



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

**Memorandum for Agency Chief Human Capital Officers, Directors of Human Resources, Directors of Equal Employment Opportunity, Chief Diversity Officers, and Directors of Diversity and Inclusion**

From: Tanya Sehgal  
Acting Director  
Office of Diversity, Equity, Inclusion, and Accessibility

Subject: Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and Individuals with Disabilities Report for Fiscal Year 2023

The U.S. Office of Personnel Management (OPM) is required to prepare and submit several annual reports to Congress and the President. The Federal Equal Opportunity Recruitment Program (FEORP) Report is submitted to Congress in compliance with 5 U.S.C. 7201 and 5 C.F.R. Part 720, Subpart B. Executive Order 13171 requires OPM to send an annual report to the President on Hispanic Employment (HE) in the Federal Government. Lastly, OPM is required by Executive Order 13548, to implement a system for reporting regularly to the President on agencies' efforts to implement their plans and objectives towards increasing Federal employment of Individuals with Disabilities (IWD).

OPM is requesting the annual FEORP, HE, and IWD submissions for Fiscal Year (FY) 2023. 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 2023.

Reports should be uploaded to the [connect.gov FEORP page](#) by **Monday, September 30, 2024**. FEORP submissions will **only** be accepted on connect.gov. **A MAX account is required to access [connect.gov](#)**. If you do not have a MAX account, you may register for one at [MAX.gov](#). Additionally, full instructions on how to register for an account are attached.

For questions, please contact the Office of Diversity, Equity, Inclusion, and Accessibility at [FEORP@opm.gov](mailto:FEORP@opm.gov).

Attachments:

- [Appendix 1 – FEORP Checklist](#)
- [Appendix 2 – FEORP FAQs](#)
- [Appendix 3 – Annual FEORP Plan Certification](#)
- [Appendix 4 - How to Register for a MAX Account](#) (to access [connect.gov](#))

cc: Deputy CHCO

# Appendix 1 - FEORP Checklist

## 1. FY 2023 FEORP Plan Accomplishments and Successful/Promising Practices.

Identify accomplishments and progress made on the strategies identified in the agency FY 2023 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)**.

## 2. Strategic activities related to Hispanic Employment in the Federal Government.

Identify strategic activities the agency has taken to address the underrepresentation, career development, and retention of Hispanics during the prior fiscal year. Include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**. In addition, include any findings from conducting applicant flow or workforce data barrier analysis and how the data is being used to improve agency outreach and recruitment. Submit no more than two pages in **Microsoft Word (Times New Roman 12-point font)**.

## 3. Strategic activities related to the employment of individuals with disabilities.

Identify strategic activities the agency is implementing to meet the goals set forth in Executive Order 13548, *Increasing Federal Employment of Individuals with Disabilities*. Include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**. You may submit activities in the following categories:

- self-identification, benchmarking, analysis and accountability;
- outreach and recruitment;
- hiring;
- career development, advancement and retention;
- reasonable accommodations;
- internal and external communications; and
- training and education.

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

## 4. Annual FEORP Plan Certification.

This is the last step before transmitting the reports to OPM. Please have the Agency Chief Human Capital Officer (CHCO) or Director of Human Resources, Director of Equal Employment Opportunity, and Chief Diversity Officer certify the information contained in the reports. 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.

## Appendix 2 - 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. In addition, under the [Executive Order 13583](#), *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*, and Executive Order 14035, *Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce*, OPM may review the agency reports to provide consultation and support to agencies to advance diversity, equity, inclusion, and accessibility.

### 4. Why is this information required when some of the information is already reported in the [EEOC Management Directive 715 \(MD-715\) report](#) and/or has been provided in response to [Executive Order 14035 requirements](#)?

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. Executive Order 14035 requires OPM to “pursue opportunities to consolidate implementation efforts and reporting requirements related to advancing diversity, equity, inclusion, and accessibility established through related or overlapping statutory mandates, Presidential directives, and regulatory requirements.” Please do not incorporate Executive Order 14035 submissions by reference in response to this reporting call. Rather, please tailor agency responses in alignment with the FEORP Checklist

(Appendix 1) and identify relevant policies, successful/promising practices, or procedures within the page limits of each section.

