

**ANNUAL REPORT TO THE CONGRESS  
FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM**



**KAY COLES JAMES  
DIRECTOR**

**FY 2001**

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## A MESSAGE FROM THE DIRECTOR OF THE U.S. OFFICE OF PERSONNEL MANAGEMENT

I am pleased to present the U.S. Office of Personnel Management's (OPM) Fiscal Year 2001 Annual Report to Congress on the Federal Equal Opportunity Recruitment Program (FEORP). This report was prepared in compliance with the law (5 U.S.C. 7201 and 5 CFR Part 720, Subpart B).

The FY 2001 FEORP report shows that minority employment in the Federal workforce increased during the last year (up by 9,490, which is significant in the context of overall workforce growth of 12,310). The Federal Government continued to be a leader in providing employment opportunities to minorities. Indeed, statistics in this report indicate that all minority groups are better represented in the Federal workforce than in the civilian labor force (CLF), with one noteworthy exception. Hispanic employment remains an area in which the Federal Government is not keeping pace with the CLF. The FY 2001 FEORP report also shows that women are underrepresented in the Federal Government relative to the CLF.

The President has conveyed both commitment and urgency when it comes to addressing the long-standing challenge of providing Hispanics with full access to public service. Last fall, I convened the first meeting of the Interagency Task Force on Hispanic Employment in the Federal Government. We will continue to use this Task Force to identify effective models for eliminating barriers to the recruitment and professional development of Hispanics at the agency level.

The President's emphasis on strategic management of human capital in the Federal workforce is providing agencies with strong direction as well as important tools they can use to ensure that we have a diverse, high-quality workforce. We are just beginning to receive reports from agencies that are integrating workforce planning with long-term recruitment strategies. Within OPM, our commitment to the recruitment of a diverse workforce, and especially of Hispanic candidates, has been clearly articulated and is a performance measure upon which our Senior Executives are reviewed. I am optimistic that we can look forward to further progress in the years ahead as agencies use their workforce analyses, and restructuring and succession planning plans to serve as a roadmap to create and develop a workforce that reflects the full talent of America.

I want to thank the dedicated staff of OPM's Office of Diversity for their hard work in drafting this report. The report can be found on the OPM website, [www.opm.gov/feorp](http://www.opm.gov/feorp).

A handwritten signature in blue ink, appearing to read 'Kay Coles James', is positioned above the printed name and title.

Kay Coles James  
Director

## EXECUTIVE SUMMARY

This is the U.S. Office of Personnel Management's (OPM) Fiscal Year 2001 Federal Equal Opportunity Recruitment Program (FEORP) report. The FEORP is an important recruiting initiative designed to eliminate underrepresentation of minorities and women in the Federal service. It was established and assigned to OPM by the Civil Service Reform Act of 1978 (5 U.S.C. 7201). We believe that this report should be used by Federal agencies as a resource to develop effective recruitment and retention strategies to increase workforce diversity. We therefore encourage agency heads to ensure wide distribution of this report. It may be viewed and downloaded from OPM's website at [www.opm.gov/feorp](http://www.opm.gov/feorp).

The permanent Federal workforce (FW) covered by the FEORP increased by 12,310, from 1,504,893 in FY 2000, to 1,517,203 in FY 2001. The FY 2001 FEORP report shows that the Federal Government continues to be a leader in employing minorities. Minorities made up 9,490 (77.1 percent) of the total employment increase. Of the total increase, 3,211 (26.1 percent) were Black and 3,306 (26.9 percent) were Hispanic.

Some additional findings in the FY 2001 FEORP report are:

- Overall, minority groups are better represented in the Federal workforce (FW) than in the Civilian Labor Force (CLF) with one exception -- Hispanics.
- Despite a trend of increased Hispanic representation, Hispanics remain the only underrepresented minority group in the Federal Government. Hispanics represent 6.7 percent of the Federal workforce compared to 11.9 percent of the CLF.
- The Federal Government also lags behind the CLF in the employment of women, 44.0 to 46.5 percent.
- The representation of minorities in General Schedule and Related grades 13-15 rose 4,330, from 61,376 (19.2 percent) in 2000 to 65,706 (19.9 percent) in 2001.
- The representation of women in General Schedule and Related grades 13-15 increased by 6,435, from 98,190 (30.7 percent) in 2000 to 104,625 (31.7 percent) in 2001.
- The representation of Blacks and Hispanics at Senior Pay levels decreased. Blacks decreased by 23, from 1,037 (7.1 percent) in FY 2000 to 1,014 (7.0 percent) in FY 2001. Hispanics decreased by 18, from 459 (3.1 percent) in FY 2000 to 441 (3.0 percent) in FY 2001.

# **FEDERAL WORKFORCE**

# TOTAL EMPLOYMENT

Permanent employment in General Schedule and Related (GSR) and Blue-Collar pay plans increased by 12,310, from 1,504,893 as of September 30, 2000, to 1,517,203 as of September 30, 2001. The representation of minorities in the Federal workforce (FW) increased from 457,886 (30.4 percent) in 2000 to 467,376 (30.8 percent) in 2001. The FW continued to exceed the Civilian Labor Force (CLF) in the representation of non-minority men and most minorities. Hispanics and women, however, are still underrepresented in the FW. Employment highlights for 2001 include:

Blacks represented 17.7 percent (268,637) of the FW in 2001 compared to 17.6 percent in 2000. Black representation in the CLF was 11.3 percent in 2001, compared to 11.2 percent in 2000. Black representation in the FW was 6.4 percentage points higher than in the CLF in 2001.

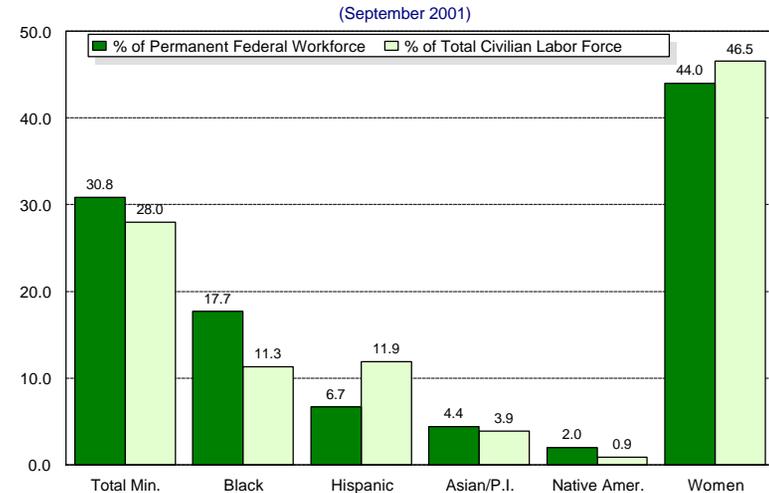
Hispanics represented 6.7 percent (101,973) of the FW in 2001, compared to 6.6 percent in 2000. Hispanic representation in the CLF was 11.9 percent in 2001, compared to 11.8 percent in 2000. Hispanic representation in the FW was 5.2 percentage points lower than in the CLF in 2001.

Asian/Pacific Islanders represented 4.4 percent (66,474) of the FW in 2001, compared to 4.3 percent in 2000. Asian/Pacific Islander representation in the CLF was 3.9 percent in 2001, compared to 3.8 percent in 2000. Asian/Pacific Islander representation in the FW was 0.5 percentage points higher than in the CLF in 2001.

