



PLANNING AND
EVALUATION

DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



OCT 12 2007

Ms. Georgina L. Boyce
Civilian Personnel Management Services (CPMS)
1400 Key Boulevard
Arlington, VA 22209-5144

Dear Ms. Boyce:

This transmits the Washington Headquarters Services (WHS) Federal Equal Opportunity Recruitment Program (FEORP) Report for Fiscal Year (FY) 2007. The Report includes the Annual Office of Personnel Management (OPM) FEORP Plan Certification for FY 2008; and statistical demographic reporting of efforts and accomplishments for developing candidates. The following WHS-serviced components are covered by this report:

- Office of the Secretary of Defense (OSD)
- Joint Staff
- Defense Advanced Research Projects Agency
- Defense Legal Services Agency
- Defense Security Cooperation Agency
- Missile Defense Agency
- Pentagon Force Protection Agency
- American Forces Information Service
- Defense Prisoner of War/Missing Personnel Office
- Defense Technology Security Administration
- DoD Counterintelligence Field Activity
- DoD Test Resources Management Center
- Business Transformation Agency
- Office of Economic Adjustment
- TRICARE Management Activity
- U.S. Court of Appeals for the Armed Forces
- Washington Headquarters Services (WHS)

Workforce Planning

During this reporting cycle, WHS and serviced components continued to examine and explore efforts and initiatives to attract, hire, and promote a quality and diverse workforce. During this reporting period, the total net workforce increase was 3.4 percent (6,525 to 6,748). Minorities and women representation slightly increased from 51.9 to 52.3 percent.



During this reporting cycle, the Secretary of Defense's "Senior Executive Service (SES), General Officer (GO) and Flag Officer (FO) Diversity Initiative" continued to gain momentum. The Undersecretary of Defense for Personnel and Readiness charged the Defense Human Resource Board (DHRB) to oversee the "way forward" on this endeavor; resulting on the formation of the Diversity Working Group (DWG). The DWG comprised of members from the military departments, WHS and DoD 4th Estate Agencies, and private sector representatives worked diligently on tackling this monumental and complex challenge. One of the DWG's recommended initiatives was achieved—a 2-day Department of Defense (DoD) Diversity Summit hosted by the RAND Corporation and sponsored by the Office Undersecretary of Defense (OUSD), Office of Diversity Management and Equal Opportunity (ODMEO). The Summit was attended by senior level officials from the military departments, WHS and DoD 4th Estate agencies and private sector representatives. This highly charged event afforded a forum for participants to candidly express shortfalls, challenges, efforts and strategies to move forward on increasing the diversity of the DoD SES/GO/FO Corp.

Following the Summit, the DWG held meetings to continue the debate on this issue; define a DoD-wide "diversity definition;" and discuss realistic plans, milestones and metrics. Of recent significance, was the development of a DoD Diversity Directive; currently being vetted for comments.

During this reporting cycle, the WHS Equal Employment Opportunity Program (EEOP) developed a web based Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act training module. The training was provided to SES, managers, supervisors, employees, and contractors of WHS and serviced components. The No FEAR Act training is a comprehensive course that included antidiscrimination and whistleblower protection laws, agency policies, diversity management, communication, conflict resolution skills, and information on informal alternative dispute resolution and formal administrative avenues of redress. To date, over 6,000 personnel completed the training; increasing personnel awareness of EEO laws, statutes and regulations and diversity management responsibilities.

Recruitment and Community Outreach

Despite budgetary and personnel shortfalls in WHS Human Resources Directorate (HRD) and Planning and Evaluation Directorate, Equal Employment Opportunity Programs (EEOP), WHS continued to pursue diversity efforts utilizing a variety of recruitment strategies and tools. The aggressive recruitment efforts of The Washington Center (TWC) for Internships and Academic Seminars, contracted in FY 2006, are beginning to realize concrete results; particularly, with students from Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (HSI), and Tribal Colleges and Universities (TCU). Other special emphasis programs employed with noteworthy success were the Workforce Recruitment Program (WRP) for College Students with Disabilities (summer interns), Persons with Disabilities (PWD) Program (developmental positions), and the Presidential Management Fellows (PMFs) Program.

Specific diversity hiring results noted below:

Summer Interns from TWC: 66 students selected.

30 Females
17 African Americans
5 Asian American or Pacific Islanders
4 Hispanic Americans
2 Alaska Native/American Indians

WRP: 17 students selected.

