



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, November 9, 2012

**MEMORANDUM FOR: Directors Of Human Resources And Equal Employment Opportunity**

FROM: Veronica E. Villalobos, Director, Diversity and Inclusion

Subject: Request for the Annual Federal Equal Opportunity Recruitment Program Plan Accomplishment Report and Hispanic Employment Report

The U.S. Office of Personnel Management (OPM) is required to submit the Federal Equal Opportunity Recruitment Program (FEORP) Report to Congress in compliance with 5 U.S.C. 7201 and 5 C.F.R. Part 720 Subpart B. This year's FEORP will include an evaluation of executive agencies' efforts related to their FEORP plans and the agency-specific Diversity and Inclusion (D&I) Strategic Plans developed pursuant to Executive Order 13583.

OPM also is required by Executive Order 13171 to send an annual report to the President on Hispanic Employment in the Government. This year, the report will include a review of each agency's effort to address Hispanic employment.

To better streamline the reporting process, we are requesting that Federal agencies provide the following:

Completed Annual FEORP Plan Certification: Fiscal Year 2013. Use Attachment 1.

A short narrative about promising practices. Briefly identify a policy, practice or procedure where your agency has been successful in the implementation of actions outlined in its Diversity and Inclusion Strategic Plan. Use Attachment 2.

Strategic activities or actions related to Hispanic employment. Identify strategic activities or actions the agency is implementing, or will implement, to improve the outreach, recruitment, hiring, career development and/or retention of Hispanics. Use Attachment 3.

Progress Tracker and Demographic Information about mentoring and development programs. Provide data about the agency's formal mentoring programs, diversity and inclusion training, diversity and inclusion councils and development programs. Use Attachment 4.

Agencies are strongly encouraged to coordinate development of their submission with the appropriate individuals, offices and organizations within the department and/or subcomponent so that only one agency-wide report is submitted to OPM via each headquarters office. We have been conducting FEORP and Hispanic Employment Report Briefings to answer questions regarding this year's submission.

Reports may be submitted no earlier than November 1, 2012, and no later than Friday, December 21, 2012, to [DiversityandInclusion@opm.gov](mailto:DiversityandInclusion@opm.gov), or online at <https://max.omb.gov/community/x/rgQdJg>. Please note that requests for extensions will not be considered. If you do not have a MAX account, you may register for one at <https://max.omb.gov> and click on “Go to MAX Federal Community.”

For questions or concerns, please contact the Office of Diversity and Inclusion at 202-606-0020 or [DiversityandInclusion@opm.gov](mailto:DiversityandInclusion@opm.gov).