



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Monday, October 22, 2018

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

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 FY 2018

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 is also 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 2018. 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 2018 Accomplishments, and successful and promising practices. Additionally, complete and submit the Progress Tracker in Excel.

Reports should be submitted by **Monday, December 3, 2018**, 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>.

Extension requests will be considered; however, there will be no extensions granted beyond **Monday, December 31, 2018**. For questions/concerns or to request the forms, checklist and answers to frequently asked questions, please contact the Diversity and Inclusion Program Office at 202-606-0020 or DiversityandInclusion@opm.gov.