10 Females
7 African Americans
1 Hispanic American

PWD: One student selected

1 African American

PMFs: Seven candidates were selected

4 Females
1 African American

Other ongoing diversity recruitment strategies and future initiatives are as follows:

Internal and External Recruitment Strategies

- HRD specialists and managers participated in Job and Career Fairs at a number of academic institutions with diverse student populations. Faculty, staff and students at these schools were briefed about the PMFs Program and student opportunities available through year-round employment, such as the Student Career Experience Program (SCEP), the Student Temporary Employment Program (STEP), and the Volunteer and Uncompensated Program. Top graduate-level students were encouraged to apply. The following institutions were visited:

George Mason University
Mary Washington University
Johns Hopkins University
New York University
Northern Virginia Community College/Annandale
Richmond University
University of North Carolina
Tuskegee University

- WHS personnel also participated at the following Career Fairs, Job Fairs and Career Expos held at Federal and Civic Conferences to expand our applicant pool:

National Institute of Health (NIH)
 Public Policy and International Affairs (PPAI) Public Service Expo
 Careers/Disabled (PWD)
 Perspectives of Employment Conference (PWD)
 Transition Assistance Program (TAP)
 Presidential Management Fellows (PMF)
 Asian Pacific American National Conference
 Hiring Heroes
 Society of American Indian Government Employees (SAIGE)
 Federally Employed Women (FEW)
 Blacks in Government (BIG)
 National Security Education Program (NSEP)
 OPM Federal Career Days/Louisiana State University
 Opportunity Conference
 DC Multicultural Job Fair
 National Society of Hispanic Professionals (NSHP)

- To enhance recruitment efforts, the agency utilized the following marketing publications as well as “on-line” advertising venues:

Hispanic Network Magazine – winter 2007
 Posted PMF opportunities on OPM (PME) website

- The WHS website—<http://whs.mil/HRD> provides a multitude of employment information to the public and our serviced population. This site guides customers to current vacancy announcements advertised by WHS and the Federal government. Potential candidates may prepare and submit their resumes electronically through the on-line “Resume Builder.” The website also provides interested applicants with information on special hiring programs, such as SCEP; STEP; PMFs; Minority Institute Faculty Fellows; PWD; WRP; and Veterans Programs.

- Future diversity recruitment strategies include WHS HRD and EEOP personnel to join with OUSD, ODMEO to pool resources in an effort to bring a larger DoD presence, thus commanding greater positioning to meet diversity objectives.

Career Development Opportunities

Our serviced population is provided continuous information on employment and developmental opportunities on special hiring incentives and time frames on WHS’ website on the PMFs, WRP and the Volunteer and Uncompensated Employment Programs. Information is also included in WHS publications—“Personnel Hilites” and “Pipeline.” Employment programs administered by TWC are also posted on the website.

Mentoring

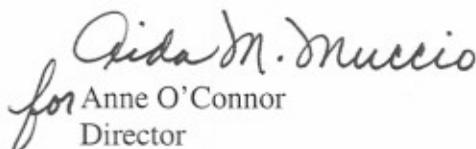
Candidates selected through the WRP, Special Emphasis and Summer Hire Programs work directly with designated full-time permanent personnel on special projects to enhance their knowledge, skills and abilities. Experienced, seasoned specialists serve as mentors and provide guidance to these students in the performance of their daily duties and assignments.

Selected PMFs are assigned mentors to advise them on their Individual Development Plan (IDP). The IDP delineates specific rotational and training assignments the PMFs will complete during their two-year fellowship. To capitalize on the rapidly changing organizational structure and mission, PMFs are encouraged to seek guidance from their mentors on opportunities on professional development.

The WHS EEOP staff continues to aggressively administers the Office of the Secretary of Defense adopted school—John Tyler Elementary School in the District of Columbia through the Program in Education (PIE) partnership. The PIE provides WHS and serviced components the opportunity to serve as volunteers and/or mentors to these students. This rewarding and enriching partnership not only enhances community outreach relations, but also provides a vehicle for employees to share public service experiences and knowledge with future civil service candidates.

Please direct questions concerning this report to Ms. Aida M. Muccio, Assistant Director, EEOP at (703) 699-1805.