**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.

## 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.

1. Agency for International Development	34. Department of Transportation
2. Broadcasting Board of Governors	35. Department of the Treasury
3. Commission on Civil Rights	36. Department of Veterans Affairs
4. Commodity Futures Trading Commission	37. Environmental Protection Agency
5. Consumer Financial Protection Bureau	38. Equal Employment Opportunity Commission
6. Consumer Product Safety Commission	39. Export-Import Bank of the U.S.
7. Corporation for National Service	40. Farm Credit Administration
8. Court Services and Offender Supervision Agency	41. Federal Communications Commission
9. Defense Contract Audit Agency	42. Federal Emergency Management Agency
10. Defense Education Activity	43. Federal Housing Finance Agency
11. Defense Finance and Accounting Service	44. Federal Labor Relations Authority
12. Defense Information Systems Agency	45. Federal Maritime Commission
13. Defense Inspector General	46. Federal Retirement Thrift Investment Board
14. Defense Intelligence Agency	47. Federal Trade Commission
15. Defense Logistics Agency	48. General Services Administration
16. Defense Threat Reduction Agency	49. International Trade Commission
17. Defense, Office of the Secretary of Defense	50. National Aeronautics and Space Administration
18. Defense, Uniformed Services University of the Health Sciences	51. National Archives and Records Administration
19. Department of Agriculture	52. National Credit Union Administration
20. Department of Commerce	53. National Endowment for the Arts
21. Department of Defense	54. National Endowment for the Humanities
22. Department of Education	55. National Labor Relations Board
23. Department of Energy	56. National Science Foundation
24. Department of Health and Human Services	57. National Transportation Safety Board
25. Department of Homeland Security	58. Nuclear Regulatory Commission
26. Department of Housing and Urban Development	59. Nuclear Waste Technical Review Board
27. Department of Interior	60. Office of Government Ethics
28. Department of Justice	61. Office of the Director of National Intelligence
29. Department of Labor	62. Office of Personnel Management
30. Department of State	63. Pension Benefit Guaranty Corporation
31. Department of the Air Force	64. Railroad Retirement Board
32. Department of the Army	65. Securities and Exchange Commission
33. Department of the Navy	66. Small Business Administration
	67. Social Security Administration

# Appendix 3 - Annual FEORP Plan Certification

For Fiscal Year 2023

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.

**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: \_\_\_\_\_

**Chief Diversity Officer or Director of Diversity and Inclusion**

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

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

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

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

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

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



# Appendix 4 - How to Register for a MAX.gov Account and Access OPM's Diversity, Equity, Inclusion, and Accessibility (DEIA) in Government Community Page

## How to Access OPM's DEIA in Government Community Page on Connect.gov

- OPM's Diversity, Equity, Inclusion, and Accessibility (DEIA) in Government community page is located at <https://community.connect.gov/x/0o60IQ> on USDA's Connect.gov.
- Connect.gov utilizes MAX Authentication and a MAX account is required to access Connect Communities.
  - Users may continue to utilize existing MAX accounts. If you are not currently logged in to MAX.gov, you will be prompted to log in and then automatically redirected to the OPM DEIA in Government page.
  - If you do not have a MAX account, you may register for one at MAX.gov. (see below instructions for registration).

## How to Register for a MAX.gov Account to Access Connect.gov

1. Go to the MAX homepage at [MAX.gov](https://max.gov).
2. Click on the "Register Now" button at the top right corner of the MAX homepage.
3. Select registration option (e.g., Register with PIV/CAC card or email address).
  - a. If you have a PIV or CAC card with reader, select "Yes (Register with my PIV/CAC card)". Otherwise, select "No (Register with my Email Address)".
4. Fill out the New User Registration Form to create an account.
5. Once your registration is complete, you will receive an automated email confirming the creation of your MAX account and containing instructions for creating your password and registering your PIV card.
6. Once your account is established, you can log in to Connect.gov.

For assistance with account registration, password creation, or logging in, contact MAX Support (202-395-6860, [maxsupport@max.gov](mailto:maxsupport@max.gov)). Support Hours: Weekdays: 8:30 AM - 9:00 PM ET Weekends: 9:00 AM - 6:00 PM ET

## Screenshot: MAX.gov homepage and account registration button



# OMB MAX.GOV HOMEPAGE

WELCOME TO THE OFFICE OF MANAGEMENT AND BUDGET (OMB) MAX HOMEPAGE

## Screenshot: MAX.gov registration options

