



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Memorandum for Agency Human Resources Directors and Directors of Equal Employment Opportunity

From: Latonia J. Page  
Deputy Associate Director, Talent Acquisition, Classification and Veterans Programs  
Workforce Policy and Innovation

Subject: **Updated Request for the Annual Federal Equal Opportunity Recruitment Program Report for Fiscal Year 2024**

On January 17, 2025, the U.S. Office of Personnel Management (OPM) issued the subject data call asking agencies to prepare and submit the required data for inclusion in OPM's annual reports to Congress and the President. This updated memorandum rescinds the previous memorandum and revises the guidance on Fiscal Year 2024 data agencies are required to submit to OPM.

For FY 2024, agencies are required only to submit their data for the Federal Equal Opportunity Recruitment Program (FEORP) Report that is submitted to Congress in compliance with 5 U.S.C. 7201 and 5 C.F.R. Part 720, Subpart B.

Agencies with subcomponents must coordinate development of reports with the appropriate individuals, offices, and organizations within the department and subcomponents so that **one** consolidated agency-wide report is submitted to OPM. Please read the entire call memo, including appendices where you will find a FEORP report checklist, frequently asked questions, and the Annual FEORP Plan Certification for FY 2024.

**FY 2024 FEORP Plan Accomplishments and Successful/Promising Practices.**

Identify accomplishments and progress made on the strategies identified in the agency FY 2024 FEORP Plan. For each accomplishment, include a concise explanation of the **action** taken, **measure** utilized, efforts to conduct research, evaluation, other **evidence-building** activities, and the **outcome**.

**Note:** The response should focus on describing the practice, and how the practice is designed to eliminate underrepresentation of minorities in the various categories of civil service employment.

Submit no more than two pages in **Microsoft Word (Times New Roman 12-point font)**.

**Annual FEORP Plan Certification.** This is the last step before transmitting your agency's consolidated report to OPM. Please have the Agency Chief Human Capital Officer (CHCO), Deputy CHCO or Director of Human Resources, and Director of Equal Employment Opportunity certify the information contained in the report. In addition to their signatures, please print the names, provide titles, email addresses, and telephone numbers. Also include a designated FEORP report point of contact we may contact if there are any questions.

Agencies should email their consolidated report to [recruitment@opm.gov](mailto:recruitment@opm.gov) by **Monday, June 30, 2025**.

For questions, please contact Talent Acquisition Classification and Veterans Programs at [recruitment@opm.gov](mailto:recruitment@opm.gov).

Attachments:

- Appendix 1 – FEORP FAQs
- Appendix 2 – Annual FEORP Plan Certification

cc: CHCOs and Deputy CHCOs

## FEORP FAQs

### **1. What does FEORP stand for and what exactly is it?**

FEORP stands for the Federal Equal Opportunity Recruitment Program (FEORP). This report provides data on employment in the Federal workforce and highlights some Human Capital practices Federal agencies are using to recruit, develop, and retain talent. Each year, agencies are asked to certify that they have a FEORP Plan by filling out the certification template.

### **2. What is the purpose of the FEORP?**

The purpose of the FEORP is to continue agency recruitment of applicants from diverse populations for Federal Government positions, and to obtain information concerning these efforts to make comparisons with the civilian labor force. Each Federal agency prepares FEORP Plans to recruit and retain from diverse applicant pools and address underrepresentation, as applicable. The FEORP is prepared in accordance with the requirements of [Title 5, United States Code, section 7201](#).

### **3. Who reviews the FEORP?**

In addition to Congress, OPM monitors and evaluates agency programs to determine their effectiveness in addressing any underrepresentation. OPM works with agencies to develop effective mechanisms for providing information on Federal job opportunities targeted to reach candidates from underrepresented groups, as part of their overall recruiting programs, and conducts a continuing program of guidance and instruction to supplement these regulations

### **4. Why is this information required when some of the information is already reported in the [EEOC Management Directive 715 \(MD-715\) report](#).**

The reporting requirements are distinct and interrelated. The FEORP report, which predated MD-715, is prepared in accordance with the requirements of Title 5, United States Code, Section 7201. Information under MD-715 is collected under Section 717 of Title VII and section 501 of the Rehabilitation Act, and it is utilized for the EEOC reports to which OPM does not have access.

