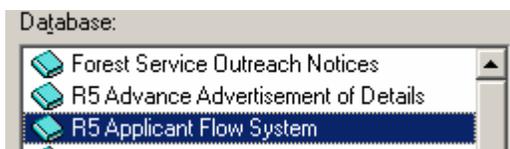
4. In the Database field, scroll down to the fsfiles folder and double click or select the Open button.
5. Select Unit-HR Folders



3. In the Server field, type R5DATA01 and press Enter

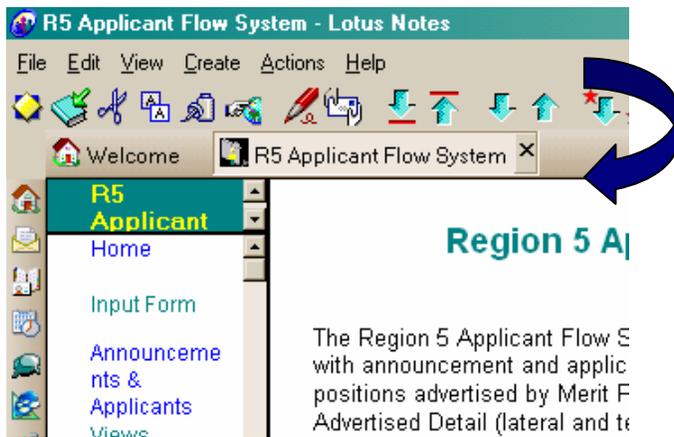
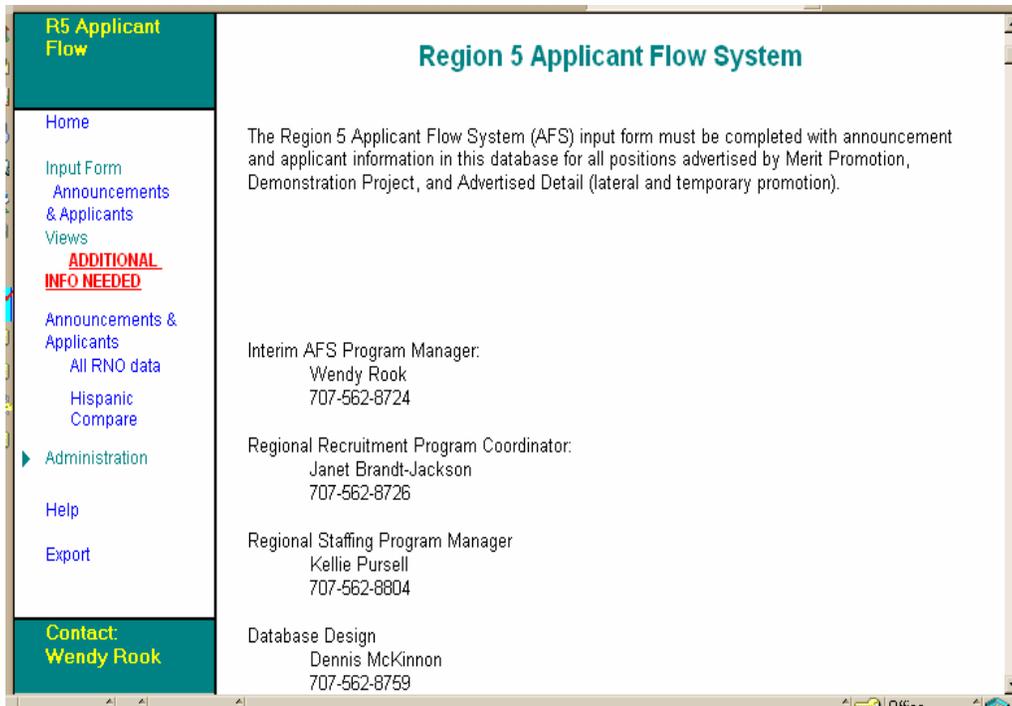


4. In the Database field, scroll down to the fsfiles folder and double click or select the Open button.
5. Select Unit-HR Folders

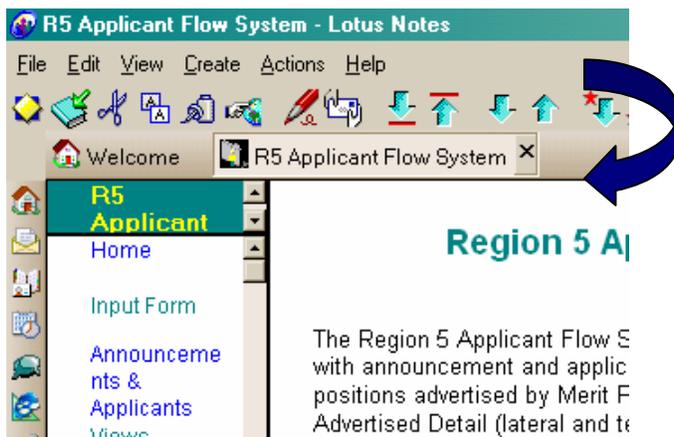


6. Select R5 Applicant Flow System database and select Open.

The following window will appear:



7. Bookmark this database by: a) left-click on the R5 Applicant Flow System icon, hold and drag to the left sidebar or b) Right-click on the icon and select Bookmark to add the selection as a Bookmark



7. Bookmark this database by: a) left-click on the R5 Applicant Flow System icon, hold and drag to the left sidebar or b) Right-click on the icon and select Bookmark to add the selection as a Bookmark

2.3 Create and Edit

Overview of initial creation of the Announcement and Applicant forms



Select Announcements and Applicants from the Input Form area on the left Navigation sidebar.

Select Announcements and Applicants from the Input Form area on the left Navigation sidebar.

The following window will appear:

Close
Input Applicants

Region 5 - Applicant Flow System - Advertised Vacancies

Announcement Number :

Fiscal Year :

Certificate Type :

Personnel Office Identifier :

Quarter :

Pay Plan :

Series :

Grade :

Target Grade :

Initiated in ADS : Y N

Recommending Official(s) :

Selecting Official(s) :

Multiple Announcement : Y N

Area of Consideration :

Region : 05

Forest or RO :

District or Staff :

Duty Station State :

Duty Station City :

Title (50 chars max) :

Selection Date :

Appointment Date :

Selection Series :

Selection Grade :

Selection PATCOB :

NOA/Authority :

***** NEW FIELDS (Feb 12, 2004) *****

Selection Made: Yes No Pending

If No Selection Made, Indicate Reason :

Cert # selected from:

Remarks : (Limit is 200 Chars)

**** ADMIN ONLY** : More Information Needed (Admin Use Only) : Y N**

Last Name	First Name	Selected

The recommended sequence for data input is to: 1) Enter the Announcement data. 2) Enter the Applicant data by selecting the ‘Input Applicants’ button. Select the “Save and Exit” button when Applicant data entry is complete. 3)

Repeat entering Applicant data. 4) Select the ‘Close’ button at the top of the Announcement form and answer “Yes” to the question “Do you want to save your changes.”

Overview of Editing the Announcement and Applicant forms

R5 Applicant Flow

[Home](#)

[Input Form](#)

[Announcements & Applicants](#)

[Views](#)

ADDITIONAL INFO NEEDED

[Announcements & Applicants](#)

[All RNO data](#)

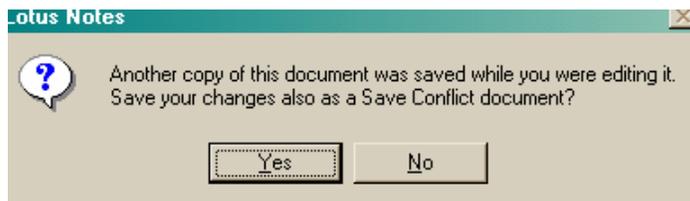
[Hispanic Compare](#)

To locate the Announcement for editing, go to View – Click on Announcements & Applicants; the announcement numbers are sorted by Fiscal Year, Unit, and Subunit.



To locate the Announcement for editing, go to View – Click on Announcements & Applicants; the announcement numbers are sorted by Fiscal Year, Unit, and Subunit.

Note: If you receive this pop-up box when closing an announcement, click No. Clicking Yes will not save your editing.



The Save Conflict most commonly occurs during editing, not creating, when an applicant form has been edited before the announcement form has been edited. To avoid the Save Conflict, after you have selected "Save and Exit" from an Applicant form, close the Announcement form, and then re-enter it for editing.

Line By Line Entry – Announcement Form

Region 5 - Applicant Flow System - Advertised Vacancies

Announcement Number :

Fiscal Year :

Certificate Type :

Personnel Office Identifier :

Quarter :

Pay Plan :

Series :

Grade :

Target Grade :

Multiple Announcement : Y N

Area of Consideration :

Region : 05

Forest or RO :

District or Staff :

Duty Station State : CA

Duty Station City :

Title (50 chars max) :

Selection Date :

Appointment Date :

Selection Series :

Selection Grade :

Selection PATCOB :

NOA/Authority :

Initiated in ADS : Y N

Recommending Official(s) :

Selecting Official(s) :

***** NEW FIELDS (Feb 12, 2004) *****

Selection Made: Yes No Pending

If No Selection Made, Indicate Reason :

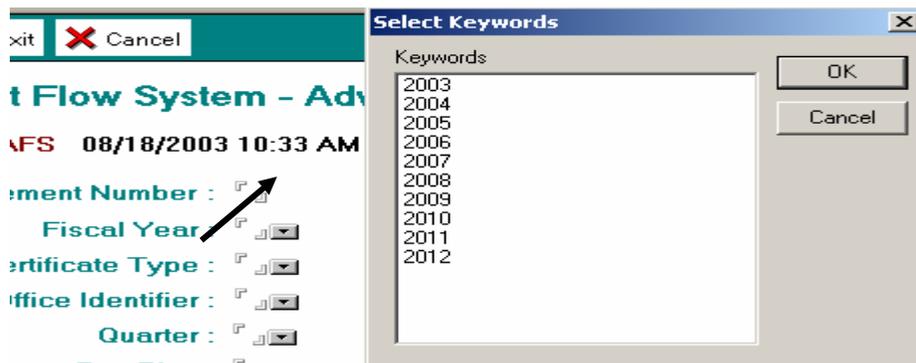
Cert # selected from:

Remarks : (Limit is 200 Chars)

** ADMIN ONLY **: More Information Needed (Admin Use Only) : Y N

Last Name	First Name	Selected

In general, entry for all fields is required. For fields with arrow buttons, click the arrow buttons next to each field to make selections. Use the TAB key with the space bar or start typing expected data (type ahead function).



Announcement Number: Beginning October 1, 2003, a number announcement number format was required. That format is provided at the end of Appendix A to this User Guide.

Fiscal Year: Click the arrow button to select the fiscal year in which the announcement opened/was advertised.

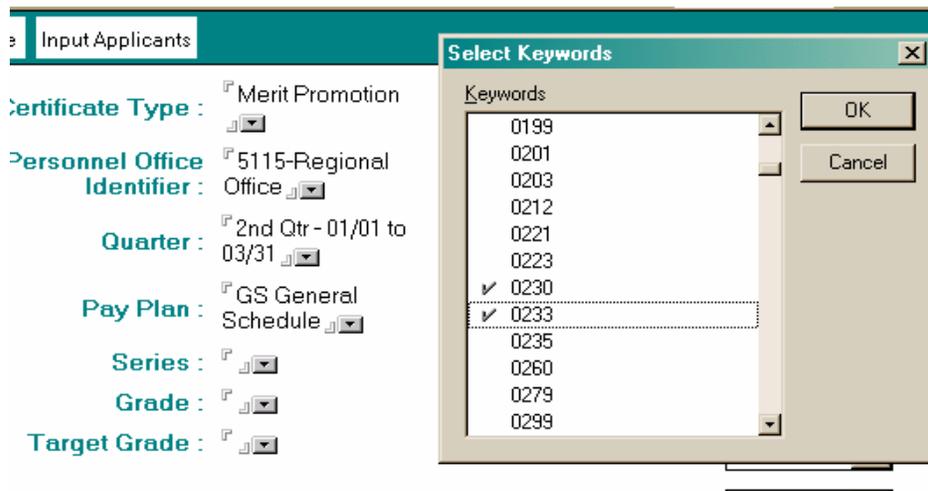
Certificate Type: Click the arrow button to select the certificate type.