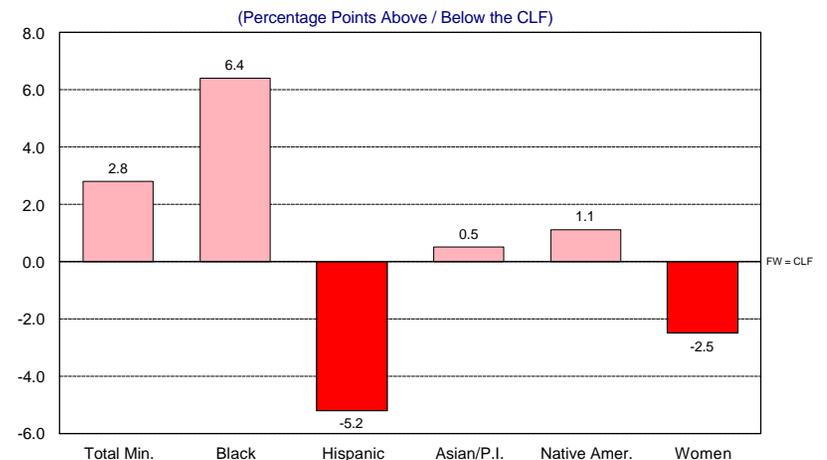
Native Americans represented 2.0 percent (30,292) of the FW in 2001, the same as in 2000. Native American representation in the CLF was 0.9 percent in 2001, the same as in 2000. Native American representation in the FW was 1.1 percentage points higher than in the CLF in 2001.

Women represented 44.0 percent (667,440) of the FW in 2001, compared to 43.8 percent in 2000. The representation of women in the CLF was 46.5 percent in 2001, compared to 46.6 percent in 2000. The representation of women in the FW was 2.5 percentage points lower than in the CLF in 2001.

Comparison of Permanent Federal Workforce and Total Civilian Labor Force



Hispanics and Women are Underrepresented in the Federal Workforce Relative to the Total Civilian Labor Force



# **BLACKS IN THE FEDERAL WORKFORCE**

# BLACK EMPLOYMENT

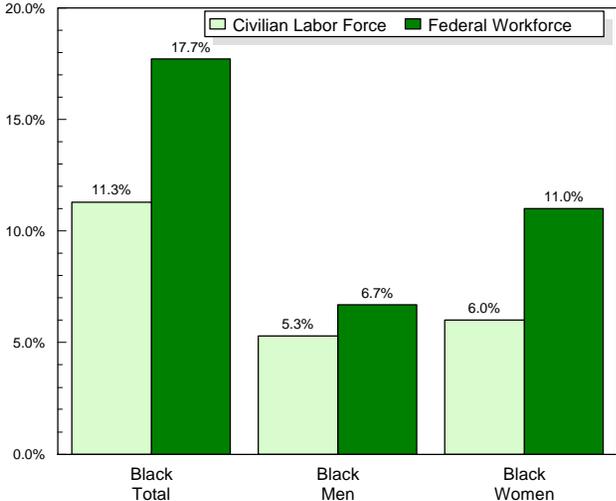
Black employees represented 17.7 percent (268,637) of the permanent Federal workforce (FW) as of September 30, 2001, compared to 11.3 percent in the civilian labor force (CLF). The FW and CLF percentages in 2000 were 17.6 and 11.2 percent, respectively.

Black men represented 6.7 percent of the FW and 5.3 percent of the CLF in 2001. The FW and CLF percentages in 2000 were 6.7 and 5.2, respectively.

Black women represented 11.0 percent of the FW and 6.0 percent of the CLF in 2001. In 2000, these percentages were 10.9 and 6.0, respectively.

Black men and women exceed their representation in the civilian labor force.

(September 2001)



## BLACKS - EMPLOYMENT BY OCCUPATIONAL CATEGORY

Black employment in professional occupations increased by 489, from 27,949 in 2000 to 28,438 in 2001. Blacks represented 8.7 percent of all Federal employees in this occupational category in 2001, compared with 8.5 percent in 2000.

Black employment in administrative occupations increased by 4,541, from 77,240 in 2000 to 81,781 in 2001. Blacks represented 16.3 percent of all Federal employees in this occupational category in 2001, compared with 15.9 percent in 2000.

Black employment in technical occupations increased by 2,111, from 72,250 in 2000 to 74,361 in 2001. Blacks represented 24.5 percent of all Federal employees in this occupational category in 2001, compared with 24.1 percent in 2000.

Black employment in clerical occupations declined by 3,961, from 41,286 in 2000 to 37,325 in 2001. Blacks represented 28.3 percent of all Federal employees in this occupational category in 2001, compared with 29.1 percent in 2000.

Black employment in blue-collar occupations declined by 720, from 38,599 in 2000 to 37,879 in 2001. Blacks represented 18.9 percent of all Federal employees in this occupational category in 2001, the same as in 2000.

Blacks as a Percent of All Employees  
in each Occupational Category

(September 2001)

	<u>Black Employment</u>	<u>Percent of FW</u>
<b>Professional</b>	<b>28,438</b>	<b>8.7</b>
<b>Administrative</b>	<b>81,781</b>	<b>16.3</b>
<b>Technical</b>	<b>74,361</b>	<b>24.5</b>
<b>Clerical</b>	<b>37,325</b>	<b>28.3</b>
<b>Other</b>	<b>8,853</b>	<b>17.4</b>
<b>White-Collar</b>	<b>230,758</b>	<b>17.5</b>
<b>Blue-Collar</b>	<b>37,879</b>	<b>18.9</b>
<b>Total</b>	<b>268,637</b>	<b>17.7</b>

## BLACK DISTRIBUTION BY GENERAL SCHEDULE AND RELATED GRADE GROUPS AND SENIOR PAY

Blacks represented 28.3 percent (16,826) of all employees in General Schedule and Related (GSR) grades 1 through 4 in 2001, including 4,403 Black men and 12,423 Black women. Blacks in this grade group declined by 1,029 since 2000.

Blacks represented 26.1 percent (96,329) of all employees in GSR grades 5 through 8 in 2001, including 23,440 Black men and 72,889 Black women. Blacks in this grade group increased by 513 since 2000.

Blacks represented 15.3 percent (83,257) of all employees in GSR grades 9 through 12 in 2001, including 28,303 Black men and 54,954 Black women. Blacks in this grade group increased by 2,212 since 2000.

Blacks represented 10.1 percent (33,332) of all employees in GSR grades 13 through 15 in 2001, including 14,392 Black men and 18,940 Black women. Blacks in this grade group increased by 2,257 since 2000.

Blacks represented 7.0 percent (1,014) of all employees in Senior Pay levels in 2001, including 620 Black men and 394 Black women. Blacks at Senior Pay levels declined by 23 since 2000.

Blacks as a Percent of All Employees  
in General Schedule and Related Grade Groups and Senior Pay

