



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Thursday, November 19, 2020

MEMORANDUM FOR: DIRECTORS OF HR AND EEO AND DIVERSITY & INCLUSION

FROM: DENNIS DEAN KIRK, ESQ., EMPLOYEE SERVICES, ASSOCIATE DIRECTOR

Subject: Request for the Annual Federal Equal Opportunity Recruitment Program Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2020

The U.S. Office of Personnel Management (OPM) is required to prepare and submit several annual reports to Congress or 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. OPM also is required by Executive Order 13171, 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 People with Disabilities (PWD).

OPM is requesting the annual FEORP, HE, and PWD submissions for Fiscal Year (FY) 2020. 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 2020 "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 2021.

OPM invites you to join a teleconference on **Tuesday, December 8, 2020, from 2:00 p.m. – 2:30 p.m. Eastern Time** to address any questions or concerns about the FY 2020 reporting requirements. The dial-in number and participant code for the call is:

Dial-in Number: **1-866-858-3615**

Participant code: **416-24-240**

Reports should be submitted by **Friday, February 26, 2021**, through upload online at the [MAX FEORP page](#) located at <https://community.max.gov/x/7SHGKQ>. FEORP submissions will **only** be accepted on MAX. Instructions on how to upload documents are provided after you access the MAX site. 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.

There will be no deadline extensions granted beyond Friday, February 26, 2021. For questions or concerns, please contact the Recruitment Policy and Outreach Program Office at FEORP@opm.gov.

Attachments: *see 508-conformant PDFs below; to request the FEORP Progress Tracker Excel spreadsheet, please email FEORP@opm.gov.*

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