Personnel Office Identifier: Click the arrow button to select the POI.

Quarter: Click the arrow button to select the quarter in which the announcement opened/was advertised.

Pay Plan: Click the arrow button to select the pay plan of the position to be filled.

Series: Click the arrow button to select the series of the position to be filled. Locate the series and click on it once. More than one series may be selected in this manner. Click again to remove the check mark if the series was selected in error.



Grade: Click the arrow button to select the grade of the position to be filled. Locate the grade and click on it once. More than one grade may be selected in this manner. Click again to remove the check mark if a grade was selected in error.

Target Grade: If more than one grade was selected in the previous Grade field, click the arrow button to select the highest grade only of the position to be filled in this field. Locate the grade and click on it once.

Initiated in ADS: Click once inside the appropriate circle to indicate whether the announcement was or will be advertised through Avue Digital Services.

Recommending Official(s): Click the arrow button to access the Lotus Notes Enterprise Directory Catalog to search for and select the Recommending Official's name.

Selecting Official(s): Click the arrow button to access the Lotus Notes Enterprise Directory Catalog and pick the Recommending Official's name through that Catalog rather than typing the name.

Multiple Announcement: Click once inside the appropriate circle. Clicking in the Yes circle means that the announcement is being advertised both Demo and Merit Promotion, in which case you will be preparing two announcement forms each with its own set of applicants.

Area of Consideration: Click the arrow button to select the Area of Consideration.

Region: No entry required, 5 is already inserted for the Region.

Forest or RO: Click the arrow button to select the Forest (or RO) where the position to be filled will be located. Locate the Forest (or RO) and click on it once. More than one Forest may be selected in this manner. Click again to remove the check mark if a Forest was selected in error. If you select more than one Forest, the announcement will be displayed under each Forest in View. However, there was only one announcement form created so you cannot enter different applicants under each Forest. If you want separate applicant pools for each Forest, you need to create a separate announcement form for each Forest.

District or Staff: Click the arrow button to select the subunit (Ranger District or RO Staff) where the position to be filled will be located.

Duty Station State: Click the arrow button to select the Duty Station State. Locate the State and click on it once. More than one State may be selected in this manner. Click again to remove the check mark if a State was selected in error.

Duty Station City: Click the arrow button to select the Duty Station City. Locate the City and click on it once. More than one City may be selected in this manner. Click again to remove the check mark if a City was selected in error.

Title: Click the arrow button to access the list of Titles. Use the vertical scroll bar to find the title you want to use.

Selection Date: Click the grey area to the right of the Selection Date field to access the calendar, click the left arrow to move back to the month you want to use, click on the date of the month the formal position offer was made to complete the entry.

Appointment Date: Click the grey area to the right of the Appointment Date field to access the calendar, click the left arrow to move back to the month you want to use, click on the date of the month to the selectee will begin in the position to complete the entry.

Selection Series: Click the arrow button to select the series of the position filled. Locate the series and click on it once.

Selection Grade: Click the arrow button to select the grade of the position filled. Locate the grade and click on it once.

Selection PATCOB: Click the arrow button to select the PATCOB of the position filled. Locate the PATCOB and click on it once.

NOA/Authority: Type in the 3-digit Nature of Action code and the 3-digit Authority Code of the selection.

Selection Series : 『0230』
Selection Grade : 『12』
Selection PATCOB : 『Administrative』
NOA/Authority : 『101 N3M』

Selection Made: Click once inside the appropriate circle. Clicking in the Yes circle means that the selection was made from the applicants to the Announcement Number of the active form. Clicking in the No circle means no selection was made from the applicants to the Announcement Number of the active form. Clicking in the Pending circle means a selection is pending.

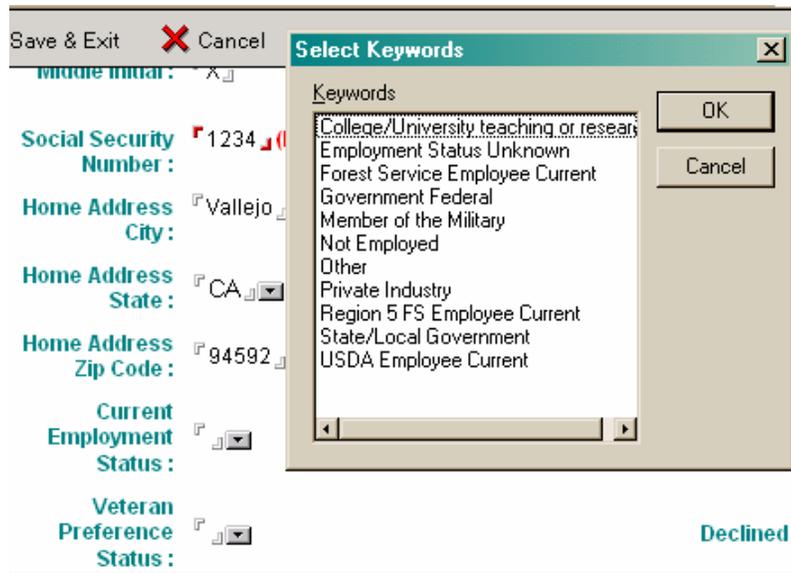
If No Selection, Indicate Reason: Click the arrow button to select from several reasons for a selection not being made.

Cert Selected from: Only complete this field if you selected No for Selection Made, and either Selection Made from Merit Cert or Selection Made from Demo Cert as the reason. Type in the Announcement Number of the appropriate Merit or Demo Cert used for selection.

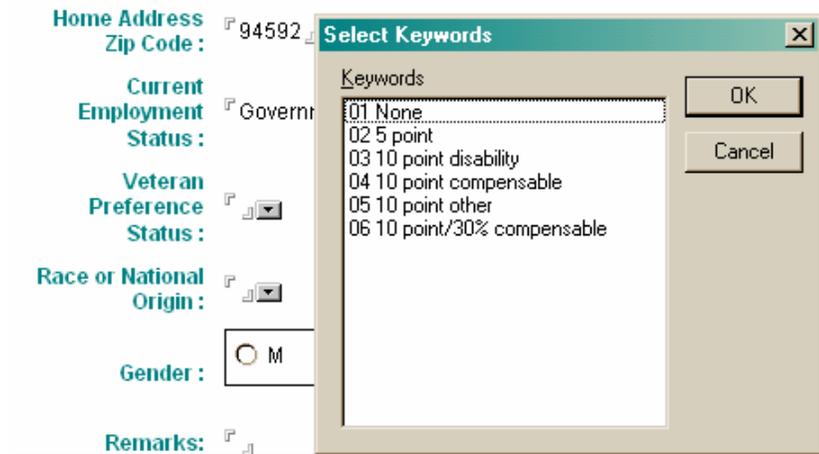
Remarks: Make any remarks you deem necessary here, including Other Reason for No Selection, expanded NOA/Authority Code notes, information on Declined or Withdrawn Applicants, additional locations, working titles, reasons for delays in making selection, etc.

Line By Line Entry – Applicant Form

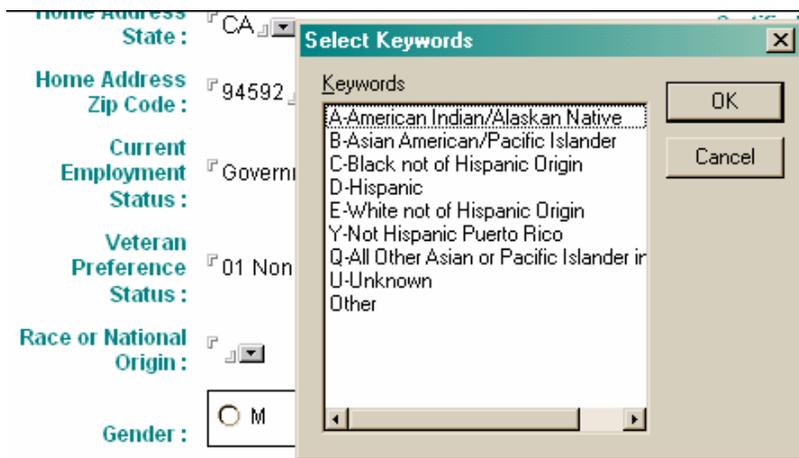
Once the Announcement data has been entered, select the **Input Applicants** button and the following screen will appear.



Veteran Preference Status: Click the arrow button to select from the Veteran Preference Status list. Locate the applicable Veteran Preference Status and double click to select.



Race or National Origin: Click the arrow button to select from the Race or National Origin list. Locate the applicable Veteran Preference Status and double click to select.



Gender: Click once inside the appropriate circle.

Gender : M F Unknown

Remarks: Make any remarks you deem necessary here regarding the individual Applicant including reason for withdrawal or declination if known, reasons any part of the Applicant form couldn't be completed, etc.

Disability Status: Click once inside each appropriate circle to indicate Yes or No. Note that clicking Y for No Disability means the Applicant has indicated that he or she has No Disability.

Save & Exit Cancel

Disability Status (Select all that apply) :

No Disability : <input checked="" type="radio"/> Y <input type="radio"/> N	Convulsive Disorder : <input type="radio"/> Y <input checked="" type="radio"/> N
Hearing Impairment : <input type="radio"/> Y <input checked="" type="radio"/> N	Mental Retardation : <input type="radio"/> Y <input checked="" type="radio"/> N
Vision Impairment : <input type="radio"/> Y <input checked="" type="radio"/> N	Mental or Emotional Illness : <input type="radio"/> Y <input checked="" type="radio"/> N
Missing Extremities : <input type="radio"/> Y <input checked="" type="radio"/> N	Severe Distortion of limbs and/or spine : <input type="radio"/> Y <input checked="" type="radio"/> N
Partial Paralysis : <input type="radio"/> Y <input checked="" type="radio"/> N	I Have a Disability Not Listed : <input type="radio"/> Y <input checked="" type="radio"/> N
Complete Paralysis : <input type="radio"/> Y <input checked="" type="radio"/> N	Unknown : <input type="radio"/> Y <input checked="" type="radio"/> N

Qualified: Click once inside the appropriate circle

Highly Qualified: Click once inside the appropriate circle

Late Application: Click once inside the appropriate circle

Outside Area of Consideration: Click once inside the appropriate circle

No Status: Click once inside the appropriate circle

Certified: Click once inside the appropriate circle

Recommended: Click once inside the appropriate circle

Interviewed: Click once inside the appropriate circle

Declined: Click once inside the appropriate circle. Note – if the Applicant was offered the position, and declined, do not select Y for Selected. Instead, select Y for declined to record the offer and declination.

Withdrew: Click once inside the appropriate circle

Selected: Click once inside the appropriate circle. Do not select Y for Applicants who were offered the position and declined. Instead, select Y for Declined to record the offer and declination.

Certified : Y N

Recommended : Y N

Interviewed : Y N

Declined : Y N

Withdrew : Y N

Selected : Y N

2.4 Views

Statistics are calculated in the R5 AFS and presented as views. From the Views section of the Navigation sidebar, select a view. The All RNO Data view displays all records by Forest. Double-clicking on a Forest will open the Announcement forms for that Forest.