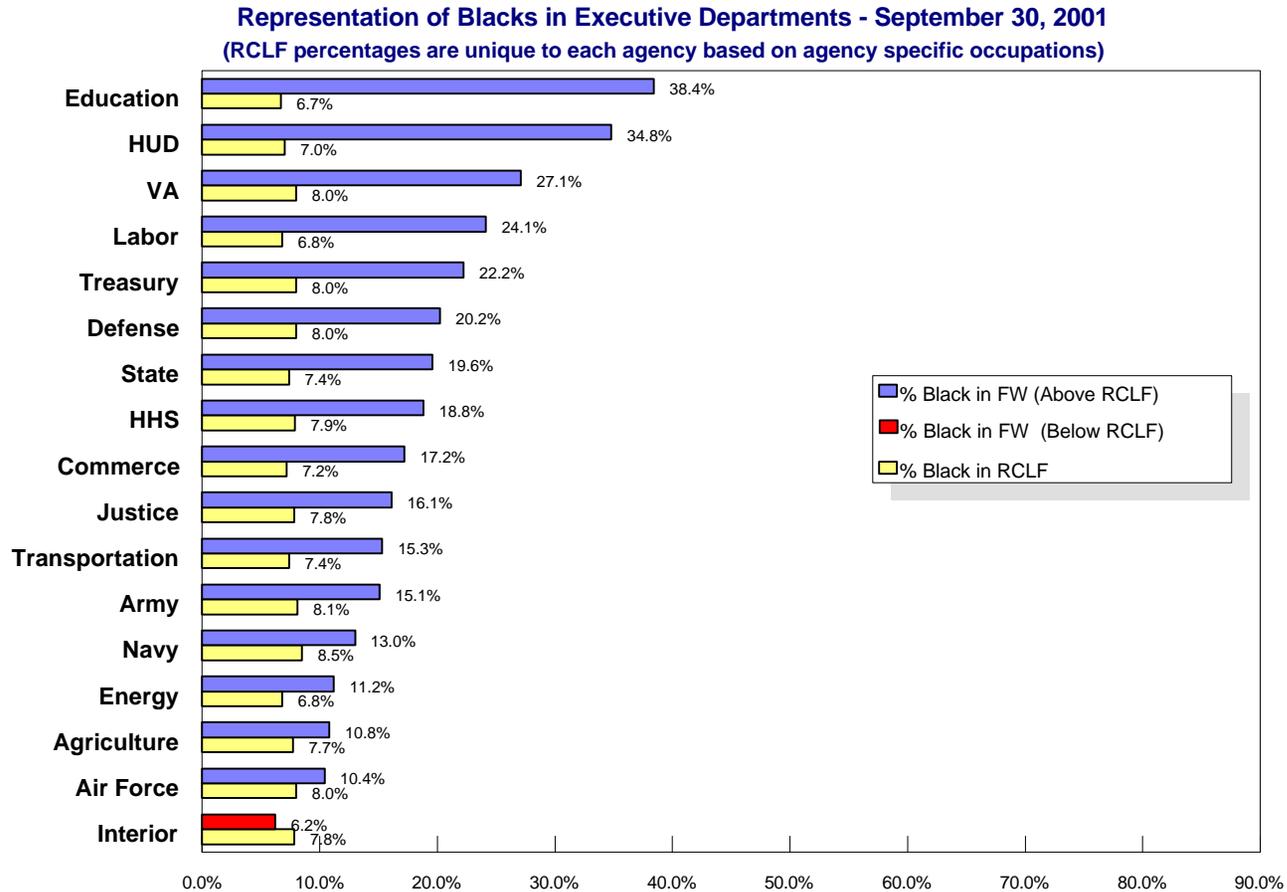
(September 2001)

	<u>Black Employment</u>	<u>Percent of FW</u>
<b>GSR 1-4</b>	<b>16,826</b>	<b>28.3</b>
<b>GSR 5-8</b>	<b>96,329</b>	<b>26.1</b>
<b>GSR 9-12</b>	<b>83,257</b>	<b>15.3</b>
<b>GSR 13-15</b>	<b>33,332</b>	<b>10.1</b>
<b>Senior Pay</b>	<b>1,014</b>	<b>7.0</b>

## BLACKS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 16 OF 17 EXECUTIVE DEPARTMENTS

Black representation in the FW met or exceeded Black representation in the Relevant Civilian Labor Force (RCLF) in the following 16 Executive Departments: Education, Housing and Urban Development (HUD), Veterans Affairs (VA), Labor, Treasury, Defense, State, Health and Human Services (HHS), Commerce, Justice, Transportation, Army, Navy, Energy, Agriculture, and Air Force.

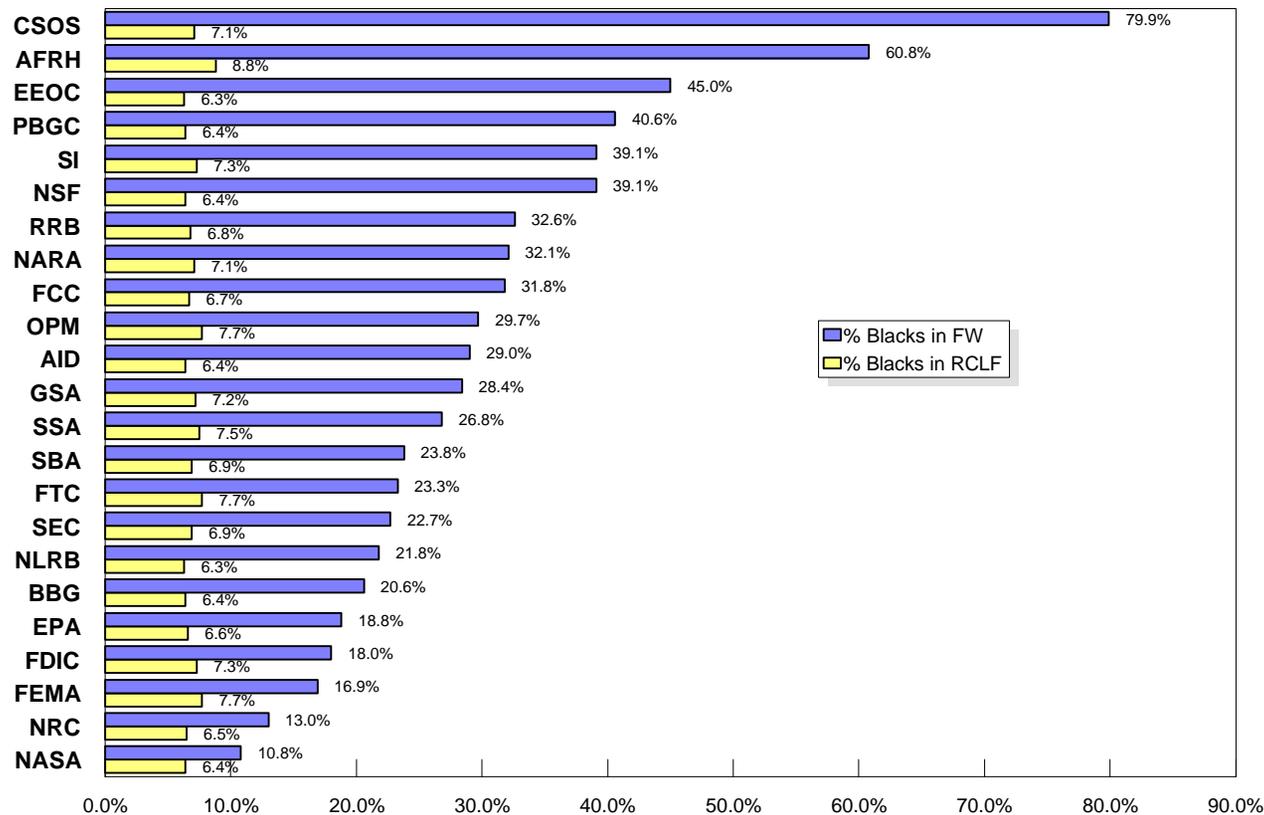
Black representation in the Department of the Interior was below the Black representation in the RCLF.



# BLACKS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN ALL 23 INDEPENDENT AGENCIES

Black representation in the FW met or exceeded Black representation in the Relevant Civilian Labor Force (RCLF) in the following 23 independent agencies: Court Services and Offender Supervision Agency (CSOS), Armed Forces Retirement Home (AFRH), Equal Employment Opportunity Commission (EEOC), Pension Benefit Guaranty Corporation (PBGC), Smithsonian Institution (SI), National Science Foundation (NSF), Railroad Retirement Board (RRB), National Archives and Records Administration (NARA), Federal Communications Commission (FCC), Office of Personnel Management (OPM), Agency for International Development (AID), General Services Administration (GSA), Social Security Administration (SSA), Small Business Administration (SBA), Federal Trade Commission (FTC), Securities and Exchange Commission (SEC), National Labor Relations Board (NLRB), Broadcasting Board of Governors (BBG), Environmental Protection Agency (EPA), Federal Deposit Insurance Corporation (FDIC), Federal Emergency Management Agency (FEMA), Nuclear Regulatory Commission (NRC), and the National Aeronautics and Space Administration (NASA).

**Representation of Blacks in Independent Agencies (500+Employees) - September 30, 2001**  
 (RCLF percentages are unique to each agency based on agency specific occupations)



Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001. Civilian data derived from the 1990 Census.

