



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Tuesday, October 15, 2019

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

FROM: ZINA B. SUTCH, PH.D., DEPUTY ASSOCIATE DIRECTOR,
OUTREACH, DIVERSITY AND INCLUSION

Subject: Request for the Annual Federal Equal Opportunity Recruitment Report, Hispanic Employment Report, and People with Disabilities Report for Fiscal Year 2019

The U.S. Office of Personnel Management (OPM) is required to prepare and submit to Congress or the President several annual reports. 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) 2019. Agencies with subcomponents must coordinate development of reports with the appropriate individuals, offices, and organizations within the department and subcomponent so that **one** consolidated agency-wide report is submitted to OPM. Submit a consolidated document (Word format) for the FY 2019 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 2020.

OPM invites you to join a teleconference on **Tuesday, October 22, 2019 or Wednesday, October 30, 2019 from 2:00 p.m. – 2:30 p.m. Eastern Time** to address any questions or concerns about the FY 2019 reporting requirements. The dial-in number and participant code for both calls is:

Dial-in Number: **1-866-858-3615** Participant Code: **41624240**

Reports should be submitted by **Friday, November 29, 2019**, through upload online at the [MAX FEORP page](https://community.max.gov/x/7SHGKQ) 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.

Extension requests will be considered; however, there will be no extensions granted beyond **Tuesday, December 31, 2019**. For questions or concerns, please contact the Diversity and Inclusion Program Office at (202) 606-0020 or DiversityandInclusion@opm.gov.

Attachments: *see 508-conformant PDFs below; to request a Word version of Appendix 3 and the FEORP Progress Tracker Excel spreadsheet, please email DiversityandInclusion@opm.gov.*

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