R5 Applicant Flow

[Home](#)

[Input Form](#)

[Announcements & Applicants](#)

Views

ADDITIONAL INFO NEEDED

[Announcements & Applicants](#)

[All RNO data](#)

[Hispanic Compare](#)

▶ [Administration](#)

[Help](#)

[Export](#)

RNO Data

Definitions:

A -American Indian/Alaskan Native	E -White not of Hispanic Origin
B -Asian American/Pacific Islander	Y -Not Hispanic Puerto Rico
C -Black not of Hispanic Origin	Q -All Other Asian or Pacific Islander in Hawaii
D -Hispanic	U -Unknown
	O ther

Announcement #	FY	A	B	C	D	E	Y	Q	H	U	O	Total
▶ ANGELES		0	14	15	21	65	2	1	0	442	0	560
▶ CLEVELAND		0	11	7	14	32	0	0	0	185	0	249
▶ ELDORADO		0	4	3	7	53	2	4	0	478	2	553
▶ INYO		13	11	1	10	170	0	1	0	346	1	553
▶ KLAMATH		2	3	1	2	46	1	0	0	179	0	234
▶ LASSEN		6	1	0	12	83	0	1	0	206	0	309
▶ LOS PADRES		0	0	1	3	32	1	2	0	244	0	283
▶ LTBMU		2	0	2	2	63	0	1	0	438	1	509
▶ MENDOCINO		2	2	1	6	59	0	0	0	151	0	221
▶ MODOC		6	2	0	6	90	0	3	0	223	0	330
▶ PLUMAS		7	5	3	15	243	0	0	0	429	0	702
▶ RL		1	2	1	4	60	0	0	0	231	2	301
▶ RO		5	18	23	13	106	0	1	0	446	1	613
▶ SAN BERNARDINO		2	8	7	3	36	0	0	0	174	0	230
▶ SEQUOIA		5	2	1	10	69	0	0	0	217	1	305
▶ SHASTA-TRINITY		13	2	1	10	136	0	0	0	525	0	687
▶ SIERRA		1	0	2	9	22	0	0	0	72	0	106
▶ SIX RIVERS		0	1	1	0	34	0	0	0	129	0	165
▶ STANISLAUS		1	0	0	8	38	0	1	0	138	0	186
▶ TAHOE		8	0	0	9	158	1	0	0	387	0	563
		74	86	70	164	1595	7	15	0	5640	8	7659

APPENDIX A

File Code: 6120

Date: October 2, 2003

Route To:

Subject: R5 Applicant Flow System

To: Forest Supervisors

REPLY DUE OCTOBER 31, 2003

The Region's ability to analyze the effectiveness of our outreach and recruitment strategies will be greatly enhanced by the implementation of our new R5 applicant flow system. The data entered in the system will provide information about our vacancies, applicant pools, and resulting selections. This system meets settlement agreement obligations for the Hispanic and Women's agreements, as well as new affirmative employment program direction from the Equal Employment Opportunity Commission.

The R5 AFS is ready for use as a Lotus Notes database. Input forms must be completed with announcement and applicant information in this database for all permanent positions advertised by Merit Promotion and/or Demonstration Project and for all Detail/Temporary Promotion opportunities. At the present time, the R5 AFS will not be used for temporary or term appointments. **Province Human Resources staffs will enter past data on all permanent selections made after January 1, 2003, through September 30, 2003, no later than October 31, 2003, and Forest Supervisors will certify completion of the data entry on the enclosed form.**

Note that all Details and/or Temporary Promotions are input into the R5 AFS as "Detail/ Temporary Promotion" regardless of the length of the opportunity—Merit Promotion Details are not to be entered as "Merit Promotion" in the Certificate Type area of the announcement form. **Do not enter any Detail/Temporary Promotion data for fiscal year 2003; begin your Detail/Temporary Promotion input with opportunities opening after September 30, 2003.**

As of October 1, 2003, you will begin using a new Regional format of numbering your announcements. The format relevant to the R5 AFS is enclosed; a separate letter will be issued regarding the overall format for all advertisements. On the enclosed certification form, please provide a listing of the Forest/District abbreviations you will consistently use as part of the new numbering system.

Dennis McKinnon, Information Resources Management (IRM) Staff, and Wendy Rook, Human Resources (HR) Staff, began the design of the R5 AFS in mid-July, with HR's Dawn Hayhurst and Terry Roberson making the first beta-test entries and feedback. A preview of the R5 AFS was conducted on August 19, and one or more representatives

APPENDIX A -- continued

from each Province's HR office participated. Representatives from the Plumas, Sierra, Stanislaus, and Tahoe national forests provided valuable assistance in field-level beta testing during the week of August 25.

Access to the R5 AFS Lotus Notes database is limited to designated readers, authors, and editors in your HR offices. Note that the database's help page and user guide are still undergoing modifications, but should be sufficient to get your users started on this relatively easy-to-use system.

The HR and IRM staffs are still working to develop the reporting capability of the R5 AFS. I do want to point out that the R5 AFS program will not produce complete reports unless information is entered to close out an announcement. **In order to facilitate monitoring during the selection process, all applicable data must be entered when a selection certificate is initially produced.** Upon selection, the selection and appointment dates and nature of action code for the personnel action involved must be entered, along with all other relevant data fields in both the announcement and applicant forms.

Any questions you may have concerning the use of the R5 AFS, or suggestions for future enhancements, should be directed to Wendy Rook at wrook@fs.fed.us or (707) 562-8724, Dennis McKinnon at dmckinnon@fs.fed.us or (707) 562-8759), or Margaret Pasholk at mpasholk@fs.fed.us or (707) 562-8753.

/s/ Vicki A. Jackson
VICKI A. JACKSON

Associate Regional Forester

Enclosures

cc: Marci Seville

APPENDIX A -- continued

R5 APPLICANT FLOW SYSTEM CERTIFICATION

Date:

Forest:

I hereby certify that my Forest has completed R5 Applicant Flow System data entry for all announcements, applicants, and selections to permanent positions for January 1 through September 30, 2003, as requested in the Associate Regional Forester's 6120 letter of October 2, 2003. In addition, beginning October 1, 2003, my Forest began using the new format for numbering announcements in the R5 Applicant Flow System as specified in the enclosure to the aforementioned letter.

The consistent use of Forest/District abbreviations my Forest will use as part of the new numbering system is*:

Abbreviation

Forest/Sub-Unit Description

Forest Supervisor signature:

*Examples (use three alpha characters for Forest and two alpha characters for sub-unit; use SO for all announcements in the Supervisor's Office; the Regional Office will use two characters for RO and three characters for RO Staff):

ANGSO

Angeles NF, Supervisor's Office

ANGLA

Angeles NF, Los Angeles River RD

RETURN THIS FORM TO R5-RO-HR Attn: Wendy Rook

No later than November 7, 2003

APPENDIX A -- continued

Effective October 1, 2003

New Format for R5 Applicant Flow System Announcement Number Entry

Fiscal Year		Region	RO or Forest	RO Staff or District	(Up to 5 characters, as needed)					Sequentially assigned number	Area of Consideration	Space							
0	4	-	R	5	-														

The announcement number will identify where the position being filled is located, not the location of the Servicing Human Resources Office

The first two digits identify the fiscal year in which the announcement is issued

The next two digits identify the Region

The next section of the entry may be two to five alpha characters as needed, and shall identify the Forest or the Regional Office, followed by SO or District, or RO Staff. Each Forest and the Regional Office shall pre-determine a consistent format for this entry.

The next three digits are sequentially assigned numbers starting with 001 at the beginning of the fiscal year.

The next one or two digits identify the Area of Consideration (specify in R5 AFS Announcement form Remarks section):

F	Forest-wide
R	Region-wide
FS	Service-wide
U	USDA-wide

O	Government-wide – limited (e.g., State-wide)
G	Government-wide
DP	Demo Permanent
L	Local Commuting Area
W	Limited to WRAPS/CTAP/ICTAP eligibles
O	Other

APPENDIX A -- continued

O = Non-standard area of consideration

The total number of characters in this format must not exceed 24, including dashes and spaces. The remaining characters, not to exceed six digits, may be used to indicate when an announcement has been changed, for example, by showing the revision number as Rev 1, 2, 3, etc., or to indicate that the position is a detail by showing the letters WD for Work Detail.

Here are some examples of what R5 AFS Announcement Numbers might look like:

04-R5-ROHR-001DP	A DEMO PERM announcement for a position in R5 RO HR Staff
04-R5-ANGSO-001G	A Government-wide announcement for a position at the Angeles Supervisor's Office
04-R5-ROIRM-002R	A Region-wide announcement for a position in R5 RO IRM Staff
04-R5-ANGLA-002FS Rev 1	A revision to a Merit Promotion Service-wide announcement for a position at the Angeles Los Angeles River Ranger District
04-R5-ANGSO-003R WD	A Detail or Temp Promotion up to 120 days announcement at the Angeles Supervisor's Office with a Region-wide Area of Consideration

Appendix D.2 Applicant Monitoring Report and Analysis for R5 AFS Database: October 1, 2002 – September 20, 2003

Tables

R5 AFS APPLICATIONS -- RACE/NATIONAL ORIGIN KNOWN

A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL #
34	4%	46	5%	34	4%	68	8%	688	79%	6	1%	876

R5 AFS SELECTEES -- RACE/NATIONAL ORIGIN KNOWN

A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL #
10	3%	11	4%	6	2%	24	8%	250	83%	0	0	301

R5 AFS APPLICATIONS –

RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

UNIT	D#	D%	ALL#
ANG	10	19%	52
CLE	2	20%	10
ELD	3	9%	33
INY	3	3%	104
KLA	2	8%	24
LAS	5	10%	49
L-P	2	8%	25
LTB	1	3%	38
MEN	4	14%	28
MOD	1	2%	46
PLU	3	3%	89
RL	2	9%	23
RO	8	8%	106
S-B	5	10%	48
SEQ	6	10%	63
S-T	4	8%	53
SIE			8
6-R			15
STA	6	20%	30
TAH	1	3%	32
TTL	68	8%	876

R5 AFS SELECTEES –
RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

UNIT	D#	D%	ALL#
ANG	4	22%	18
CLE	1	20%	5
ELD			12
INY			21
KLA			13
LAS	1	10%	10
L-P	1	6%	16
LTB			11
MEN	3	20%	15
MOD	1	9%	11
PLU	1	4%	24
RL	1	6%	18
RO	3	9%	35
S-B	1	7%	15
SEQ	2	14%	14
S-T	1	6%	17
SIE			5
6-R			11
STA	3	23%	13
TAH	1	6%	17
TTL	24	8%	301

R5 AFS APPLICANTS AND SELECTEES (ALL) – APPLICANT SOURCE

	# APPLICANTS	% APPLICANTS	# SELECTEES	% SELECTED
EXT	872	28%	28	9%
FED	651	21%	42	13%
R5	318	10%	109	34%
UK	490	16%	6	2%
UN	227	7%	12	4%
USDA	539	17%	123	38%

R5 AFS APPLICANTS AND SELECTEES (HISPANIC) – APPLICANT SOURCE

	# APPLICANTS	% APPLICANTS	# SELECTEES	% SELECTED
EXT	11	16%	2	8%
FED	12	18%	3	13%
R5	12	18%	6	25%
UK	6	9%	1	4%
UN	4	6%	0	0%
USDA	23	34%	12	50%

Enclosure 1 and Enclosure 2 contain the data that was used to develop the tables above. For the interpretation of these Enclosures and the tables above, you will need the keys below. Please note that the term Relevant R5 Position is defined as meaning permanent Merit Promotion and Demonstration Project announcements opened in fiscal year 2003 that resulted in selections made in fiscal year 2003 and early fiscal year 2004. Individual Merit Promotion and Demonstration Project announcements for the same R5 position were merged together for statistical purposes to form one applicant pool for the applicable position. Announcements that were cancelled are not included.]

Key:**APPLICANT SOURCE**

EXT = External
 FED = Other Federal Agency
 R5 = Employed by Region 5
 UK = Employment Status Unknown
 UN = Not Employed
 USDA = USDA Employee

RSNO

F = Female
 M = Male
 U = Unknown
 A = American Indian/Alaskan Native
 B = Asian American/Pacific Islander
 C = Black, not of Hispanic Origin
 D = Hispanic
 E = White, not of Hispanic Origin
 O = Other

Legend		
ANG = Angeles National Forest	RO = Regional Office (PSW Region, or Region 5)	M = Male
CLE = Cleveland National Forest	S-B = San Bernardino National Forest	F = Female
ELD = Eldorado National Forest	S-T = Shasta-Trinity National Forest	
INY = Inyo National Forest	SEQ = Sequoia National Forest	# = raw number
KLA = Klamath National Forest	SIE = Sierra National Forest	% = percentage
LAS = Lassen National Forest	STA = Stanislaus National Forest	
LP = Los Padres National Forest	TAH = Tahoe National Forest	A = American Indian
LTB = Lake Tahoe Basin Mgmt Unit	6-R = Six Rivers National Forest	B = Asian American
MEN = Mendocino National Forest		C = African-American
MOD = Modoc National Forest		D = Hispanic
PLU = Plumas National Forest		E = Non-minority
RL = Reinvention Laboratory		

Appendix D.3: Fire Hiring for January – October 2003: Permanent Applications and Selections

This Appendix summarizes the analysis of the Applicant Report and Selection Report for the Fire Hiring Database for the January to October 2003.