# **HISPANICS IN THE FEDERAL WORKFORCE**

# HISPANIC EMPLOYMENT

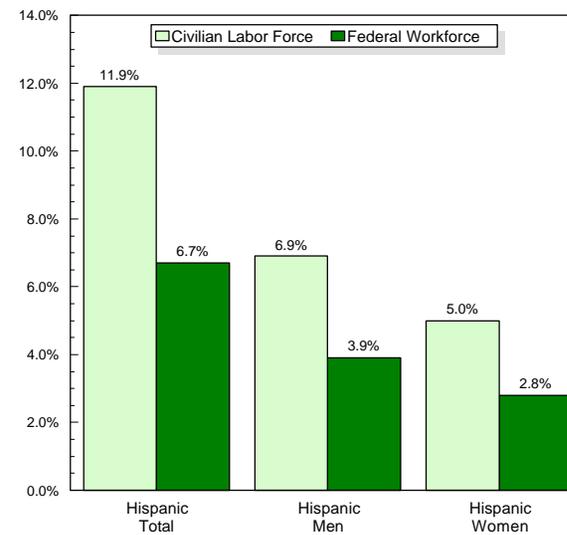
Hispanic employees represented 6.7 percent (101,973) of the permanent Federal workforce (FW) as of September 30, 2001, compared to 11.9 percent in the civilian labor force (CLF). The FW and CLF percentages in 2000 were 6.6 and 11.8 percent, respectively.

Hispanic men represented 3.9 percent of the FW compared to 6.9 percent of the CLF in 2001. In 2000, these percentages were 3.8 and 6.8, respectively.

Hispanic women represented 2.8 percent of the FW compared to 5.0 percent of the CLF in 2001. In 2000, these percentages were 2.7 and 5.0, respectively.

Hispanic men and women are still underrepresented compared to the civilian labor force.

(September 2001)



## HISPANICS - EMPLOYMENT BY OCCUPATIONAL CATEGORY

Hispanic employment in professional occupations increased by 393, from 13,557 in 2000 to 13,950 in 2001. Hispanics represented 4.3 percent of all Federal employees in this occupational category in 2001, compared to 4.1 percent in 2000.

Hispanic employment in administrative occupations increased by 1,809, from 30,400 in 2000 to 32,209 in 2001. Hispanics made up 6.4 percent of all Federal employees in this occupational category in 2001, compared to 6.2 percent in 2000.

Hispanic employment in technical occupations increased by 666, from 22,224 in 2000 to 22,890 in 2001. Hispanics represented 7.5 percent of all Federal employees in this occupational category in 2001 compared with 7.4 percent in 2000.

Hispanic employment in clerical occupations declined by 352, from 10,191 in 2000 to 9,839 in 2001. Hispanics made up 7.5 percent of all Federal employees in this occupational category in 2001, compared with 7.2 percent in 2000.

Hispanic employment in blue-collar occupations declined by 201, from 15,063 in 2000 to 14,862 in 2001. Hispanics represented 7.4 percent of all Federal employees in this occupational category in 2001, the same as in 2000.

Hispanics as a Percent of All Employees  
in each Occupational Category

(September 2001)

	<u>Hispanic Employment</u>	<u>Percent of FW</u>
<b>Professional</b>	<b>13,950</b>	<b>4.3</b>
<b>Administrative</b>	<b>32,209</b>	<b>6.4</b>
<b>Technical</b>	<b>22,890</b>	<b>7.5</b>
<b>Clerical</b>	<b>9,839</b>	<b>7.5</b>
<b>Other</b>	<b>8,223</b>	<b>16.2</b>
<b>White-Collar</b>	<b>87,111</b>	<b>6.6</b>
<b>Blue-Collar</b>	<b>14,862</b>	<b>7.4</b>
<b>Total</b>	<b>101,973</b>	<b>6.7</b>

## HISPANICS - EMPLOYMENT BY GENERAL SCHEDULE AND RELATED GRADE GROUPS AND SENIOR PAY

Hispanics represented 8.1 percent (4,833) of all employees in General Schedule and Related (GSR) grades 1 through 4. There were 1,636 Hispanic men and 3,197 Hispanic women at these grades in 2001. Hispanics in this grade group increased by 56 since 2000.

Hispanics represented 8.5 percent (31,348) of all employees in GSR grades 5 through 8. There were 12,720 Hispanic men and 18,628 Hispanic women at these grades in 2001. Hispanics in this grade group increased by 1,432 since 2000.

Hispanics represented 6.8 percent (36,966) of all employees in GSR grades 9 through 12. There were 21,700 Hispanic men and 15,266 Hispanic women at these grades in 2001. Hispanics in this grade group increased by 1,207 since 2000.

Hispanics represented 4.1 percent (13,523) of all employees in the GSR grades 13 through 15. There were 9,394 Hispanic men and 4,129 Hispanic women at these grades in 2001. Hispanics in this grade group increased by 830 since 2000.

Hispanics represented 3.0 percent (441) of all employees at Senior Pay levels. There were 324 Hispanic men and 117 Hispanic women at these pay levels in 2001. Hispanics at Senior Pay levels declined by 18 since 2000.

Hispanics as a Percent of All Employees  
in General Schedule and Related Grade Groups and Senior Pay

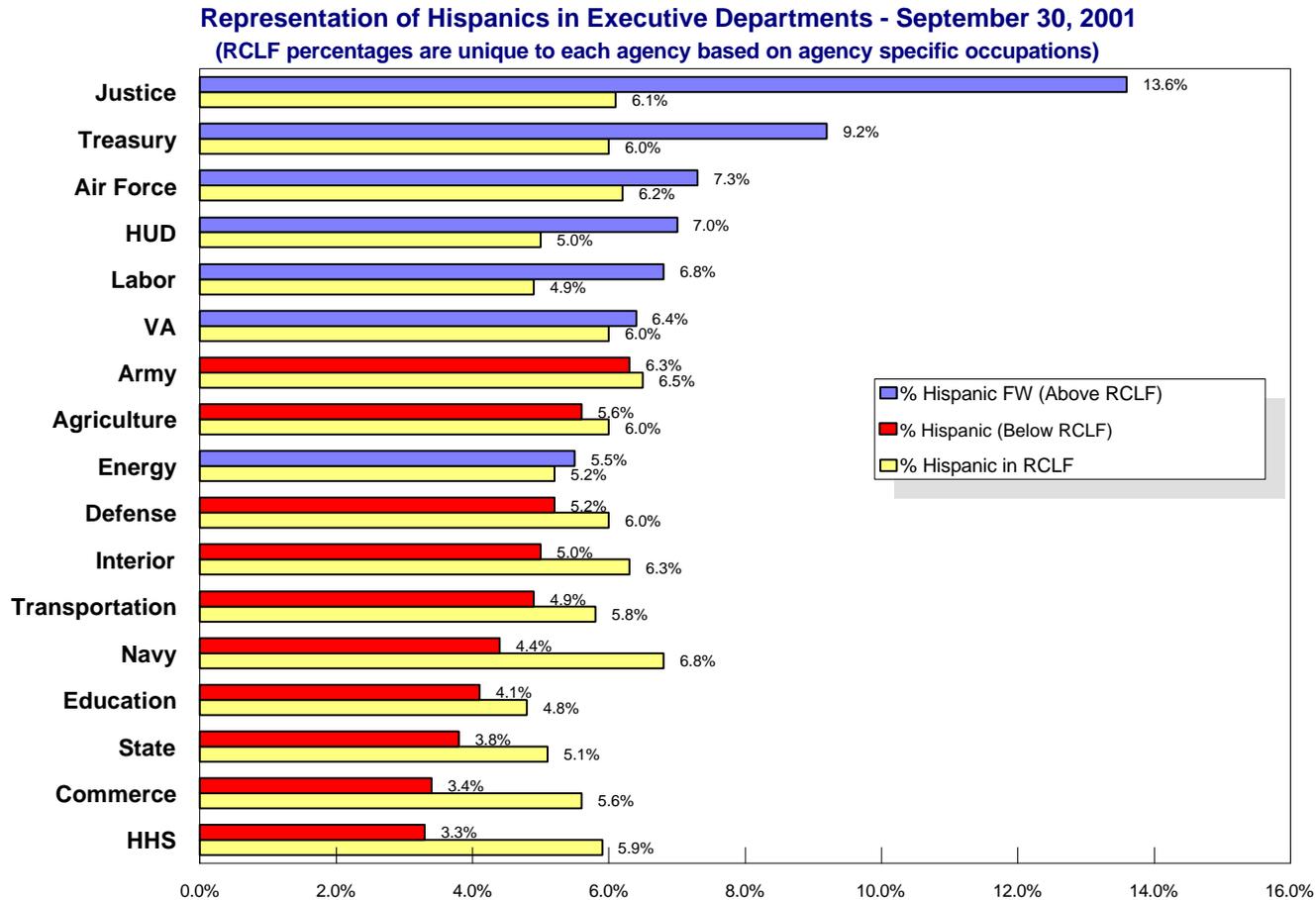
(September 2001)

