



Employee Services

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

March 17, 2022

**Memorandum for Directors of Human Resources, Equal Employment  
Opportunity, and Diversity and Inclusion**

From: Robert H. Shriver, III  
Associate Director  
Employee Services

Subject: Request for the Annual Federal Equal Opportunity Recruitment Program  
Report, Hispanic Employment Report, and Individuals with Disabilities Report  
for Fiscal Year 2021

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) 2021. 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. Submit a consolidated document (Word format) for the FY 2021 "Accomplishments, and Successful and Promising Practices." Additionally, complete and submit the Progress Tracker in the Excel format provided. 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 2022.

Reports should be submitted by **Friday, May 6, 2022**, through upload online at the [MAX FEORP page](#). FEORP submissions will **only** be accepted on MAX. If you do not have a MAX account, you may register for one at <https://www.max.gov>. Additionally, full instructions on how to register for an account are attached.

For questions, please contact the Recruitment Policy and Outreach Program Office at [FEORP@opm.gov](mailto:FEORP@opm.gov).

Attachments: *see 508-conformant files below*

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Chief Diversity Officers

### FEORP Checklist

1. **FY 2021 FEORP Plan Accomplishments and Successful/Promising Practices.** Identify accomplishments and progress made on the strategies identified in the agency FY 2021 Plan. Also, identify a policy, successful/promising practice or procedure (do not list a set of completed tasks) where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan. For each accomplishment, include a concise explanation of the **action** taken, **measure** utilized, and the **outcome**.

Note: Agencies that have submitted promising practices and agency self-assessments pursuant to Executive Order 14035, may examine the same body of information to identify a policy, practice, or procedure for inclusion in the 2021 FEORP report. However, since the DEIA promising practices reports were intended to inform internal agency deliberations, such documents should not be submitted in response to the FEORP call nor incorporated by reference. Agencies may use the promising practices information to develop a response to this question. 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. *See also* Response to Frequently Asked Question 5, (Appendix 2).

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

2. **Diversity and Inclusion Strategic Plan.** Please insert the name of the reporting agency and include the following statement in Section 2 of the agency report:

Pursuant to Executive Order 14035, *Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce*, [ **Agency** ] will develop and submit an Agency Diversity, Equity, Inclusion, and Accessibility Strategic Plan as described by Section 3(b) of Executive Order 13583 and modified by EO 14035. [ **Agency** ] will submit its plan within 120 days from the issuance of the Governmentwide DEIA Strategic Plan to the Assistant to the President for Domestic Policy (APDP), the Director of the Office of Personnel Management (OPM), and the Deputy Director for Management of the Office of Management and Budget (OMB). [ **Agency's** ] Plan will identify actions to advance DEIA in the workforce and remove any potential barriers identified in agency self-assessments.

[ **Agency's** ] Plan will include quarterly goals and actions to advance DEIA in the agency workforce and in the agency's workplace culture. The Plan will be developed in a manner that is consistent with the law and preserves merit principles and will be developed in consultation with cross-agency DEIA Teams and relevant stakeholders.

3. **Strategic activities related to Hispanic Employment in the Federal Government (EO 13171).** 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**. Also, 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)**.

**4. 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)**.

**5. Progress Tracker**

Provide data about the agency's formal mentoring programs, diversity and inclusion training, diversity and inclusion council(s), and development programs. Agencies with subcomponents with 500 or more employees are required to submit a Progress Tracker for each subcomponent. **See Attachment 1.**

**Submit the Progress Tracker provided.**

**6. 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 Head of Human Resources, Director of Equal Employment Opportunity, and Director of Diversity and Inclusion or Chief Diversity and Inclusion Officer certify the information contained in the reports. In addition to the signature, 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.

## 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.

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

The purpose of the FEORP is to promote efforts among Executive agencies to generate diverse applicant pools 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 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's Office of Employee Services does not have access. EO 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." Accordingly, agencies may leverage data and information generated during preparation of their promising practices reports and the 100-day assessments to prepare the Fiscal Year 2021 FEORP, HE, and Individuals with Disabilities Report. Please do not incorporate EO 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. 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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**6. Is it expected that senior leadership will receive training in diversity and inclusion (D&I) annually?**

Yes, the expectation is that senior leadership will receive D&I training annually.