R5 FIRE HIRING APPLICATIONS –

RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL
557	6%	162	2%	188	2%	1435	16%	6840	74%	53	1%	9235

13 (3%) out of 386 selected applicants did not have race/national origin status documented.

R5 FIRE HIRING SELECTEES --

RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL
25	7%	5	1%	0	0%	60	16%	282	76%	1	0%	373

R5 FIRE HIRING APPLICANTS –

RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

UNIT	D#	D%	ALL#
ANG	193	28%	700
CLE	157	22%	722
ELD	64	12%	518
INY	24	8%	294
KLA	36	8%	448
LAS	46	10%	484
L-P	134	19%	692
LTB	43	10%	439
MEN	48	14%	350
MOD	25	13%	187
PLU	44	9%	466
RO	35	16%	221
S-B	155	22%	711
SEQ	101	20%	502
S-T	66	10%	683
SIE	90	23%	400
6-R	36	9%	414
STA	68	16%	433
TAH	70	12%	571
TTL	1435	16%	9235

Note: The RO applicants were predominately applying for permanent positions at the R5 Smokejumper Base in Redding.

R5 FIRE HIRING SELECTIONS –
RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

UNIT	D#	D%	ALL#
ANG	13	42%	31
CLE	6	40%	15
ELD	2	9%	23
INY	2	14%	14
KLA	1	6%	17
LAS	1	4%	27
L-P	6	18%	33
LTB	1	8%	12
MEN	1	11%	9
MOD	0	0%	7
PLU	0	0%	27
S-B	11	29%	38
SEQ	5	18%	28
S-T	4	14%	29
SIE	3	15%	20
6-R	1	5%	22
STA	3	20%	15
TAH	0	0%	6
TTL	60	16%	373

Note: The RO made no permanent selections for the R5 Smokejumper Base in Redding, which is typically staffed by temporary appointment.

Enclosure 1 and Enclosure 2 contain the data that was used to develop the tables above. For the interpretation of these Enclosures and the tables above, you will need the keys below. Please note that information on Applicant Source (current employment status) is not available in the Fire Hiring Database.

RSNO

F	=	Female
M	=	Male
U	=	Unknown
A	=	American Indian/Alaskan Native
B	=	Asian American/Pacific Islander
C	=	Black, not of Hispanic Origin
D	=	Hispanic
E	=	White, not of Hispanic Origin
O	=	Other

Legend		
ANG = Angeles National Forest	RO = Regional Office (PSW Region, or Region 5)	M = Male
CLE = Cleveland National Forest	S-B = San Bernardino National Forest	F = Female
ELD = Eldorado National Forest	S-T = Shasta-Trinity National Forest	
INY = Inyo National Forest	SEQ = Sequoia National Forest	# = raw number
KLA = Klamath National Forest	SIE = Sierra National Forest	% = percentage
LAS = Lassen National Forest	STA = Stanislaus National Forest	
LP = Los Padres National Forest	TAH = Tahoe National Forest	A = American Indian
LTB = Lake Tahoe Basin Mgmt Unit	6-R = Six Rivers National Forest	B = Asian American
MEN = Mendocino National Forest		C = African-American
MOD = Modoc National Forest		D = Hispanic
PLU = Plumas National Forest		E = Non-minority
RL = Reinvention Laboratory		

Appendix D.4: Apprentice Hiring for November - December 2003: Applications and Selections

This Appendix summarizes the analysis of the Applicant Report and Selection Report for the Apprentice Hiring Database for the November to December 2003 period.

R5 APPRENTICE HIRING APPLICATIONS –

RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL
37	3%	54	5%	61	5%	250	22%	711	64%	5	0%	1118

R5 APPRENTICE HIRING SELECTIONS –

RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL
5	3%	7	4%	3	2%	39	23%	116	67%	3	2%	173

R5 APPRENTICE HIRING APPLICATIONS –

RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

UNIT	D#	D%	ALL#
ANG	38	36%	106
CLE	25	27%	91
ELD	7	13%	54
INY	9	20%	45
KLA	9	17%	54
LAS	10	23%	43
L-P	20	25%	80
LTB	3	11%	27
MEN	8	17%	46
MOD	7	16%	43
PLU	12	22%	54
S-B	40	30%	133
SEQ	17	24%	71
S-T	6	10%	60
SIE	15	26%	58
6-R	7	14%	49
STA	8	21%	39
TAH	9	14%	65
TTL	250	22%	1118

R5 APPRENTICE HIRING SELECTIONS –
RACE/NATIONAL ORIGIN KNOWN – BY FOREST/RO

UNIT	D#	D%	ALL#
ANG	6	35%	17
CLE	6	35%	17
ELD	1	20%	5
INY	0	0%	3
KLA	1	13%	8
LAS	2	22%	9
L-P	2	12%	17
LTB	0	0%	2
MEN	1	25%	4
MOD	1	13%	8
PLU	2	50%	4
S-B	7	29%	24
SEQ	3	27%	11
S-T	0	0%	7
SIE	3	43%	7
6-R	1	10%	10
STA	2	22%	9
TAH	1	9%	11
TTL	39	23%	173

Enclosure 1 and Enclosure 2 contain the data that was used to develop the tables above. For the interpretation of these Enclosures and the tables above, you will need the keys below. Please note that information on Applicant Source (current employment status) is not available in the Apprenticeship data.

Key 1:

RSNO

F	=	Female
M	=	Male
U	=	Unknown
A	=	American Indian/Alaskan Native
B	=	Asian American/Pacific Islander
C	=	Black, not of Hispanic Origin
D	=	Hispanic
E	=	White, not of Hispanic Origin
O	=	Other

Legend		
ANG = Angeles National Forest	RO = Regional Office (PSW Region, or Region 5)	M = Male
CLE = Cleveland National Forest	S-B = San Bernardino National Forest	F = Female
ELD = Eldorado National Forest	S-T = Shasta-Trinity National Forest	
INY = Inyo National Forest	SEQ = Sequoia National Forest	# = raw number
KLA = Klamath National Forest	SIE = Sierra National Forest	% = percentage
LAS = Lassen National Forest	STA = Stanislaus National Forest	
LP = Los Padres National Forest	TAH = Tahoe National Forest	A = American Indian
LTB = Lake Tahoe Basin Mgmt Unit	6-R = Six Rivers National Forest	B = Asian American
MEN = Mendocino National Forest		C = African-American
MOD = Modoc National Forest		D = Hispanic
PLU = Plumas National Forest		E = Non-minority
RL = Reinvention Laboratory		

Appendix D.5: Applicant Flow Monitoring Summary: AFS, Fire Hiring, and Apprentice Hiring

COMBINED APPLICANT POOL -- RACE/NATIONAL ORIGIN KNOWN

	A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL #
AFS	34	4%	46	5%	34	4%	68	8%	688	79%	6	1%	876
MEL	557	6%	162	2%	188	2%	1435	16%	6840	74%	53	1%	9235
APP	37	3%	54	5%	61	5%	250	22%	711	64%	5	0%	1118
TTL	628	6%	262	2%	283	3%	1753	16%	8239	73%	64	1%	11229

COMBINED SELECTIONS -- RACE/NATIONAL ORIGIN KNOWN

	A#	A%	B#	B%	C#	C%	D#	D%	E#	E%	O#	O%	TTL #
AFS	10	3%	11	4%	6	2%	24	8%	250	83%	0	0%	301
MEL	25	7%	5	1%	0	0%	60	16%	282	76%	1	0%	373
APP	5	3%	7	4%	3	2%	39	23%	116	67%	3	2%	173
TTL	40	5%	23	3%	9	1%	123	15%	648	77%	4	0%	847

Appendix D.6 Forest Supervisor Feedback Specific to Firefighter Apprentice Hiring Performance

United States
Department of
Agriculture

Forest
Service

Pacific
Southwest
Region

Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)

File Code: 1700
Route To: (6100)

Date: April 26, 2004

Subject: Workforce Data and Information For Apprentice Hires Fall 2003

To: Forest Supervisor

REPLY DUE MAY 31, 2004

The information attached provides all Region 5 Forest Service Units with the Fall 2003 Apprentice Hire effort and unit performance assessments, as compared to Region wide Apprentice hire outcomes.

The attached program assessment examines the Region 5 Student Career Employment Program (SCEP) Outreach and Recruitment Strategy direction to each Forest to conduct aggressive outreach and recruitment activities, and the number of selections from the pool of candidates (September 25, 2003 letter to Forest Supervisors) from the Apprenticeship recruitment effort.

The program assessment provides the numerical results and includes the total number of applicants, number of applicants qualified, number applicants not qualified and the number of Forest's apprentice selections. The summary provides recommendations to improve new hire outcomes and increase the new hire selections. A more extensive analysis will be sent under separate cover and will offer lessons learned, and inclusion of other opportunities to increase diversity. This information will be sent to each unit.

This workforce information is for your review and local use, and will be discussed in part during your midyear performance evaluations. Also attached is a list of 11 questions which require your response by reply due date.

If there are any questions or for additional information, please contact Dr. Amahra Hicks, EEO Specialist in the Region's Civil Rights Office at 707-562-8751.

/s/ Vicki A. Jackson (for)
JACK A. BLACKWELL

Regional Forester

cc: FCRO, pdl r5 ro cr, Peggy Hernandez

Attachments

Attachment 1: Analysis of Outreach and Recruitment for SCEP Fire Apprenticeship Positions, FY 2003

Analysis of Outreach and Recruitment for SCEP Fire Apprenticeship Positions, FY 2003

Introduction

The purpose of this analysis is to examine the Region 5 Student Career Employment Program (SCEP) Outreach and Recruitment Strategy which directed each Forest to conduct aggressive outreach and recruitment activities to develop and consequently fill positions from a diverse pool of candidates (September 25, 2003 letter to Forest Supervisors).

This analysis will provide the statistical results of each Forest and compare its results with the range of outreach activities it conducted. In addition, recommendations to improve success in the current new hire selection rates will be offered based on lessons learned, and inclusion of other opportunities to increase diversity.

Summary Statement

Instruction Letter

The initial Recruitment Bulletin letter was faulty in its instruction to direct forests to conduct outreach to Community Colleges.

- Issues to be considered is not delineating which community colleges have diverse student populations and primarily focusing on community colleges that offer degrees in Fire Science, Fire Technology, Natural Resources, Environmental Science, Agricultural Science, etc. This degree component is not necessarily an essential criterion for the SCEP Apprenticeship Program
- Direction to interact with students in classrooms is a positive approach. However, schools with diverse student populations generally have ethnic student organizations which, if approached correctly, would perhaps have yielded a more diverse applicant pool. The data demonstrates that region wide *67% of the selected qualified applicants were white, not of Hispanic origin, Hispanics comprised 22%, 3% were American Indian/Alaskan Native, 4% Asian or Pacific Islander, and 2% Black, not of Hispanic origin, 2% not Hispanic, Puerto Rico, and 1% all other Asian or Pacific Islander.*
- Involvement of community venues that could work in partnership with forest outreach strategies to inform and engage their constituencies in applying for the apprenticeship program should have also been considered as an effective outreach strategy

Summary Analysis

A summary analysis of the region wide outreach strategy indicates only 5 individuals or 3% of all qualified and selected appointments were recruited from colleges and universities. The overwhelming majority 56%, or 95 individuals were current USDA employees, and 77, or 45% were other federal agency employees. An important variable, however, in identifying the category current employment

(source of employment) of the selected apprenticeships is unreliable. Tabulation of the current employment category statistical analysis, for some of the forests, does not correlate with actual numerical input data. This variable may be of significance in future planning to develop an aggressive outreach strategy.

The findings of the statistical data demonstrate that some increase in the ratio of Hispanic SCEP appointments occurred, but was not consistent on all forests. Many of the forests did not conduct aggressive outreach activities, as instructed by the Regional Forester (letter to Forest Supervisors 09/25/2003), to insure an increase in diversity applications. The percentages of, other than Hispanic, underrepresented groups and females qualified and selected for appointments were exceedingly low. The individual forest report will reveal that in many instances, even when there were qualified diverse candidates, they were not selected.