	Hispanic Employment	Percent of FW
<b>GSR 1-4</b>	4,833	8.1
<b>GSR 5-8</b>	31,348	8.5
<b>GSR 9-12</b>	36,966	6.8
<b>GSR 13-15</b>	13,523	4.1
<b>Senior Pay</b>	441	3.0

# HISPANICS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 7 OF 17 EXECUTIVE DEPARTMENTS

Hispanic representation in the FW met or exceeded Hispanic representation in the Relevant Civilian Labor Force (RCLF) in the following seven Executive Departments: Justice, Treasury, Air Force, Housing and Urban Development (HUD), Labor, Veterans Affairs (VA), and Energy.

Hispanic representation in the FW was below Hispanic representation in the RCLF in the following 10 Executive Departments: Army, Agriculture, Defense, Interior, Transportation, Navy, Education, State, Commerce, and Health and Human Services (HHS).

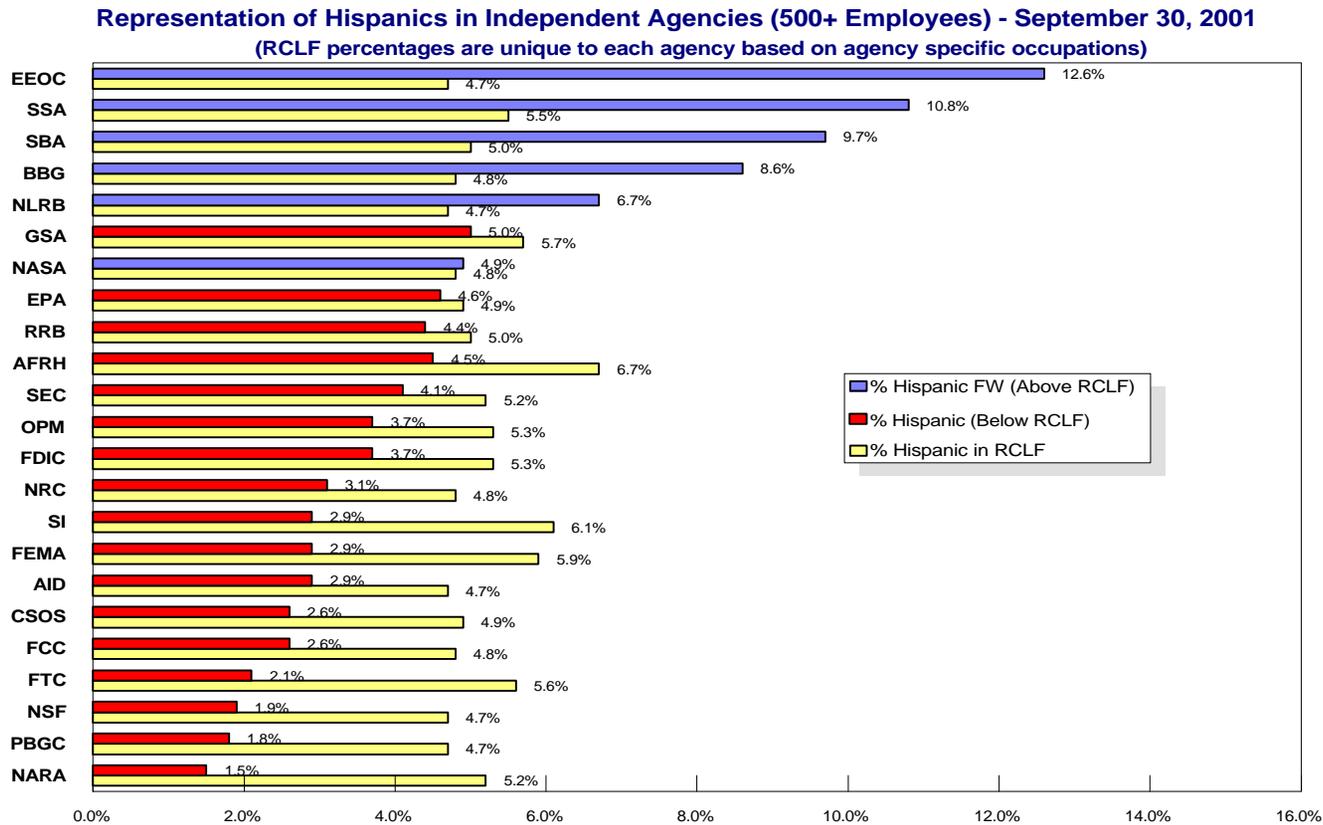


Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001. Civilian data derived from the 1990 Census.

## HISPANICS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 6 OF 23 INDEPENDENT AGENCIES

Hispanic representation in the FW met or exceeded Hispanic representation in the Relevant Civilian Labor Force (RCLF) in the following six independent agencies: Equal Employment Opportunity Commission (EEOC), Social Security Administration (SSA), Small Business Administration (SBA), Broadcasting Board of Governors (BBG), National Labor Relations Board (NLRB), and the National Aeronautics and Space Administration (NASA).

Hispanic representation in the FW was below Hispanic representation in the RCLF in the following 17 independent agencies: General Services Administration (GSA), Environmental Protection Agency (EPA), Railroad Retirement Board (RRB), Armed Forces Retirement Home (AFRH), Securities and Exchange Commission (SEC), Office of Personnel Management (OPM), Federal Deposit Insurance Corporation (FDIC), Nuclear Regulatory Commission (NRC), Smithsonian Institution (SI), Federal Emergency Management Agency (FEMA), Agency for International Development (AID), Court Services and Offender Supervision Agency (CSOS), Federal Communications Commission (FCC), Federal Trade Commission (FTC), National Science Foundation (NSF), Pension Benefit Guaranty Corporation (PBGC), and the National Archives and Records Administration (NARA).



Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001. Civilian data derived from the 1990 Census.

# **ASIAN/PACIFIC ISLANDERS IN THE FEDERAL WORKFORCE**

## ASIAN/PACIFIC ISLANDER EMPLOYMENT

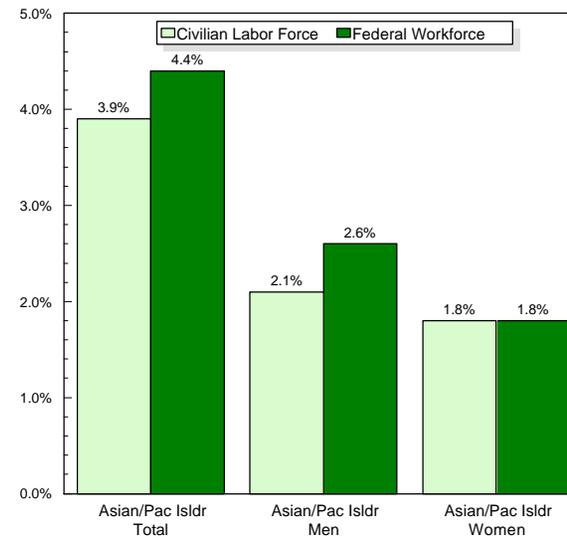
Asian/Pacific Islander employees represented 4.4 percent (66,474) of the permanent Federal workforce (FW) as of September 30, 2001, compared to 3.9 percent in the civilian labor force (CLF). The FW and CLF percentages in 2000 were 4.3 and 3.8, respectively.

