



FACT SHEET

Federal Equal Opportunity Recruitment Program

This fact sheet outlines the annual data reporting requirements for the Federal Equal Opportunity Recruitment Program (FEORP) Report to Congress, in compliance with [title 5, United States Code, Section 7201](#) and [5 CFR Part 720, Subpart B](#).

Submission Requirements

- **Consolidated Report:** Agencies with subcomponents must submit a single, agency-wide report to OPM.
- **Deadline:** Agencies must email their annual reports to recruitment@opm.gov by **November 1st**.

Report Components

1. FEORP Plan Accomplishments

- Describe key accomplishments and progress made on strategies outlined in your FEORP Plan for this fiscal year (FY). For each accomplishment, include:
 - Metrics used
 - Research, evaluation, or evidence building efforts
 - Outcomes achieved
- Describe the practices that were used as a part of your FY FEORP Plan. For each practice, include a description of the action(s) taken and of how the practice was designed to eliminate underrepresentation of minorities across various occupations (e.g., administrative, technical, professional, etc.).
- Please limit response to **two pages**.

2. Annual FEORP Plan Certification

- The final report must be certified by the Chief Human Capital Officer (CHCO), Deputy CHCO, or Director of Human Resources, and by the Director of Equal Employment Opportunity.
- In addition to their signatures, please include responses to each item on the Plan Certification Document found in **Appendix 1**.

In **Appendix 2**, you will find the Annual FEORP Plan Certification and frequently asked questions (FAQs). For questions, please contact recruitment@opm.gov.

Annual FEORP Plan Certification

Fiscal Year: 20____

A. Name and Address of Agency:

B. Name and Title of Designated FEORP Official (Include e-mail address, mailing address, and telephone number):

C. Name and Title of Contact Person (Include e-mail address, mailing address, and telephone number):

Certification

I certify that the agency has a current and active Federal Equal Opportunity Recruitment Program (FEORP) Plan in compliance with Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management. In addition, all field offices or installations with fewer than 500 employees are covered by this FEORP Plan, and those with 500 or more employees are covered either by this Plan or by a local one. These Plans are available upon request from the respective offices or installations.

Chief Human Capital Officer or Head of Human Resources

Print Name: _____

Signature: _____

Date: _____

Title: _____

Email Address: _____

Telephone: _____

Director, Equal Employment Opportunity

Print Name: _____

Signature: _____

Date: _____

Title: _____

Email Address: _____

Telephone: _____

FEORP FAQs

1. What does FEORP stand for, and what exactly is it?

FEORP stands for the Federal Equal Opportunity Recruitment Program (FEORP). This report provides data on employment in the Federal workforce and highlights some Human Capital practices Federal agencies are using to recruit, develop, and retain talent. Each year, agencies are asked to certify that they have a FEORP Plan by filling out the certification template.

2. What is the purpose of the FEORP?

The purpose of the FEORP is to continue agency recruitment of applicants from all populations for Federal Government positions, and to obtain information concerning these efforts to make comparisons with the civilian labor force. Each Federal agency prepares FEORP Plans to recruit and retain from broad applicant pools and address underrepresentation, as applicable. The FEORP is prepared in accordance with the requirements of [title 5, United States Code, section 7201](#).

3. Who reviews the FEORP?

In addition to Congress, OPM monitors and evaluates agency programs to determine their effectiveness in addressing any underrepresentation. OPM works with agencies to develop effective mechanisms for providing information on Federal job opportunities targeted to reach candidates from underrepresented groups, as part of their overall recruiting programs, and conducts a continuing program of guidance and instruction to supplement these regulations

4. Why is this information required when some of the information is already reported in the [EEOC Management Directive 715 \(MD-715\) report](#).

The reporting requirements are distinct and interrelated. The FEORP report, which predated MD-715, is prepared in accordance with the requirements of title 5, United States Code, Section 7201. Information under MD-715 is collected under Section 717 of title VII and section 501 of the Rehabilitation Act, and it is utilized for EEOC reports to which OPM does not have access.

5. How is a successful practice defined?

A successful practice is a repeated activity, initiative, or program that has consistently, over several years, shown results superior to those achieved with other means and that could be adapted for other situations. The evidence provided by subjective and objective data sources must demonstrate a connection between the activity, initiative or program, and the outcomes.

6. How is a promising practice defined?

An activity, initiative, or program that has worked within one agency or subcomponent and during its early stages shows indications of becoming a successful practice with long-term sustainable impact. A promising practice must have some objective basis for claiming effectiveness and must have the potential for replication among other parts of the agency.

7. Is my agency required to submit a FEORP report?

No agencies are excluded from the FEORP reporting requirements. Agencies with subcomponents should gather and consolidate all information into **one** agency report.