Listing of Forests' selection of qualified SCEP applicants by RSNO, and comparison of their Outreach Strategy to Results

Angeles National Forest

The Angeles National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 67 males, 3 females, qualified; selected 16 males, 1 female
- American Indian /Alaskan Native, 2 qualified, 0 selected
- Asian or Pacific Islander, 4 qualified, 1 selected
- Black, not of Hispanic origin, 4 qualified, 1 selected
- Hispanic, 23 qualified, 6 selected
- White, not of Hispanic origin, 34 qualified, 7 selected
- Not Hispanic, Puerto Rico, 3 qualified, 2 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified , 0 selected

The current employment of the total qualified and selected appointments indicate that 12, or 71% were current USDA employees; 6, or 35% were from another federal agency and 1, or 6% was from the private sector. None were selected from college or university of the 3 who qualified. None were veterans or disabled. One qualified female was selected.

Outreach to Community Colleges with diverse student populations was extensive. In addition, community-based organizations with diverse constituencies were also contacted. What is called into question is why an extensive outreach strategy that targeted appropriate community organizations, as well as community and four year colleges, with diverse student populations, didn't yield more successful results.

Cleveland National Forest

The Cleveland National Forest statistics based on the Region 5 SCEP Employment Program Recruitment Bulletin for the 2003 Apprenticeship Program revealed the following:

- 63 males, 3 females, qualified; selected; 17 males, 0 females
 - American Indian/Alaskan Native, 3 qualified; 1 selected
-

- Asian or Pacific Islander, 3 qualified; 0 selected
- Black , not of Hispanic origin, 4 qualified; 0 selected
- Hispanic, 17 qualified ; 6 selected
- White, not of Hispanic origin, 37 qualified; 8 selected
- Not Hispanic, Puerto Rico, qualified 1; 1 selected
- All other Asian or Pacific Islander in Hawaii, 1 qualified, 1 selected

The current employment of the total qualified and selected appointments indicate 9, or 53%, were current USDA employees; 8, or 47%, were employed by another federal agency. None were veterans and none were disabled. No qualified females were selected.

The strategy to outreach to community colleges and university was somewhat sporadic and didn't appear to yield a significant pool of candidates. Only 2 candidates or 3% of all qualified applicants were listed as recruited from college or university among the employment categories.

Eldorado National Forest

The Eldorado National Forest statistics based on the Region 5 SCEP Employment Program Recruitment Bulletin 2003Apprenticeship Program revealed the following:

- 32 males, 5 females qualified; selected 4 males, 1 female
- American Indian/Alaskan Native, 1 qualified, 0 selected
- Asian or Pacific Islander, 2 qualified , 0 selected
- Black, not of Hispanic origin, 1 qualified, 0 selected
- Hispanic, 3 qualified, 1 selected
- White, not of Hispanic origin, 29 qualified, 4 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 1 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate 4 or 80% were current USDA employees, and 2 or 40% (?) were from other federal agencies. None were veterans and none were disabled. It is interesting to note that qualified candidates were recruited from all of the employment categories, with the exception of state/local government. There were 2 qualified candidates from college or university although outreach was not conducted at community colleges.

Much of the information about the SCEP Employment Program was distributed to internal networks, such as existing fire personnel or private fire contractors.

“Fire employees on the Eldorado National Forest were notified of the Apprenticeship Program and given applications by their Captains and Battalion Chiefs. In addition, to our employees, the two crews from the Western Region of the National Civilian Community Corps were also counseled on the program. Module leaders from the Eldorado NF encountered Forest Service firefighters from other National Forests that inquired about the opportunities for employment on the Eldorado. Private fire contractors and AD crews were given information by ENF personnel while on Fire assignments throughout the western U.S. and cover assignments on the Eldorado National NF.”
Matt Johnson, Battalion Chief, Eldorado National Forest; 12/17/2003; To: Charlotte Smith, HR.

There is no indication that outreach was conducted at community colleges, four year institutions or community based organizations serving diverse populations in the urban/wilderness interface city of Sacramento.

Lassen National Forest

The Lassen National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 28 males, 1 female, qualified; selected 9 males, 0 females
- American Indian/Alaskan Native, 0 qualified, 0 selected
- Asian or Pacific Islander, 0 qualified, 0 selected
- Black, not of Hispanic origin , 0 qualified, 0 selected
- Hispanic, 6 qualified, 2 selected
- White, not of Hispanic origin, 22 qualified, 7 selected
- Not Hispanic, Puerto Rico. 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 2, or 22% were from private industry; 3, or 33% were from another federal agency; 2, or 22% were unemployed; and 2, or 22% were USDA employees. One visually impaired disabled person qualified, but was not selected, 2 veterans were cited, but there is no indication they were selected.

Although the Lassen National Forest was assigned to conduct outreach to community colleges as a member of the Sierra Cascade Province, data indicates the Lassen did not participate as a team member.

Inyo National Forest

The Inyo National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 28 males, 2 females qualified; selected 3 males, 0 females
- American Indian/Alaskan Native, 0 qualified, 0 selected
- Asian Pacific or Pacific Islander, 1 qualified, 0 selected
- Black, not of Hispanic origin, 2 qualified, 0 selected
- Hispanic, 5 qualified, 0 selected
- White, not of Hispanic origin, 22 qualified, 3 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified 0 selected

The current employment of the total qualified and selected appointments indicate that 2, or 67% were USDA employees, and 1, or 33% was from the category of other. One hearing impaired person qualified, but there is no indication of selection. No females were selected.

Data of qualified, but not selected candidates, indicate that 2, or 7% were contacted at university or college, 2, or 7% were from private industry, 0, or 0% from state or local government, 9, or 30% from another federal agency, 0, or 0% from the military, 5, or 17% were unemployed, 13 or 43% were USDA employees, and 5, or 17% from the category of other. Although there was a fairly low pool of diverse candidates, it certainly appears, from the data, the Inyo had an opportunity to make a more diverse selection. *Memo from Jeff Ller, Division Chief, White Mtn. R.D. to Connie Williams, HR Specialist; "Connie I have read the outreach notice and interpret it as follows. Since we are not locally affiliated with a two year college that has a natural resource or fire program we are for the most part exempt, we have of course done our local normal local forest wide outreach. We will be attempting to fill 9 apprentice positions this year (11/21/03)."*

Klamath National Forest

The Klamath National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 31 males, 5 females qualified; selected 7 males, 1 female
- American Indian/Alaskan Native, 0 qualified, 0 selected
- Asian or Pacific Islander, 1 qualified, 0 selected
- Black, not of Hispanic origin, 0 qualified, 0 selected
- Hispanic, 4 qualified, 1 selected
- White, not of Hispanic origin, 31 qualified, 7 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 4, or 50% were current USDA employees, 3, or 38% were from another federal agency. 1, or 12% were from state/local government; 3, or 38% were unemployed, and 1, or 12% is from the category of other (statistics are unreliable). One qualified female was selected. None were veterans or disabled.

Although two community colleges were contacted, no qualified applicants showed up on the data. *Memo from Patsy Newton, HR specialist. "We really have limited opportunities, as far as community colleges and diversity. We can recruit for diversity much better in Southern Oregon and it is only forty miles away. Is there a possibility for next year to extend to Oregon (10/17/03)?"*

Lake Tahoe Basin Business Management Unit

The Lake Tahoe Basin Business Management Unit statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 16 males, 1 female qualified; selected 2 males, 0 females
 - American Indian/Alaskan Native, 1 qualified, 1 selected
 - Asian or Pacific Islander, 0 qualified, 0 qualified
 - Black, not of Hispanic origin, 0 qualified, 0 selected
 - Hispanic, 1 qualified, 0 selected
 - White, not of Hispanic origin, 14 qualified, 1 selected
 - Not Hispanic, Puerto Rico, 0 qualified, 0 selected
 - All other Asian or Pacific Islander in Hawaii, 1 qualified, 0 selected
-

The current employment of the total qualified and selected appointments indicates that 1, or 50 % was a current USDA employee, 1, or 50% was from another federal agency, and 1, or 50% had been unemployed (apparent statistical discrepancy).

Outstanding outreach activity to both organizational and college venues was conducted, but the data reveals dismal results. Further investigation needs to be undertaken to address why this strategy failed to produce desired success. Qualified females were not selected.

Los Padres National Forest

The Los Padres National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 52 males, 7 females qualified; selected 13 males, 3 females
- American Indian/Alaskan Native, 2 qualified, 0 selected
- Asian or Pacific Islander, 3 qualified, 0 selected
- Black, not of Hispanic origin, 1 qualified, 0 selected
- Hispanic, 12 qualified, 2 selected
- White, not of Hispanic origin, 41 qualified, 14 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander, 0 qualified 0 selected

The current employment of the total qualified and selected appointments indicate, that 11, or 69% were from another federal agency, 5, or 31% were current USDA employees, and 1, or 6% was from the category of other.

The outreach activity to community colleges and universities was conducted by mailing recruitment and application materials rather than contact with the organizations directly. Nonetheless 4, or 7% qualified, but were not selected. Private industry and unemployed were also from categories that applicants qualified, but were not selected. Although many of the colleges which had outreach and recruitment materials mailed to them, it would have perhaps been more effective to have had personal contact with school administrators, appropriate faculty, and students themselves.

Mendocino National Forest

The Mendocino National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 26 males, 3 females qualified; selected 4 males, 0 females
 - American Indian/Alaskan Native, 0 qualified, 0 selected
 - Asian or Pacific Islander, 0 qualified, 0 selected
 - Black, not of Hispanic origin, 2 qualified, 1 selected
 - Hispanic, 2 qualified, 1 selected
 - White, not of Hispanic origin, 26 qualified, 3 selected
 - Not Hispanic, Puerto Rico, 0 qualified, 0 selected
 - All other Asian or Pacific Islander in Hawaii, 1 qualified, 0 selected
-

The current employment total of qualified and selected appointments indicate that 3, or 75% were USDA employees, and 1, or 25% was from another federal agency. Of the 3 females who qualified, none were selected, 2 veterans who qualified were also not selected.

Data of qualified, but not selected candidates indicate that 1, or 3% were from college or university, 5, or 17% were from private industry, 12, or 41% were from another federal agency, 3, or 10 % were unemployed, 11, or 38% were USDA employees, 3, or 10% were from the category of other, and 1, or 3 % there was no data.

The direction to conduct outreach to community colleges was accomplished by sending an e-mail to Butte Community College. *Memo, October 29, 2003 from Michael Brenner for James D. Fenwood to Regional Forester, "In response to your subject letter we forwarded Region 5 Student Career Employment Program Recruitment Bulletin for the 2004 Apprenticeship Program by e-mail to JoAnne Birdsall at the Butte College Career Center. In our email we made ourselves available for questions, assistance in completing applications and for a Forest Service representative to attend the college. There was no response from Butte College."*

Modoc National Forest

The Modoc National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 21 males, 1 female qualified; selected 7 males 1 female
- American Indian/Alaskan Native, 0 qualified, 0 selected
- Asian or Pacific Islander, 0 qualified, 0 selected
- Black, not of Hispanic origin, 0 qualified, 0 selected
- Hispanic, 4 qualified, 1 selected
- White, not of Hispanic origin, 18 qualified, 7 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 2, or 25% were from college or university, 1, or 12% was from private industry, 3 were from another federal agency, and 3 were USDA employees. None were disabled or veterans.

There was an attempt to outreach to high schools and to Butte Community College, which registered a negative response. Most of the announcement flyers were distributed to various fire stations, as well as to local post offices and the California Employment Dept. in Alturas. Apparently there were no personal interactions with diverse communities or their representatives. *"Modoc NF was not required to hold public recruitment meetings at colleges, due to location."* (from page 2 of 3, Interested Organizations and Recruitment Summary 11/13/03).

Plumas National Forest

The Plumas National Forest statistics based on the Region 5 SCEP Employment Program Recruitment Bulletin for the 2003 Apprenticeship Program revealed the following:

- 27 males, 6 females qualified; selected 4 males, 0 females
- American Indian/Alaskan Native, 0 qualified, 0 selected
- Asian or Pacific Islander, 0 qualified, 0 selected
- Black, not of Hispanic origin, 1 qualified, 0 selected
- Hispanic, 7 qualified, 2 selected
- White, not of Hispanic origin, 25 qualified, 7 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 1, or 25% was from another federal agency, 1, or 25% was unemployed, and 2, or 50% were USDA employees.