Asian/Pacific Islander men represented 2.6 percent of the FW compared to 2.1 percent of the CLF in 2001. In 2000, these percentages were 2.5 and 2.0, respectively.

Asian/Pacific Islander women represented 1.8 percent of the FW compared to 1.8 percent of the CLF in 2001. These percentages were unchanged from 2000.

Asian/Pacific Islander men exceed their representation  
in the civilian labor force

(September 2001)



## ASIAN/PACIFIC ISLANDERS - EMPLOYMENT BY OCCUPATIONAL CATEGORY

Asian/Pacific Islander employment in professional occupations increased by 882, from 22,322 in 2000 to 23,204 in 2001. Asian/Pacific Islanders represented 7.1 percent of all Federal employees in this occupational category in 2001, compared to 6.8 percent in 2000.

Asian/Pacific Islander employment in administrative occupations increased by 989, from 14,707 in 2000 to 15,696 in 2001. Asian/Pacific Islanders represented 3.1 percent of all Federal employees in this occupational category in 2001, compared to 3.0 percent in 2000.

Asian/Pacific Islander employment in technical occupations increased by 277, from 10,504 in 2000 to 10,781 in 2001. Asian/Pacific Islanders represented 3.6 percent of all Federal employees in this occupational category in 2001, compared to 3.5 percent in 2000.

Asian/Pacific Islander employment in clerical occupations declined by 181, from 5,503 in 2000 to 5,322 in 2001. Asian/Pacific Islanders made up 4.0 percent of this occupational category in 2001, compared to 3.9 percent in 2000.

Asian/Pacific Islanders employment in blue-collar occupations declined by 28, from 10,042 in 2000 to 10,014 in 2001. Asian/Pacific Islanders represented 5.0 percent of all Federal employees in this occupational category in 2001, compared to 4.9 percent in 2000.

Asian/Pacific Islanders as a Percent of All Employees  
in each Occupational Category

(September 2001)

	<u>Asian / P.I. Employment</u>	<u>Percent of FW</u>
<b>Professional</b>	23,204	7.1
<b>Administrative</b>	15,696	3.1
<b>Technical</b>	10,781	3.6
<b>Clerical</b>	5,322	4.0
<b>Other</b>	1,457	2.9
<b>White-Collar</b>	56,460	4.3
<b>Blue-Collar</b>	10,014	5.0
<b>Total</b>	66,474	4.4

## ASIAN/PACIFIC ISLANDERS - EMPLOYMENT BY GENERAL SCHEDULE AND RELATED GRADE GROUPS AND SENIOR PAY

Asian/Pacific Islanders represented 5.1 percent (3,029) of all employees in General Schedule and Related (GSR) grades 1 through 4. There were 816 Asian/Pacific Islander men and 2,213 Asian/Pacific Islander women at these grades in 2001. Asian/Pacific Islanders in this grade group declined by 35 since 2000.

Asian/Pacific Islanders represented 3.8 percent (14,187) of all employees in GSR grades 5 through 8. There were 5,108 Asian/Pacific Islander men and 9,079 Asian/Pacific Islander women at these grades in 2001. Asian/Pacific Islanders in this grade group increased by 618 since 2000.

Asian/Pacific Islanders represented 4.3 percent (23,239) of all employees in GSR grades 9 through 12. There were 12,862 Asian/Pacific Islander men and 10,377 Asian/Pacific Islander women at these grades in 2001. Asian/Pacific Islanders in this grade group increased by 528 since 2000.

Asian/Pacific Islanders represented 4.7 percent (15,679) of all employees in GSR grades 13 through 15. There were 10,810 Asian/Pacific men and 4,869 Asian/Pacific Islander women at these grades in 2001. Asian/Pacific Islanders in this grade group increased by 1,108 since 2000.

Asian/Pacific Islanders represented 2.2 percent (326) of all employees at Senior Pay levels. There were 235 Asian/Pacific Islander men and 91 Asian/Pacific Islander women at these pay levels in 2001. Asian/Pacific Islanders at Senior Pay levels increased by 14 since 2000.

Asian/Pacific Islanders as a Percent of All Employees  
in General Schedule and Related Grade Groups and Senior Pay

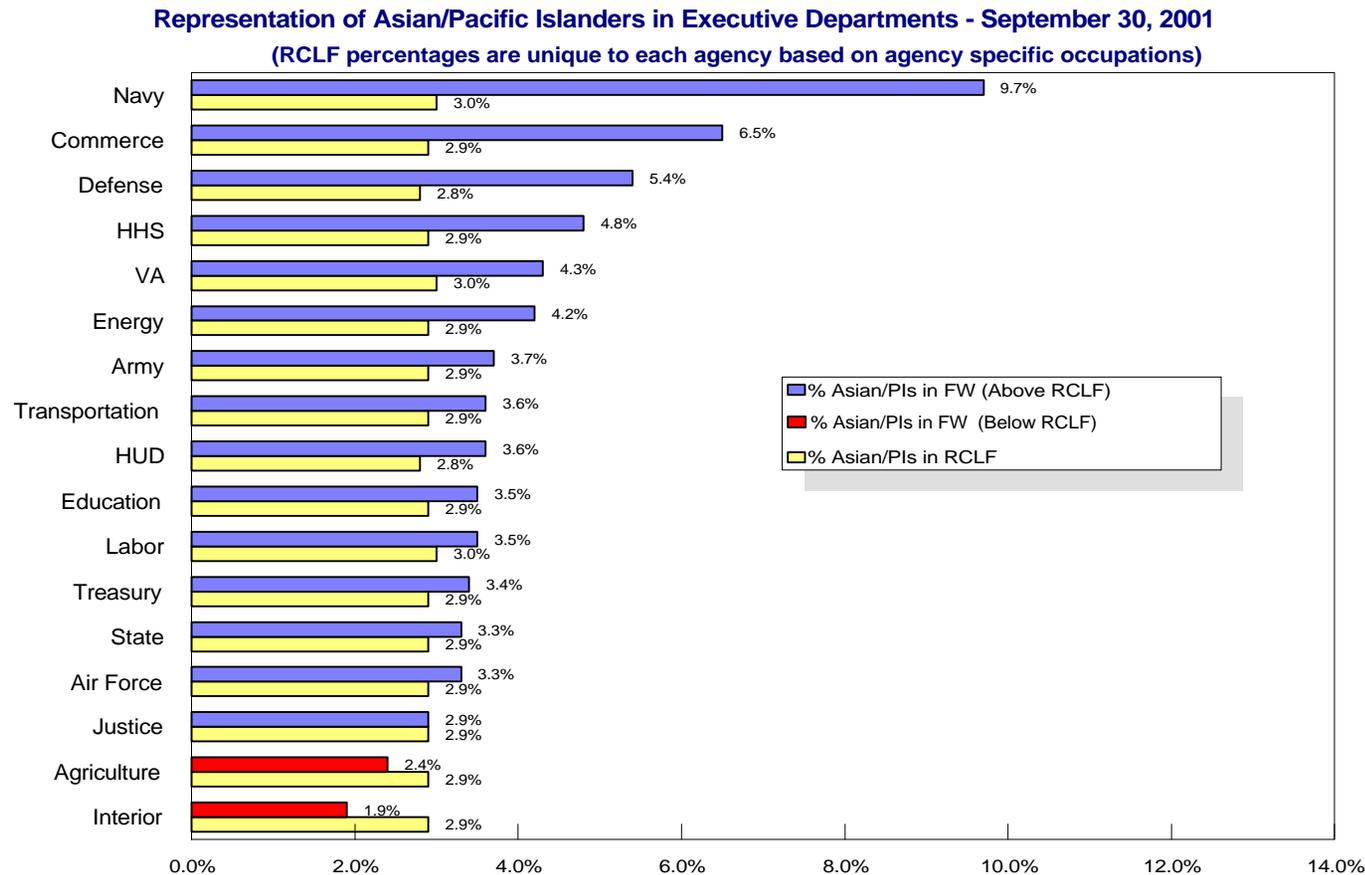
(September 2001)