### **5. How is a successful practice defined?**

A successful practice is a repeated activity, initiative, or program that has consistently, over several years, shown results superior to those achieved with other means and that could be adapted for other situations. The evidence provided by subjective and objective data sources must demonstrate a connection between the activity, initiative or program, and the outcomes.

### **6. How is a promising practice defined?**

An activity, initiative, or program that has worked within one agency or subcomponent and during its early stages shows indications of becoming a successful practice with long-term sustainable impact. A promising practice must have some objective basis for claiming effectiveness and must have the potential for replication among other parts of the agency.

# Appendix 1

## 7. Is my agency required to submit a FEORP report?

The table that follows shows the agencies that are required to submit a FEORP Report. Again, agencies with subcomponents should gather and consolidate all information into **one** agency report.

<ol style="list-style-type: none"><li>1. Agency for International Development</li><li>2. Broadcasting Board of Governors</li><li>3. Commission on Civil Rights</li><li>4. Commodity Futures Trading Commission</li><li>5. Consumer Financial Protection Bureau</li><li>6. Consumer Product Safety Commission</li><li>7. Corporation for National Service</li><li>8. Court Services and Offender Supervision Agency</li><li>9. Defense Contract Audit Agency</li><li>10. Defense Education Activity</li><li>11. Defense Finance and Accounting Service</li><li>12. Defense Information Systems Agency</li><li>13. Defense Inspector General</li><li>14. Defense Intelligence Agency</li><li>15. Defense Logistics Agency</li><li>16. Defense Threat Reduction Agency</li><li>17. Defense, Office of the Secretary of Defense</li><li>18. Defense, Uniformed Services University of the Health Sciences</li><li>19. Department of Agriculture</li><li>20. Department of Commerce</li><li>21. Department of Defense</li><li>22. Department of Education</li><li>23. Department of Energy</li><li>24. Department of Health and Human Services</li><li>25. Department of Homeland Security</li><li>26. Department of Housing and Urban Development</li><li>27. Department of Interior</li><li>28. Department of Justice</li><li>29. Department of Labor</li><li>30. Department of State</li><li>31. Department of the Air Force</li><li>32. Department of the Army</li><li>33. Department of the Navy</li></ol>	<ol style="list-style-type: none"><li>34. Department of Transportation</li><li>35. Department of the Treasury</li><li>36. Department of Veterans Affairs</li><li>37. Environmental Protection Agency</li><li>38. Equal Employment Opportunity Commission</li><li>39. Export-Import Bank of the U.S.</li><li>40. Farm Credit Administration</li><li>41. Federal Communications Commission</li><li>42. Federal Emergency Management Agency</li><li>43. Federal Housing Finance Agency</li><li>44. Federal Labor Relations Authority</li><li>45. Federal Maritime Commission</li><li>46. Federal Retirement Thrift Investment Board</li><li>47. Federal Trade Commission</li><li>48. General Services Administration</li><li>49. International Trade Commission</li><li>50. National Aeronautics and Space Administration</li><li>51. National Archives and Records Administration</li><li>52. National Credit Union Administration</li><li>53. National Endowment for the Arts</li><li>54. National Endowment for the Humanities</li><li>55. National Labor Relations Board</li><li>56. National Science Foundation</li><li>57. National Transportation Safety Board</li><li>58. Nuclear Regulatory Commission</li><li>59. Nuclear Waste Technical Review Board</li><li>60. Office of Government Ethics</li><li>61. Office of the Director of National Intelligence</li><li>62. Office of Personnel Management</li><li>63. Pension Benefit Guaranty Corporation</li><li>64. Railroad Retirement Board</li><li>65. Securities and Exchange Commission</li><li>66. Small Business Administration</li><li>67. Social Security Administration</li></ol>
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# Annual FEORP Plan Certification

For Fiscal Year 2024

A. Name and Address of Agency:

B. Name and Title of Designated FEORP Official (Include e-mail address, mailing address, and telephone and fax numbers):

C. Name and Title of Contact Person (Include e-mail address and telephone and fax numbers).

## **Certification**

I certify the above agency: 1) Has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; 2) All field offices or installations with fewer than 500 employees are covered by a FEORP plan; 3) All field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and 4) Such plans are available on request from field offices or installations.

## Appendix 2

### *Chief Human Capital Officer or Head of Human Resources*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### *Director, Equal Employment Opportunity*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_