



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES

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WASHINGTON, DC 20301-1155



PLANNING AND
EVALUATION

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U.S. Office of Personnel Management
Center for Talent and Capacity Policy
Division for Strategic Human Resources Policy
ATTN: HISPANIC REPORT
1900 E Street, N.W. (Room 6500)
Washington, DC 20415-9000

Dear Sir/Madam:

In response to your memorandum of July 19, 2007, the Washington Headquarters Services (WHS) hereby submits the Seventh Annual Report to the President on Hispanic Employment in the Federal Government for Fiscal Year (FY) 2007. This report covers the following components serviced by WHS:

- Office of the Secretary of Defense
- Joint Staff
- Defense Advanced Research Projects Agency
- Defense Legal Services Agency
- Defense Security Cooperation Agency
- Missile Defense Agency
- Pentagon Force Protection Agency
- Business Transformation 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
- Office of Economic Adjustment
- TRICARE Management Activity
- U.S. Court of Appeals for the Armed Force
- Washington Headquarters Services

The total WHS serviced workforce experienced an 8.6 percent increase in FY 2007 (from 6,525 to 7,087)¹. The Hispanic population increased from 182 in FY 2006 to 191 in FY 2007 – representing 2.7 percent of the serviced workforce and 4.9% growth from last year. Hispanic representation continues to remain below the national civilian labor force (CLF) rate of 10.6 percent². However, due to our diversity recruitment efforts, Hispanics accounted for 5.3 percent (71 of 1,340) of all new hires during FY 2007.

¹ The total workforce includes all appointment types—permanent and non-permanent.

² See Census 2000 EEO Tool at www.census.gov/eo2000.



Hispanics comprise 6.2 percent (35) of the total (567) WHS serviced Senior Executive Service (SES) workforce. During this reporting cycle, the Secretary of Defense's Diversity Initiative for the SES, General Officer (GO) and Flag Officer (FO) corps 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 corps.

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.

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 following summarizes WHS' ongoing efforts, accomplishments and future initiatives to promote the agency's goal of increasing the representation of Hispanics in the workforce.

1. Community Outreach:

- Participated at job fairs and visited a top university with a notable Hispanic population. These included: Public Policy and International Affairs (PPIA) Public Services Expo (11/06/07); University of Arizona (06/28/07); Opportunity Conference (09/13/07); DC Multicultural Job Fair (09/21/07); and, National Society of Hispanic Professionals (HSHP) (9/27/07).
- Provided guidance and instructions on the Federal application process and qualification standards for the Presidential Management Fellows (PMF) program at Hispanic Serving Institutions (HSI).
- Advertised in the January 2007 Hispanic Network Magazine publication to increase awareness to the Hispanic community of employment opportunities within Department of Defense (DoD).

- Contracted with The Washington Center (TWC) for Internships and Academic Seminars to advertise and inform diverse student applicants, specifically at HSI, on career opportunities on how to apply for WHS Special Emphasis and Summer Hire Programs.

2. Recruitment

- Recruited 66 students for summer internships; 4 (6 percent) were Hispanic. This was a direct result of TWC's hiring efforts.
- When visiting outreach minority serving institutions, Hispanic students were encouraged to participate in the WHS Presidential Management Fellows Program (PMF).
- The WHS Human Resources Directorate (HRD), through contract partnership with TWC, encouraged faculty members of minority serving institutions to apply to the Minority Institute Faculty Fellows Program (MIFFP). Interested candidates were directed to apply directly to TWC. Advertisement for the MIFFP was placed on TWC's website.

3. Career Development Opportunities

To ensure the WHS serviced population was made aware of employment and experience opportunities, information on the PMF, WRP, and the Volunteer and Uncompensated Program has been in the Agency's "Personnel Hilites" and "Pipeline" newsletters. Employment programs administered by TWC have also been posted on the WHS website.

4. Responsibilities/Future Initiatives:

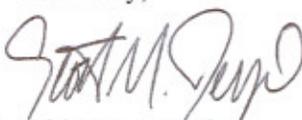
- The WHS Strategic Plan defined one primary goal to develop and employ strategies to attract and retain a well-qualified and diverse workforce. There are three related objectives under this goal: establish and publish an annual recruitment plan for WHS serviced components; in concert with customer organization managers, develop and implement service strategies in recruitment/training to meet diversity objectives; and provide workforce demographics to supervisors and managers to assist in workforce decisions.
- On July 23, 2007, WHS/HRD Special Emphasis Programs (SEP) met with Colonel James Campbell, Senior Military Equal Opportunity Advisor of the Office of the Under Secretary of Defense, Office of Diversity Management and Equal Opportunity (ODMEO) to discuss career fair/conference events and potential partnerships. Colonel Campbell was able to share insight on how his office develops and plans events that the ODMEO attends throughout the year. As one example area of focus, ODMEO currently has a primary focus on Hispanic and overall youth track areas. There are many opportunities, to include sharing career fair booths and speaking engagements, in which ODMEO and WHS/HRD would be interested in expanding our partnership. Joint partnerships will allow us to pool our resources, bring a larger DoD presence and command greater positioning for strategic objectives. A meeting should be initiated between the Director,

WHS/HRD and the Principal Director, Civilian Equal Employment Opportunity in order to foster this partnership opportunity.

- During the Administrative Officer's meeting on October 2, 2007, SEP gave a briefing to provide our OSD and WHS customers with an overview of why and how we perform recruitment outreach; the special emphasis and minority outreach programs that exist to maintain and increase diversity, including the Hispanic Employment Program; the Special Employment Programs that are available to them; and our strategic goals for FY 2008.
- WHS/HRD SEP plans to continue attending Hispanic oriented career fairs and conferences, visit Hispanic serving colleges and universities, and place paid advertisements in association and trade magazines targeting Hispanic professionals. In order to measure and track effectiveness in recruitment outreach, SEP will create an applicant tracking system and create a survey to measure results of outreach and marketing, enhance our corporate website to include a counter to measure how many people visited our website, and maintain a database of student program candidates. With the results, we will be able to compare data over time and make data-driven adjustments in our marketing and/or outreach plans.
- 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.
- In an effort to increase the participation of Hispanic interns, WHS continues to provide employment information on the Hispanic Association of Colleges and Universities website.

Please direct questions concerning this report to Mr. Scott M. Deyo, Deputy Assistant Director, EEOP, at (703) 699-1813.

Sincerely,



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Aida M. Muccio
Assistant Director, Equal
Employment Opportunity Programs