	<u>Asian/P.I. Employment</u>	<u>Percent of FW</u>
<b>GSR 1-4</b>	<b>3,029</b>	<b>5.1</b>
<b>GSR 5-8</b>	<b>14,187</b>	<b>3.8</b>
<b>GSR 9-12</b>	<b>23,239</b>	<b>4.3</b>
<b>GSR 13-15</b>	<b>15,679</b>	<b>4.7</b>
<b>Senior Pay</b>	<b>326</b>	<b>2.2</b>

## ASIAN/PACIFIC ISLANDERS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 15 OF 17 EXECUTIVE DEPARTMENTS

Asian/Pacific Islander representation in the FW met or exceeded Asian/Pacific Islander representation in the Relevant Civilian Labor Force (RCLF) in the following 15 Executive Departments: Navy, Commerce, Defense, Health and Human Services (HHS), Veterans Affairs (VA), Energy, Army, Transportation, Housing and Urban Development (HUD), Education, Labor, Treasury, State, Air Force, and Justice.

Asian/Pacific Islander representation in the FW was below Asian/Pacific Islander representation in the RCLF in the following two Executive Departments: Agriculture and Interior.



Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001.  
Civilian data derived from the 1990 Census.

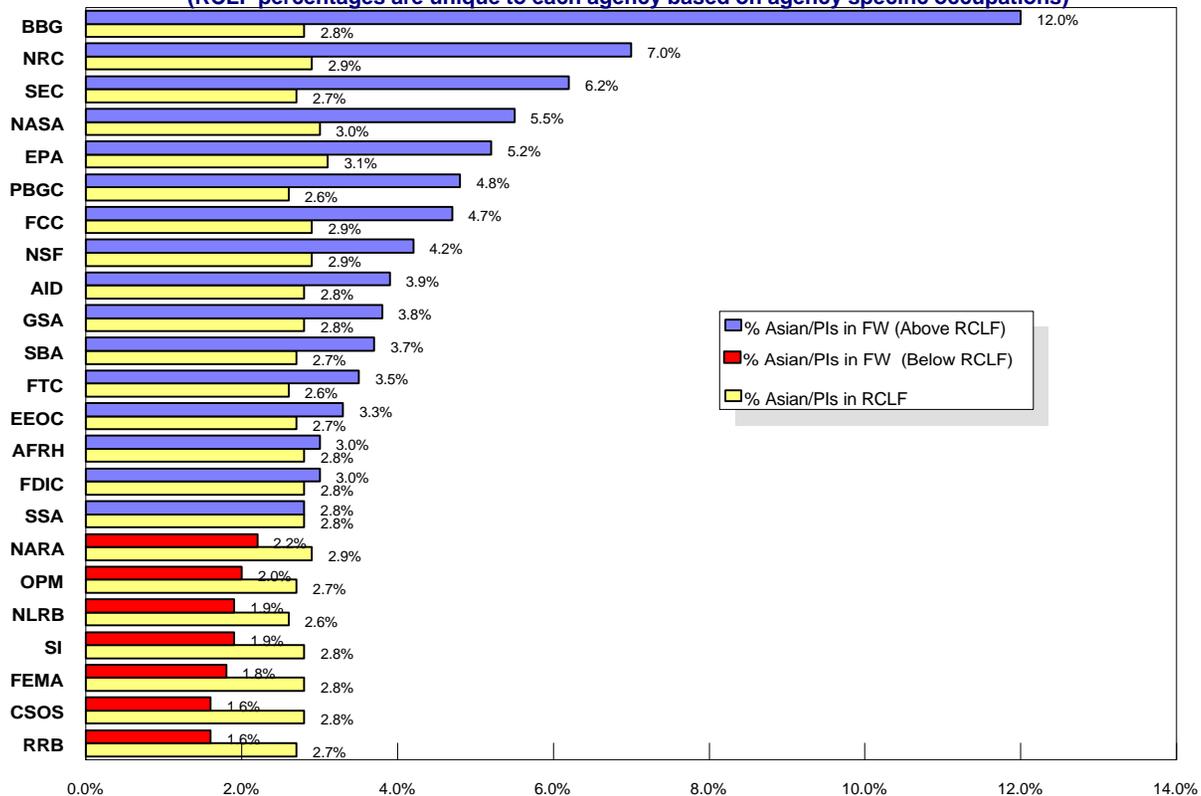
## ASIAN/PACIFIC ISLANDERS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 16 OF 23 INDEPENDENT AGENCIES

Asian/Pacific Islander representation in the FW met or exceeded Asian/Pacific Islander representation in the Relevant Civilian Labor Force (RCLF) in the following 16 independent agencies: Broadcasting Board of Governors (BBG), Nuclear Regulatory Commission (NRC), Securities and Exchange Commission (SEC), National Aeronautics and Space Administration (NASA), Environmental Protection Agency (EPA), Pension Benefit Guaranty Corporation (PBGC), Federal Communications Commission (FCC), National Science Foundation (NSF), Agency for International Development (AID), General Services Administration (GSA), Small Business Administration (SBA), Federal Trade Commission (FTC), Equal Employment Opportunity Commission (EEOC), Armed Forces Retirement Home (AFRH), Federal Deposit Insurance Corporation (FDIC), and the Social Security Administration (SSA).

Asian/Pacific Islander representation in the FW was below Asian/Pacific Islander representation in the RCLF in the following seven independent agencies: National Archives and Records Administration (NARA), Office of Personnel Management (OPM), National Labor Relations Board (NLRB), Smithsonian Institution (SI), Federal Emergency Management Agency (FEMA), Court Services and Offender Supervision Agency (CSOS), and the Railroad Retirement Board (RRB).

**Representation of Asian/Pacific Islanders in Independent Agencies (500+ Employees) - September 30, 2001**

(RCLF percentages are unique to each agency based on agency specific occupations)



Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001. Civilian data derived from the 1990 Census.

# **NATIVE AMERICANS IN THE FEDERAL WORKFORCE**

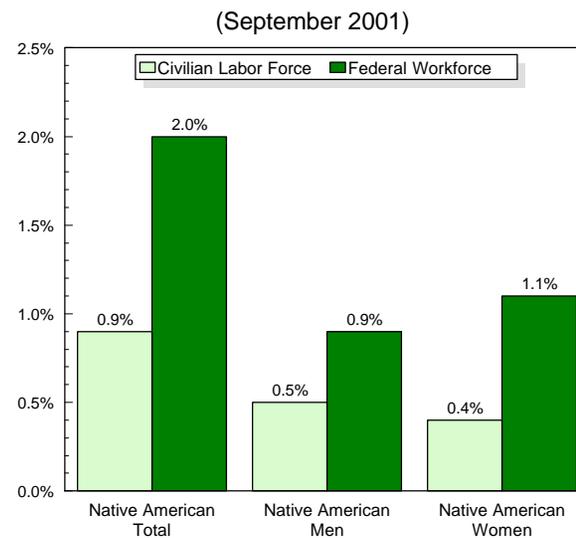
# NATIVE AMERICAN EMPLOYMENT

Native American employees represented 2.0 percent (30,292) of the permanent Federal workforce (FW) as of September 30, 2001, compared to 0.9 percent of the civilian labor force (CLF). These percentages were unchanged from 2000.

Native American men represented 0.9 percent of the FW and 0.5 percent of the CLF in 2001. These percentages were unchanged from 2000.

Native American women represented 1.1 percent of the FW and 0.4 percent of the CLF in 2001. In 2000, these percentages were 1.0 and 0.4 percent, respectively.