It appears from the data that considerable outreach to Butte Community College, Fire Academy and Feather River Community College was conducted. However, the outreach contact data does not show up on the qualified and selected applicant current employment category. There is an enormous discrepancy in the numerical and statistical data.

San Bernadino National Forest

The San Bernadino National Forest statistics based on the Region 5 SCEP Employment Program Recruitment Bulletin for the 2003 Apprenticeship Program revealed the following:

- 83 males, 4 females qualified; selected 22 males, 1 female
- American Indian/Alaskan Native, 4 qualified, 0 selected
- Asian or Pacific Islander, 6 qualified, 3 selected
- Black, not of Hispanic origin, 5 qualified, 1 selected
- Hispanic, 25 qualified, 6 selected
- White, not of Hispanic origin, 46 qualified, 13 selected
- Not Hispanic, Puerto Rico, 1 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 8, or 35% were from other federal agencies, 19, or 83% were current USDA employees, and 2, or 9% were from the category of other.

Outreach strategies were conducted in a variety of methods. Victor Valley Community College and Glendale Community College were sent e-mail announcement with application materials. On site contacts were not conducted. Announcements and application materials were also sent to One-Stop/State of California Employment Development Dept., San Bernadino. In addition, a personal letter, along with the Apprenticeship announcement and application was sent to 250 individuals who had previously applied to AVUE at the One-Stop Office at the State of California Employment Development Department.

Sequoia National Forests

The Sequoia National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following;

- 36 males, 5 females qualified; selected 11 males, 0 females
- American Indian/Alaskan Native, 2 qualified, 0 selected
- Asian or Pacific Islander, 1 qualified, 1 selected
- Black, not of Hispanic origin, 3 qualified, 0 selected
- Hispanic, 7 qualified, 3 qualified
- White, not of Hispanic origin, 28 qualified, 7 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 1, or 9% was from college or university, 4, or 36% were from another federal agency, 5, or 45% were USDA employees, and 1, or 9% was from the category other. No females of the 5, who qualified, were selected.

Outreach strategies were conducted as a team of the Southern Sierra Province and were actively involved in personal visitation to more than a ½ dozen community colleges and to local California Conservation Corps and other community venues. Names with RSNO's were conveyed where appropriate. Although the outreach and qualification was aggressive and commendable, the selection ratio was less than desirable.

Shasta-Trinity National Forest

The Shasta-Trinity National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 32 males, 5 females qualified; selected 5 males, 2 females
- American Indian/Alaskan Native, 2 qualified, 0 selected
- Asian or Pacific Islander, 0 qualified, 0 selected
- Black, not of Hispanic origin, 0 qualified, 0 selected
- Hispanic, 1 qualified, 0 selected
- White, not of Hispanic origin, 34 qualified, 7 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 5, or 71% were from another federal agency, 1, or 14% unemployed, 3, or 43% were USDA employees (numerical input data does not correlate with selection data). However, the selection rate was 100% white.

Planning for outreach to Shasta College to interact with administrators, faculty and students was commendable. However, the college did not cooperate. No other outreach effort to achieve a diverse candidate pool was reported.

Sierra National Forest

The Sierra National Forest statistics based on the Region 5 SCEP Employment Program Bulletin for the 2003 Apprenticeship Program revealed the following:

- 30 males, 3 females qualified, selected 7 males, 0 females
- American Indian/Alaskan Native, 3 qualified, 3 selected
- Asian or Pacific Islander, 1 qualified, 0 selected
- Black, not of Hispanic origin, 2 qualified, 0 selected
- Hispanic, 8 qualified, 3 selected
- White, 19 qualified, 1 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified 0 selected

The current employment of the total qualified and selected appointments indicate that 3, or 43% percent were from another federal agency, 5, or 71% were USDA employees (numerical input data does not correlate to selection data). No qualified females were selected.

The Sierra National Forest and the Sequoia National were an effective outreach team under the aegis of the Southern Sierra Province. The team made on-site visits to several community colleges and community venues, and also provided RSNO's as appropriate.

Six Rivers National Forest

The Six Rivers National Forest statistics based on the Region 5 SCEP Employment Program Recruitment Bulletin 2003 Apprenticeship Program revealed the following:

- 32 males, 3 females qualified, selected 9 males, 1 female
- American Indian/Alaskan Native, 1 qualified, 0 selected
- Asian or Pacific Islander, 1 qualified, 1 selected
- Black, not of Hispanic origin, 0 qualified, 0 selected
- Hispanic, 4 qualified, 1 selected
- White, not of Hispanic origin, 29 qualified, 8 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 0 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate 1, or 10% was from a college or university, 6, or 60% came from another federal agency, 7, or 70% USDA employees, and 1, or 10% from the category of other (the numerical input data does not correlate with the selection data).

Although the Six Rivers, reported that they were not assigned a community college, an outreach effort was made to contact with Kings River Community College and College of the Redwoods. The recruitment material was sent to both colleges. There is no indication that contact was made with Humboldt University.

Stanislaus National Forest

The Stanislaus National Forest statistics based on the Region 5 SCEP Employment Program Recruitment Bulletin 2003 Apprenticeship program revealed the following:

- 22 males, 0 females qualified, selected 9 males, 0 females
-

- American Indian/Alaskan Native, 1 qualified, 0 selected
- Asian or Pacific Islander, 0 qualified, 0 selected
- Black, not of Hispanic origin, 0 qualified, 0 selected
- Hispanic, 2 qualified, 2 selected
- White, not of Hispanic origin, 18 qualified, 7 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian, 1 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate that 1, or 11% was from college or university, 3, or 33% were from another federal agency, 1, or 11% was unemployed, 5, or 56% were USDA employees, and 1, or 11% was from the category of other (the numerical input data does not correlate with the selection data).

There was no report of any outreach activities to community colleges or universities, although the statistics does indicate one person identified a college or university as the current source of occupational affiliation. The Stanislaus was teamed with the Six Rivers. However, there is no viable planning and implementation strategies reported for either a team effort or a singular effort by the Stanislaus to aggressively conduct outreach to achieve a diverse pool of candidates.

Tahoe National Forest

The Tahoe National Forest statistics based on the Region 5 SCEP Employment Program

Bulletin for the 2003 Apprenticeship program revealed the following:

- 41 males, 5 females qualified, selected 9 males, 2 females
- American Indian/Alaskan Native, 3 qualified, 0 selected
- Asian or Pacific Islander, 1 qualified, 0 selected
- Black, not of Hispanic origin, 2 qualified, 1 selected
- Hispanic, 5 qualified, 1 selected
- White, not of Hispanic origin, 34 qualified, 9 selected
- Not Hispanic, Puerto Rico, 0 qualified, 0 selected
- All other Asian or Pacific Islander in Hawaii, 1 qualified, 0 selected

The current employment of the total qualified and selected appointments indicate 9, or 82% were from another federal agency, 4, or 36% were USDA employees (the numerical input data does not correlate with the selection data).

The Tahoe National Forest conducted extensive outreach to community colleges, universities, community organizations, internal Forest Service diversity networks, and other federal agency diversity networks. The qualified and selection results should have yielded a higher percentage of diverse candidates. This is an important anomaly that must be explored in depth.

Summary and Recommendations

The stats indicate that only four forests, the **Angeles**, (35% Hispanic, 41% White, 12% not Hispanic, Puerto Rico); the **Cleveland**, (35% Hispanic, 47% White); the **Plumas**, (50% Hispanic, 50% White);

the *San Bernadino*, (26% Hispanic, 57% White, 13% Asian or Pacific Islander); and, the *Sierra* (43% Hispanic, 14% White, 43% American Indian/Alaskan Native); can claim to be successful in their outreach and recruitment strategy selection of qualified candidates, particularly as it impacts Hispanics. Success was not accomplished with the outreach and selection ratio of other underrepresented groups.

What can conceivably be considered borderline is the *Sequoia* (27% Hispanic, 64% White, 9% Asian/Pacific Islander). However, the numerical numbers are 3 Hispanic; 7 White; and 1 Asian/Pacific Islander. The Lake Tahoe National Forest and the Lake Tahoe Management Unit in a joint effort conducted an exemplary outreach strategy, but it yielded unsatisfactory selection results.

The remaining forests exhibited poor performance in implementing an effective outreach strategy to increase diversity for the SCEP Fire Apprenticeship Program. Some forests performed just perfunctory and inconsequential outreach strategies.

Another area of concern is the number of applicants who were disqualified as non eligible. This element of the outreach process should undergo serious scrutiny.

Areas of consideration to develop increased qualified diverse selections may include the following:

- Review and amend the criteria for qualifications for entry level SCEP apprenticeships.
 - Train FCRO's and fire staff in outreach strategies to work with demographically diverse institutions and community organizations and their leadership.
 - Design, develop and implement a province team self study of why some approaches were successful even though they were not urban/wilderness interface Forests.
 - Design and develop marketing tools such as a Region 5 video of personal stories and experiences of diverse employees in fire, or who started out in fire, and now have successful careers in the Forest Service
 - Explore instruments such as the Michigan University Supreme Court decision to address barriers of utilizing RSNO in the selection process to achieve diversity.
 - Replicate and allocate sufficient resources to "grow your own" projects such as Central California Consortium, the Richmond Fire Academy/Contra Costa College project, etc.
 - Institute accountability procedures directed at Regional Office fire leadership as well as Forest unit fire leadership. Direct these personnel to be instrumental in developing their own training modalities to address successful diversity outreach and selection strategies.
 - Design, develop and implement a **Long Range Sequenced Management Strategy** to address the Forest Service cultural bias to obstruct the implementation of a diverse workforce.
-

Attachment 2

Spreadsheet containing raw data and analysis of data for each Forest's Apprentice Hire effort in 2003.

	American Indian/Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Not Hispanic, Puerto Rico	All other Asian or Pacific Islander in Hawaii	RNO and Sex Entered		Total	RNO and/or Sex not Entered	Total	Total	Grand Total		
								M	F		M	F	M	F		
Angeles NF																
# Qualified	2	4	4	23	34	3	0	67	3	70	0	0	18	67	3	88
%	3%	6%	6%	33%	49%	4%	0%	96%	4%							
# Not Qualified	0	2	5	14	13	0	0	32	2	34	0	0	5	32	2	39
%	0%	6%	15%	41%	38%	0%	0%	94%	6%							
# Selected	0	1	1	6	7	2	0	16	1	17	0	0	4	16	1	21
%	0%	6%	6%	35%	41%	12%	0%	94%	6%							
Cleveland NF																
# Qualified	3	3	4	17	37	1	1	63	3	66	0	0	20	63	3	86
%	5%	5%	6%	26%	56%	2%	2%	95%	5%							
# Not Qualified	0	2	4	8	11	0	0	23	2	25	0	0	4	23	2	29
%	0%	8%	16%	32%	44%	0%	0%	92%	8%							
# Selected	1	0	0	6	8	1	1	17	0	17	0	0	7	17	0	24
%	6%	0%	0%	35%	47%	6%	6%	100%	0%							
Eldorado NF																
# Qualified	1	2	70	3	29	0	1	32	5	37	1	0	12	33	5	49
%	3%	5%	189%	8%	78%	0%	3%	86%	14%							
# Not Qualified	0	1	2	4	10	0	0	15	2	17	0	0	0	15	2	17
%	0%	6%	12%	24%	59%	0%	0%	88%	12%							
# Selected	0	0	0	1	4	0	0	4	1	5	0	0	2	4	1	7
%	0%	0%	0%	20%	80%	0%	0%	80%	20%							
Inyo NF																
# Qualified	0	1	2	5	22	0	0	28	2	30	0	0	6	28	2	36
%	0%	3%	7%	17%	73%	0%	0%	93%	7%							
# Not Qualified	0	1	1	4	9	0	0	14	1	15	0	0	1	14	1	16
%	0%	7%	7%	27%	60%	0%	0%	93%	7%							
# Selected	0	0	0	0	3	0	0	3	0	3	0	0	1	3	0	4

