



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, July 6, 2009

MEMORANDUM FOR: Directors Of Human Resources And Equal Employment Opportunity

FROM: Nancy H. Kichak, Associate Director, SHRP

Subject: Request for the Annual Federal Equal Opportunity Recruitment Program Plan Certifications and Accomplishment Reports

The U.S. Office of Personnel Management (OPM) must submit the Federal Equal Opportunity Recruitment Program (FEORP) Report to Congress in compliance with Federal statute 5 U.S.C. 7201. To do so, we need agencies to provide their specific accomplishments and efforts to recruit, hire, and train a diverse workforce, including minorities and women, during Fiscal Year (FY) 2009. Part 720 of title 5, Code of Federal Regulations, provides guidance for the implementation of this statute.

Please submit your report with the following information by November 6, 2009:

- 1) A signed certification that your agency has a FEORP plan for FY 2010 (Use attachment 1.)
- 2) A narrative report identifying areas where your agency has been most successful in recruiting, hiring, and training a diverse workforce, including minorities and women, during FY 2009 (Use attachment 2.)
- 3) A statistical report summarizing efforts and accomplishments for candidate development. Use the attached FEORP tables and explanatory notes (Attachments 3-5) to complete this information.

You may distribute the attachments to field activities or subordinate organizations within your agency. However, we ask that you consolidate your reports and submit only one agencywide report through your headquarters office to OPM.

Please submit your FEORP Plan Certification for FY 2010 and Accomplishment Report for FY 2009 to:

Ms. Carmen Andujar
Manager
Recruiting, Examining and Assessment Group
Center for Talent and Capacity Policy
Strategic Human Resources Policy

ATTN: FY 2008 FEORP REPORT
U.S. Office of Personnel Management
1900 E Street NW, Room 6547
Washington, DC 20415-9800

You may also email your submission or fax it to (202) 606-2329, Attn: Carmen Andujar. If you have any questions, please contact Ms. Carmen Andujar at (202) 606-1164 or Carmen.Andujar@opm.gov.

Attachment 1
Attachment 2
Attachment 3
Attachment 4 and 5