Sincerely,


for Anne O'Connor
Director
Planning and Evaluation

Attachments:
As stated

**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)
PLAN CERTIFICATION – FISCAL YEAR 2007**

Please type clearly and return this sheet with original signature to:

Mr. Daniel M. Fusco, Manager
Recruiting, Examining and Assessment Group
Center for Talent and Capacity Policy
Strategic Human Resources Policy
U.S. Office of Personnel Management
1900 E. Street, N.W., Room 6547
Washington, D.C. 20415-9800

- A. Name and Address of Agency
Office of the Secretary of Defense
Washington Headquarters Services
Planning and Evaluation
2521 South Clark Street, Suite 5000
Arlington, VA 22202
- B. Name and Title of Designated FEORP Official (include address, if different from above, telephone and fax numbers)
- Anne O'Connor
1777 N. Kent Street, Suite 14038
Rosslyn, VA 2229-2110
Ph: 703-588-8142
- C. Name and Title of Contact Person (include address, if different from above, telephone and fax numbers)
Aida M. Muccio
Assistant Director, EEO Programs
Ph: 703-699-1805 Fax: 703-601-2307

CERTIFICATION

I certify the above agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) all field offices or installations with fewer than 500 employees are covered by a FEORP plan; (3) all field offices or installations with 500 or more employees are covered either by this plan or by a local plan; and (4) such plans are available upon request from field offices or installations.

SIGNATURE Aida M. Muccio
for Anne O'Connor, Director, Planning and Evaluation

DATE 10/12/07

FEORP: PARTICIPANTS IN FORMAL GOVERNMENT-WIDE CAREER DEVELOPMENT PROGRAMS								
Race / National Origin & Gender	01		02		03		SENIOR PAY	
	#	%	#	%	#	%	#	%
Overall Total	0	0.0%	1	100.0%	43	100.0%	25	100.0%
Total Men	0	0.0%	0	0.0%	29	67.4%	22	88.0%
Total Women	0	0.0%	1	100.0%	14	32.6%	3	12.0%
Total Blacks	0	0.0%	1	100.0%	4	9.3%	1	4.0%
Black Men	0	0.0%	0	0.0%	1	2.3%	1	4.0%
Black Women	0	0.0%	1	100.0%	3	7.0%	0	0.0%
Total Hispanics	0	0.0%	0	0.0%	3	7.0%	0	0.0%
Hispanic Men	0	0.0%	0	0.0%	3	7.0%	0	0.0%
Hispanic Women	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total Asian / Pacific	0	0.0%	0	0.0%	2	4.6%	0	0.0%
Asian / Pacific Inlander Men	0	0.0%	0	0.0%	1	2.3%	0	0.0%
Asian / Pacific Inlander Women	0	0.0%	0	0.0%	1	2.3%	0	0.0%
Total Native American	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Native American Men	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Native American Women	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Note: The above reflects Pay Bands under the new National Security Personnel System (NSPS) which may be found online at <http://www.cpms.osd.mil/nsps/>

KEY:

- 01 Former GS grades 1-8
- 02 Former GS grades 9-13
- 03 Former GS grades 14-15

FEORP: PARTICIPANTS IN FORMAL <u>AGENCY</u> CAREER DEVELOPMENT PROGRAMS								
Race / National Origin & Gender	01		02		03		SENIOR PAY	
	#	%	#	%	#	%	#	%
Overall Total	0	0.0%	5	100.0%	6	100.0%	0	0.0%
Total Men	0	0.0%	4	80.0%	4	66.7%	0	0.0%
Total Women	0	0.0%	1	20.0%	2	33.3%	0	0.0%
Total Blacks	0	0.0%	1	20.0%	0	0.0%	0	0.0%
Black Men	0	0.0%	1	20.0%	0	0.0%	0	0.0%
Black Women	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total Hispanics	0	0.0%	0	0.0%	1	16.7%	0	0.0%
Hispanic Men	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hispanic Women	0	0.0%	0	0.0%	1	16.7%	0	0.0%
Total Asian / Pacific	0	0.0%	1	20.0%	0	0.0%	0	0.0%
Asian / Pacific Inlander Men	0	0.0%	1	20.0%	0	0.0%	0	0.0%
Asian / Pacific Inlander Women	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total Native American	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Native American Men	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Native American Women	0	0.0%	0	0.0%	0	0.0%	0	0.0%

Note: The above reflects Pay Bands under the new National Security Personnel System (NSPS) which may be found online at <http://www.cpms.osd.mil/nsps/>

KEY:

- 01 Former GS grades 1-8
- 02 Former GS grades 9-13
- 03 Former GS grades 14-15