	American Indian/Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Not Hispanic, Puerto Rico	All other Asian or Pacific Islander in Hawaii	RNO and Sex Entered		Total	RNO and/or Sex not Entered		Total	Total	Grand Total	
								M	F		M	F				
%	0%	0%	0%	0%	100%	0%	0%	100%	0%							
Klamath NF																
# Qualified	0	1	0	4	31	0	0	31	5	36	1	0	8	32	5	44
%	0%	3%	0%	11%	86%	0%	0%	86%	14%							
# Not Qualified	0	2	1	5	9	0	0	16	1	17	0	0	3	16	1	20
%	0%	12%	6%	29%	53%	0%	0%	94%	6%							
# Selected	0	0	0	1	7	0	0	7	1	8	0	0	0	7	1	8
%	0%	0%	0%	13%	88%	0%	0%	88%	13%							
LTBMU																
# Qualified	1	0	0	1	14	0	1	16	1	17	1	0	4	17	1	21
%	6%	0%	0%	6%	82%	0%	6%	94%	6%							
# Not Qualified	1	0	0	2	7	0	0	8	2	10	0	0	0	8	2	10
%	10%	0%	0%	20%	70%	0%	0%	80%	20%							
# Selected	1	0	0	0	1	0	0	2	0	2	0	0	0	2	0	2
%	50%	0%	0%	0%	50%	0%	0%	100%	0%							
Lassen NF																
# Qualified	0	0	0	6	23	0	0	28	1	29	1	0	9	29	1	38
%	0%	0%	0%	21%	79%	0%	0%	97%	3%							
# Not Qualified	0	1	0	4	9	0	0	13	1	14	0	0	1	13	1	15
%	0%	7%	0%	29%	64%	0%	0%	93%	7%							
# Selected	0	0	0	2	7	0	0	9	0	9	0	0	1	9	0	10
%	0%	0%	0%	22%	78%	0%	0%	100%	0%							
Los Padres NF																
# Qualified	2	3	1	12	41	0	0	52	7	59	0	0	14	52	7	73
%	3%	5%	2%	20%	69%	0%	0%	88%	12%							
# Not Qualified	0	1	3	8	9	0	0	20	1	21	0	0	3	20	1	24
%	0%	5%	14%	38%	43%	0%	0%	95%	5%							
# Selected	0	0	0	2	14	0	0	13	3	16	0	0	3	13	3	19
%	0%	0%	0%	13%	88%	0%	0%	81%	19%							
Mendocino NF																
# Qualified	0	0	0	2	26	0	1	26	3	29	1	0	9	27	3	38

	American Indian/Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Not Hispanic, Puerto Rico	All other Asian or Pacific Islander in Hawaii	RNO and Sex Entered		Total	RNO and/or Sex not Entered	Total	Total	Grand Total	
								M	F		M	F	M	F	
%	0%	0%	0%	7%	90%	0%	3%	90%	10%						
# Not Qualified	2	1	0	6	7	0	0	15	1	16	0	3	15	1	19
%	13%	6%	0%	38%	44%	0%	0%	94%	6%						
# Selected	0	0	0	1	3	0	0	4	0	4	0	2	4	0	6
%	0%	0%	0%	25%	75%	0%	0%	100%	0%						
Modoc NF															
# Qualified	0	0	0	4	18	0	0	21	1	22	1	5	22	1	27
%	0%	0%	0%	18%	82%	0%	0%	95%	5%						
# Not Qualified	1	2	0	3	13	0	0	17	2	19	0	0	17	2	19
%	5%	11%	0%	16%	68%	0%	0%	89%	11%						
# Selected	0	0	0	1	7	0	0	7	1	8	0	0	7	1	8
%	0%	0%	0%	13%	88%	0%	0%	88%	13%						
Plumas NF															
# Qualified	0	0	1	7	25	0	0	27	6	33	0	8	27	6	41
%	0%	0%	3%	21%	76%	0%	0%	82%	18%						
# Not Qualified	0	1	2	5	13	0	0	19	2	21	0	0	19	2	21
%	0%	5%	10%	24%	62%	0%	0%	90%	10%						
# Selected	0	0	0	2	2	0	0	4	0	4	0	2	4	0	6
%	0%	0%	0%	50%	50%	0%	0%	100%	0%						
San Bernardino NF															
# Qualified	4	6	5	25	46	1	0	83	4	87	0	22	83	4	109
%	5%	7%	6%	29%	53%	1%	0%	95%	5%						
# Not Qualified	0	1	8	13	21	0	0	42	1	43	0	12	42	1	55
%	0%	2%	19%	30%	49%	0%	0%	98%	2%						
# Selected	0	3	1	6	13	0	0	22	1	23	0	9	22	1	32
%	0%	13%	4%	26%	57%	0%	0%	96%	4%						
Sequoia NF															
# Qualified	2	1	3	7	28	0	0	36	5	41	0	9	36	5	50
%	5%	2%	7%	17%	68%	0%	0%	88%	12%						
# Not Qualified	1	2	3	10	14	0	0	29	1	30	0	3	29	1	33

	American Indian/Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Not Hispanic, Puerto Rico	All other Asian or Pacific Islander in Hawaii	RNO and Sex Entered		Total	RNO and/or Sex not Entered		Total	Total	Grand Total	
								M	F		M	F				
%	3%	7%	10%	33%	47%	0%	0%	97%	3%							
# Selected	0	1	0	3	7	0	0	11	0	11	0	0	3	11	0	14
%	0%	9%	0%	27%	64%	0%	0%	100%	0%							
Shasta-Trinity NF																
# Qualified	2	0	0	1	34	0	0	32	5	37	1	0	12	33	5	49
%	5%	0%	0%	3%	92%	0%	0%	86%	14%							
# Not Qualified	2	1	0	5	13	0	0	18	3	21	0	0	5	18	3	26
%	10%	5%	0%	24%	62%	0%	0%	86%	14%							
# Selected	0	0	0	0	7	0	0	5	2	7	1	0	3	6	2	10
%	0%	0%	0%	0%	100%	0%	0%	71%	29%							
Sierra NF																
# Qualified	3	1	2	8	19	0	0	30	3	33	0	0	5	30	3	38
%	9%	3%	6%	24%	58%	0%	0%	91%	9%							
# Not Qualified	1	1	1	7	14	0	0	22	2	24	0	0	3	22	2	27
%	4%	4%	4%	29%	58%	0%	0%	92%	8%							
# Selected	3	0	0	3	1	0	0	7	0	7	0	0	1	7	0	8
%	43%	0%	0%	43%	14%	0%	0%	100%	0%							
Six Rivers NF																
# Qualified	1	1	0	4	29	0	0	32	3	35	0	0	8	32	3	43
%	3%	3%	0%	11%	83%	0%	0%	91%	9%							
# Not Qualified	0	1	2	3	8	0	0	13	1	14	0	0	1	13	1	15
%	0%	7%	14%	21%	57%	0%	0%	93%	7%							
# Selected	0	1	0	1	8	0	0	9	1	10	0	0	2	9	1	12
%	0%	10%	0%	10%	80%	0%	0%	90%	10%							
Stanislaus NF																
# Qualified	1	0	0	2	18	0	1	22	0	22	1	0	6	23	0	28
%	5%	0%	0%	9%	82%	0%	5%	100%	0%							
# Not Qualified	0	3	0	6	8	0	0	17	0	17	0	0	1	17	0	18
%	0%	18%	0%	35%	47%	0%	0%	100%	0%							
# Selected	0	0	0	2	7	0	0	9	0	9	1	0	3	10	0	12
%	0%	0%	0%	22%	78%	0%	0%	100%	0%							

	American Indian/Alaskan Native	Asian or Pacific Islander	Black, not of Hispanic Origin	Hispanic	White, not of Hispanic Origin	Not Hispanic, Puerto Rico	All other Asian or Pacific Islander in Hawaii	RNO and Sex Entered		Total	RNO and/or Sex not Entered	Total	Total	Grand Total		
								M	F		M	F	M	F		
Tahoe NF																
# Qualified	3	1	2	5	34	0	1	41	5	46	1	0	12	42	5	58
%	7%	2%	4%	11%	74%	0%	2%	89%	11%							
# Not Qualified	1	1	2	4	11	0	0	16	3	19	0	0	0	16	3	19
%	5%	5%	11%	21%	58%	0%	0%	84%	16%							
# Selected	0	0	1	1	9	0	0	9	2	11	0	0	1	9	2	12
%	0%	0%	9%	9%	82%	0%	0%	82%	18%							
Regionwide																
# Qualified	11	12	9	66	200	3	2	278	25	303	3	0	80	281	25	383
%	4%	4%	3%	22%	66%	1%	1%	92%	8%							
# Not Qualified	5	7	16	38	71	0	0	128	9	137	0	0	25	128	9	162
%	4%	5%	12%	28%	52%	0%	0%	93%	7%							
# Selected	5	6	3	38	115	3	1	158	13	171	2	0	44	160	13	215
%	3%	4%	2%	22%	67%	2%	1%	92%	8%							

Attachment 3:

List of 11 questions about outreach, recruitment, Hispanic applicants and Hispanic employees for Forest Supervisors to respond to and return by May 31, 2004.

Please provide response to questions below to Amahra Hicks by May 31, 2004.

1. Review the enclosed RSNO data on all applicants, eligible applicants, and selected applicants and indicate whether, to your knowledge, the numbers are accurate.
 2. Describe the outreach and recruitment done by your forest and identify who handled the outreach and recruitment.
 3. Identify the fire personnel who made the recommendations for the apprentice hires.
 4. Indicate who, if anyone, reviewed the recommendations to see if the diversity of the selectees furthered the goal of the Hispanic Settlement Agreement “ to increase Hispanic representation in the Region 5 workforce to a percentage equivalent to the percentage of Hispanics in the Applicable Labor Pool in the Relevant Geographic Area.” If the selections did not further that goal, what, if any, discussions took place? Was the FCRO involved in the Apprentice selection process?
 5. If your forest recruited Hispanics who were not found eligible, did you try to determine why the applicant was not eligible?
 6. If eligible Hispanics were in the applicant pool and were not selected, why not?
 7. If you had eligible Hispanic applicants that you did not hire, did anyone on your forest advise those applicants to apply to forests in other areas?
 8. If offers were made and a Hispanic applicant was not ultimately hired, do you know why not? (For example: Did the applicant decline the offer? go to a different forest?)
 9. If a Hispanic applicant declined an offer, did you try to find out why?
 10. Please provide the correct RSNO figures on Hispanics and total apprentices actually hired at your forest.
 11. If any Hispanic hired in this Apprenticeship group has since left your forest, provide the employee’s name and reason for leaving, if known.
-

Appendix D.7: Regional Forester's Expectations for Recommending and Selecting Officials

**United States
Department of
Agriculture**

**Forest
Service**

**Pacific
Southwest
Region**

**Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)**

File Code: 1700/6100

Date: April 23, 2004

Route To:

Subject: Unit Employment Review Team

To: Forest Supervisors and Directors

Effectively immediately, all Forests and Regional Office staffs are required to implement and/or participate in the Unit Employment Review Team process for vacancies within their units. This letter describes that process.

The Unit Employment Review Team is made up of the unit Human Resources Officer (HRO), the unit Civil Rights Officer (FCRO), and the Recommending Official. The function of this team is to confer at several "checkpoints" throughout the outreach and recruitment process to achieve consensus on the following:

1. Was adequate outreach and recruitment conducted? Is additional outreach necessary?
2. Did the outreach and recruitment result in an adequately diverse pool of applicants? Should the vacancy announcement be extended?
3. Does the selection recommendation address under-representation of the position being filled?

To assist you in answering the questions asked above, we have developed guidelines for determining if your outreach and recruitment efforts are "adequate." These guidelines are attached and should be used in conjunction with the outreach and recruitment documentation form.

Unit Employment Review Teams are one step to improving our outreach and recruitment system to ensure that employees responsible for selections and employees responsible for assessing and monitoring our hiring process are working together to facilitate diversification of our workforce.

Another critical element in improving our selection process is consistency of selection review panels. A review of our selection process has unveiled a lack of Standard Operating Procedures (SOPs) for conducting selection review panels. By the first of June, the Regional Office will be issuing SOPs for selection review panels, which will standardize both internal and external application ratings to ensure fair and equitable consideration of everyone who applies for our vacancies.