- 7. Some employees within an agency are classified as both a manager and a supervisor. How do agencies account for this for FEORP reporting purposes?**  
In situations like this, please leave the data for managers blank and fill-in the data for supervisors. Please attach a statement indicating that there is no data present for the manager's group for this reason.
- 8. The Progress Tracker asks about formal mentoring or career development programs, how do you define "formal ... programs"?**  
Each agency is unique and has its own criteria. We consider a "formal program" any program that has a set of rules provided by agency leadership. One critical element must be present in any formal program and that is the ability to quantify who has participated (i.e., being able to fill in the data requested in the report).
- 9. What if a large portion of the workforce is hired under an agency-specific hiring authority, rather than GS or SES/SL/ST authorities? Is it possible to complete a Progress Tracker that addresses the usage of other hiring authorities?**  
Yes, a separate Progress Tracker with multiple hiring authorities can be used by modifying the text of the field to reflect the agency's specific hiring authority.
- 10. When asked what percent of the SES are involved with mentoring, is the question referring to the percent of Senior Executives participating as a mentor in the programs, or to the percent of Senior Executives who are being mentored?**  
The question refers to the percentage of Senior Executives participating as mentors. Please divide the total number of Senior Executives participating as mentors by the total number of the SES at the Agency.
- 11. For the Career Development questions, do these questions pertain only to formal programs (announced, selected, etc.) or do they include online training courses that an employee can take?**  
Career Development programs are formal agency Career Development programs, which are announced, and participants are selected.
- 12. When asking about development programs, is the question referring to the percentage of our current staff that has *ever* participated in a development program?**  
No, the question refers only to the percentage of your staff that participated during the fiscal year for this report.
- 13. How do agencies report on a Professional Development Program when only a set number of people are selected to participate among those that are eligible?**  
The number of employees that participated in the Professional Development Program is the number *selected* and the total number of employees eligible to participate in the program is the number *eligible*.

- 14. For questions about development programs, are agencies providing data on programs that are tailored to help an employee perform his or her job (i.e., skills training), or providing data on development programs geared toward enhancing an employee's career opportunities.**

The question refers to development programs geared toward career progression or enhancing career opportunities.

- 15. For questions about Diversity and Inclusion (D&I) training, is this referring to the number of employees who have received training on the agency's D&I plan and strategies, or is it referring to the number of employees who took an online or classroom training session on the topic of diversity and inclusion?**

It refers to the formal D&I training. If the agency has identified an online or classroom training as its formal D&I training, then include the number of people (e.g., counts and percentages) who have completed the training.

- 16. Do the questions relate to only one formal training program, or a combination of several courses?**

The question does not pertain to a single program, you can include all D&I training that the agency identifies as formal.

## **Definitions**

- 17. What is the difference between a manager and supervisor?**

For purposes of this report, managers are individuals who manage programs and some people, and are usually second level supervisors. Supervisors are individuals who manage teams, workloads, and projects, and are typically first-level supervisors. Agencies should include both categories.

- 18. How is senior leadership defined?**

For purposes of this report, Senior Leadership is defined as employees who are regarded as program directors and are at the GS-15 or equivalent pay grade and the SES.

- 19. 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.

- 20. 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.

**Annual FEORP Plane Certification  
for the Fiscal Year 2021**

A. Name and Address of Agency:

B. Name and Title of Designated FEORP Official (*Include e-mail address, telephone and fax numbers. In addition, please include address*):

C. Name and Title of Contact Person (*Include e-mail address, telephone and fax number. In addition, please include address*):

**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.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

(*Chief Human Capital Officer or Head of Human Resources*)

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

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

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

(*Director, Equal Employment Opportunity*)

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

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

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

(*Director, Diversity and Inclusion*)

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

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