These changes are necessary to ensure our outreach, recruitment, and hiring process is consistent throughout the Region. I expect every Forest Supervisor and Regional Office Director to ensure that their units implement and/or participate in these procedures immediately. Staff Directors, although not responsible for Unit Employment Review Teams, are also expected to participate in this process whenever vacancies are advertised within their staff areas.

Questions regarding this issue may be directed to Margaret Pasholk, Human Resources Director, at (707) 562-8753; Sandra Macias, Acting Civil Rights Director, at (707) 562-8752; or Julena Pope, Settlement Agreements Director, at (707) 562-9180.

/s/ Vicki Jackson (for)
JACK A. BLACKWELL

Regional Forester

cc: pdl r5 hr-cr all, Peggy Hernandez

Attachments

Attachment

Unit Employment Review Team (RT) Guidelines for “adequate” Outreach

Checkpoint 1: Prior to vacancy announcement being issued, first line supervisor and/or recommending official will meet with the FCRO to complete the outreach and recruitment documentation form and identify whether under-representation exists for the series/series and grade level/levels of the position to be advertised. If there is under-representation identified, manager and FCRO will work together to identify and notify potential target audience organizations and individuals of the position to be advertised.

FCRO’s will then post outreach notice and share that notice with the specific targeted organizations and individuals that would yield applicants in the areas of underrepresentation identified in the outreach and recruitment form. Target organizations/individuals can be either internal (FS, other Government) or external (professional organizations, colleges & universities, etc.).

Outreach should be completed within 2 weeks. At this point the FCRO, Selecting Official and HRO review the results of the outreach. If outreach results indicate a strong potential exists for a diverse applicant pool, the vacancy announcement is developed and released. If outreach results do not indicate a diverse applicant pool will be realized, the RT will meet to decide if the outreach period should be extended, or release the vacancy concurrent with continued aggressive outreach activities. Once the actual vacancy is released, the FCRO and manager should make certain any candidates or organizations identified during the outreach phase receive a notification and/or a copy of the vacancy announcement.

Checkpoint 2: 2-3 days prior to closing of the vacancy announcement, the RT must confer again to determine if their outreach strategy yielded any target applicant/s to apply for the position. The HR Operations Team will provide Applicant Flow statistics to the HRO for sharing with the FCRO and Manager. If the applicant pool is reflective of the targeted recruitment efforts, the team may proceed with the selection process.

If at Checkpoint 2 it is determined that targeted outreach and recruitment has not yielded any targeted applicants, the vacancy announcement must be extended for a minimum of 2 weeks and FCRO and manager must demonstrate additional efforts to solicit applicants from targeted outreach audiences. If there are still no results following extended recruitment, then all three team members must agree that active efforts were made, but proved unsuccessful, and move forward with the selection process.

Checkpoint 3: Following selection recommendation, the RT will meet to review the selection recommendation and document their decision per the outreach and recruitment form 6100-158.

The Applicant Flow system will be used to produce reports for the Regional Forester to use during performance evaluations for Forest Supervisors and Staff Directors.

APPENDIX E**Appendix E.1: HSA Video Letter**

**United States
Department of
Agriculture**

**Forest
Service**

**Pacific
Southwest
Region**

**Regional Office, R5
1323 Club Drive
Vallejo, CA 94592
(707) 562-8737 Voice
(707) 562-9130 Text (TDD)**

File Code: 1700
Route To:

Date: January 14, 2004

Subject: Hispanic Settlement Agreement Training Video

To: Forest Supervisors and Directors

As per the Region's agreement with the Regional Hispanic Working Group (RHWG) and the Hispanic Settlement Agreement (HSA) Monitor, Marcy Seville, a training video has been developed to inform all employees about the details of the Hispanic Settlement Agreement. Copies of the video will be delivered to your Forest Civil Rights Officers (FCRO) as per their direction to the Regional Civil Rights Staff.

It is my expectation that all employees will view the training video prior to January 31, 2004. In addition, all seasonal and new employees should view the video within two weeks of their start date. As the Regional Leadership Team, I am requesting your assistance in providing the opportunity for employees in your area of responsibility to view this training video. Forest Supervisors and Staff Directors, please coordinate with your FCRO's for scheduling.

Enclosed with this letter are several documents that must be distributed to each employee at the time they view the video. The documents include a roster of Forest Regional Hispanic Working Group Representatives, a Fact Sheet which lists specific details included in the Hispanic Settlement Agreement, and a sign-in sheet (to document attendance).

I hope this training video provides you and your employees with information needed to move forward with the implementation of the HSA. Should your employees have additional questions regarding the HSA, please encourage them to contact your Forest RHWG representative, FCRO, or Jose Briseno in the Regional Office of Civil Rights at (707) 562-8713.

/s/ Vicki A. Jackson (for)
JACK A. BLACKWELL

Regional Forester

cc: pdl r5 fcros, pdl r5 hrr5, RHWG

Attachments

Attachment 1: Province Rep List

Regional Hispanic Working Group
Forest Representatives & Executive Group Committee

Northern California Province (Trini Juarez, Province Coordinator)

Ruben Contreras	Klamath NF	rcontreras@fs.fed.us
<i>Vacant</i>	Mendocino NF	
<i>Vacant</i>	Shasta-Trinity NF	
Jeanne Duncan	Six Rivers NF	jyduncan@fs.fed.us

Sierra Cascade Province (Michael Brionez, Province Coordinator)

Dan Gonzalez	Lassen NF	dgonzalez@fs.fed.us
<i>Vacant</i>	Modoc NF	
Ann Garcia	Plumas NF	anngarcia@fs.fed.us

IBET Province (Joe Reyes, Province Coordinator)

Ed Chico	Eldorado NF & LTBMU	echico@fs.fed.us
<i>Vacant</i>	Inyo NF	
Michael Cruz	Tahoe NF	mcruz@fs.fed.us

Southern California Province (Angie Lavell, Province Coordinator)

Laura Lolly	Cleveland NF	llolly@fs.fed.us
<i>Vacant</i>	Angeles NF	
<i>Vacant</i>	Los Padres NF	
Gabe Garcia	San Bernardino NF	ggarcia01@fs.fed.us

Southern Sierra Province (Alan Gallegos, Province Coordinator)

<i>Vacant</i>	Sequoia NF	
Michael Perez	Sierra NF	mperez02@fs.fed.us
Patrick Kaunert	Stanislaus NF	pkaunert@fs.fed.us

Sandra Macias Regional Office smacias@fs.fed.us

Executive Group	
Michael Brionez	Regional Office
Peggy Hernandez	Regional Office
Angie Lavell	Angeles NF
Joe Reyes	Sierra NF
Alan Gallegos	Sierra NF
Trini Juarez	Regional Office

Attachment 2: HSA Handout**Hispanic Settlement Agreement General Info**

- ❖ Effective Date - December 23, 2002
- ❖ Term of Agreement - 3 years
- ❖ Court Appointed Monitor to oversee implementation of the Agreement
 - Monitor - Marci Seville (415-442-6675)
- ❖ Differs from Hispanic Resolution Agreement in that it focuses on increasing Hispanic representation.

Duties & Obligations:

- ❖ FS will undertake and continue specific measures designed to eliminate any barriers to hiring, promotion, and retention of Hispanics in the R5 workforce.
 - ❖ Goal: increase Hispanic representation in the Region 5 workforce to a percentage equivalent to the percentage of Hispanics in the Applicable Labor Pool.
 - ❖ R5 will maintain a full-time Regional Recruitment Coordinator - Janet Brandt-Jackson.
 - Emphasis placed on increasing the diversity of applicant pools for R5 vacancies.
 - ❖ Maintain a R5 Civil Rights Director.
-

- ❖ R5 will provide EEO training to all R5 employees on Departmental Policy, the Hispanic Settlement Agreement, and employee responsibilities in implementing the Agreement.
- ❖ Advertise positions both internally and externally.
- ❖ Establishes Regional Hispanic Working Group (RHWG).

RHWG:

- ❖ RHWG comprised of Hispanic employees of R5.
- ❖ Formed for the purpose of promoting the civil rights of Hispanics in Region 5.
- ❖ Consists of a representative from each forest/unit and an Executive Group.
- ❖ Monitors implementation of the Agreement.
 - Reviews and/or gathers data on such items as temporary and permanent hiring, promotions, terminations, outreach, and recruitment.
- ❖ Attends semi-annual meetings to report on unit progress.
- ❖ Participates individually and as part of regional task groups in programs and processes benefiting the Agreement.

How you can help:

- ❖ Become familiar with the Agreement provisions – ignorance is not bliss.
 - ❖ Become involved as a RHWG representative.
-

- ❖ Share information about job opportunities with potential applicants.

- ❖ Help applicants with their applications.

- ❖ Become aware of and familiar with use of the R5 outreach systems (internal and external).

PLEASE NOTE: the location of the Internal WO Outreach System is located on the USDA FS Shield Applications Icon.

Attachment 3: Sign-In Sheet

Unit (Forest/RD/SO/RO-Staff) _____ **Date** _____

Training Administrator's Name _____

Employees' signature below certifies that they attended the Hispanic Mandatory Settlement Agreement Training for 2004. Handouts to attendees include a list of the Regional Hispanic Working Group (RHWG) Representatives and a Fact Sheet.

	Print Name	Signature	Supv/Non Supv (Yes or No)	Perm or Temp
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Appendix E.2 Training Statistics

Unit Training						
Unit	Number of Unit Employees	Number Employees Trained	% of Emp. Trained	Number Employees Not Trained	% of Emp. Not Trained	Status of Training and other program information (Remarks)
Angeles	318	229	72%	89	28%	Scheduled to show video at district meetings & during new employee orientation when temporaries come on board in May.
Cleveland	301	284	94%	16	5%	Employees on LWOP, Non-Pay Status, Medical Leave and Detail.
Eldorado	275	307	112%	90	33%	Training ongoing. FLT advised of the need to train 100% of current workforce and continue to train new hires as the new employees are brought on board (as part of NEO training).
Inyo	184	154	84%	30	16%	
Klamath	388	303	78%	85	22%	Each unit and out station have a copy of the video and will have employees view as they come on the roster.
LTBMU	143	103	72%	40	28%	District Admin Coordinators are tracking employees entering back into pay status and new employees to view training video within 30 days.
Lassen	342	316	92%	27	8%	The Lassen NF will continue to have new employees view the HSA video as they arrive to their duty stations.
Los Padres	280	252	90%	28	10%	Many of these are seasonals. As they return to duty, they will view the video. Video is set up to viewed individually. No formal training planned. Video is part of NEO orientation. Next scheduled NEO is in May for Temps and any permanent employees.
Mendocino	184	203	110%		0%	Training will be accomplished during NEO and Summer Employee Orientation. Dates have not been established as of 3/30/04.
Modoc	151	143	95%	8	5%	
Plumas	329	254	77%	74	22%	As new employees come on board, supervisors will have them view. Video will be shown during NEO.
San Bernardino	415	249	60%	166	40%	Future training schedule: April 28, 2004, May 25, 26, 2004.
Sequoia	237	239	101%	30	13%	Future Training Schedule: May 24, 25, 26 - June 7, 8, 9 Continuous as available.
Shasta-Trinity	413	370	90%	52	13%	45 are in non pay status, 7 are on OWCP/SL/LWOP. Ongoing-2 training tapes are located at each district office. As employees return or are newly hired, will watch video and receive hand outs.

Sierra						
Six Rivers	201	162	81%	39	19%	Upon return from non-pay/LWOP, employees will be provided the training.
Stanislaus	235	212	90%	23	10%	Off-forest employees are being trained as they return. Future training sessions will be scheduled as needed.
Tahoe	296	238	80%	58	20%	51 employees in non-pay status. 7 employees still need to attend training. District Admin Coordinators are tracking employees entering back into pay status and new employees to view training video within 30 days.
Regional Office	491	403	82%	88	18%	Future training sessions will be scheduled for employees who were on a travel status or on leave.
Grand Total	5183	4421	85%	943	18%	
Totals may exceed 100% due to fluxuation in workforce during this period						