Native American men and women exceed their representation in the civilian labor force.



## NATIVE AMERICANS - EMPLOYMENT BY OCCUPATIONAL CATEGORY

Native American employment in professional occupations increased by 12, from 4,408 in 2000 to 4,420 in 2001. Native Americans represented 1.3 percent of all Federal employees in this occupational category in 2001, the same as in 2000.

Native American employment in administrative occupations increased by 322, from 7,076 in 2000 to 7,398 in 2001. Native Americans made up 1.5 percent of all Federal employees in this occupational category in 2001, the same as in 2000.

Native American employment in technical occupations increased by 406, from 8,398 in 2000 to 8,804 in 2001. Native Americans made up 2.9 percent of all Federal employees in this occupational category in 2001, compared to 2.8 percent in 2000.

Native American employment in clerical occupations declined by 35, from 3,670 in 2000 to 3,635 in 2001. Native Americans made up 2.8 percent of all Federal employees in this occupational category in 2001, compared to 2.6 percent in 2000.

Native American employment in blue-collar occupations declined by 81, from 5,085 in 2000 to 5,004 in 2001. Asian/Pacific Islanders represented 2.5 percent of all Federal employees in this occupational category in 2001, the same as in 2000.

Native Americans as a Percent of All Employees  
in each Occupational Category

(September 2001)

	<u>Native Amer. Employment</u>	<u>Percent of FW</u>
<b>Professional</b>	<b>4,420</b>	<b>1.3</b>
<b>Administrative</b>	<b>7,398</b>	<b>1.5</b>
<b>Technical</b>	<b>8,804</b>	<b>2.9</b>
<b>Clerical</b>	<b>3,635</b>	<b>2.8</b>
<b>Other</b>	<b>1,031</b>	<b>2.0</b>
<b>White-Collar</b>	<b>25,288</b>	<b>1.9</b>
<b>Blue-Collar</b>	<b>5,004</b>	<b>2.5</b>
<b>Total</b>	<b>30,292</b>	<b>2.0</b>

## NATIVE AMERICANS - EMPLOYMENT BY GRADE GROUPS AND SENIOR PAY

Native Americans represented 4.6 percent (2,740) of all employees in General Schedule and Related (GSR) grades 1 through 4. There were 646 Native American men and 2,094 Native American women at these grades in 2001. Native Americans in this grade group increased by 181 since 2000.

Native Americans represented 2.7 percent (10,016) of all employees in GSR grades 5 through 8. There were 2,926 Native American men and 7,090 Native American women at these grades in 2001. Native Americans in this grade group increased by 338 since 2000.

Native Americans represented 1.7 percent (9,240) of all employees in GSR grades 9 through 12. There were 4,274 Native American men and 4,966 Native American women at these grades in 2001. Native Americans in this grade group increased by 191 since 2000.

Native Americans represented 1.0 percent (3,172) of all employees in GSR grades 13 through 15. There were 2,070 Native American men and 1,102 Native American women at these grades in 2001. Native Americans in this grade group increased by 136 since 2000.

Native Americans represented 0.8 percent (120) of all employees at the Senior Pay levels. There were 85 Native American men and 35 Native American women at these pay levels in 2001. Native Americans at Senior Pay levels increased by 3 since 2000.

Native Americans as a Percent of All Employees  
in General Schedule and Related Grade Groups and Senior Pay

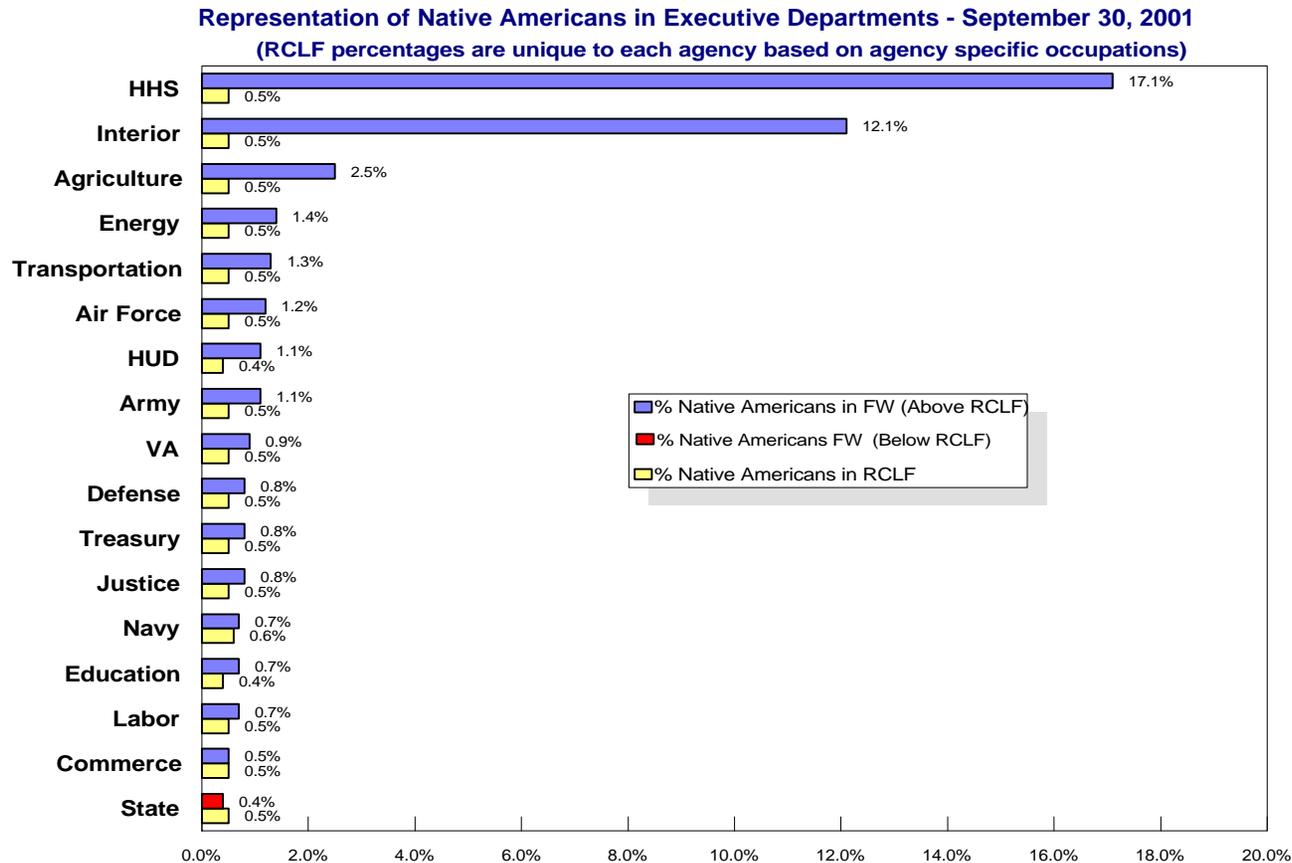
(September 2001)

	<u>Native Amer. Employment</u>	<u>Percent of FW</u>
<b>GSR 1-4</b>	<b>2,740</b>	<b>4.6</b>
<b>GSR 5-8</b>	<b>10,016</b>	<b>2.7</b>
<b>GSR 9-12</b>	<b>9,240</b>	<b>1.7</b>
<b>GSR 13-15</b>	<b>3,172</b>	<b>1.0</b>
<b>Senior Pay</b>	<b>120</b>	<b>0.8</b>

## NATIVE AMERICANS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 16 OF 17 EXECUTIVE DEPARTMENTS

Native American representation in the FW met or exceeded Native American representation in the Relevant Civilian Labor Force (RCLF) in the following 16 Executive Departments: Health and Human Services (HHS), Interior, Agriculture, Energy, Transportation, Air Force, Housing and Urban Development (HUD), Army, Veterans Affairs (VA), Defense, Treasury, Justice, Navy, Education, Labor, and Commerce.

Native American representation in the Department of State was below Native American representation in the RCLF.



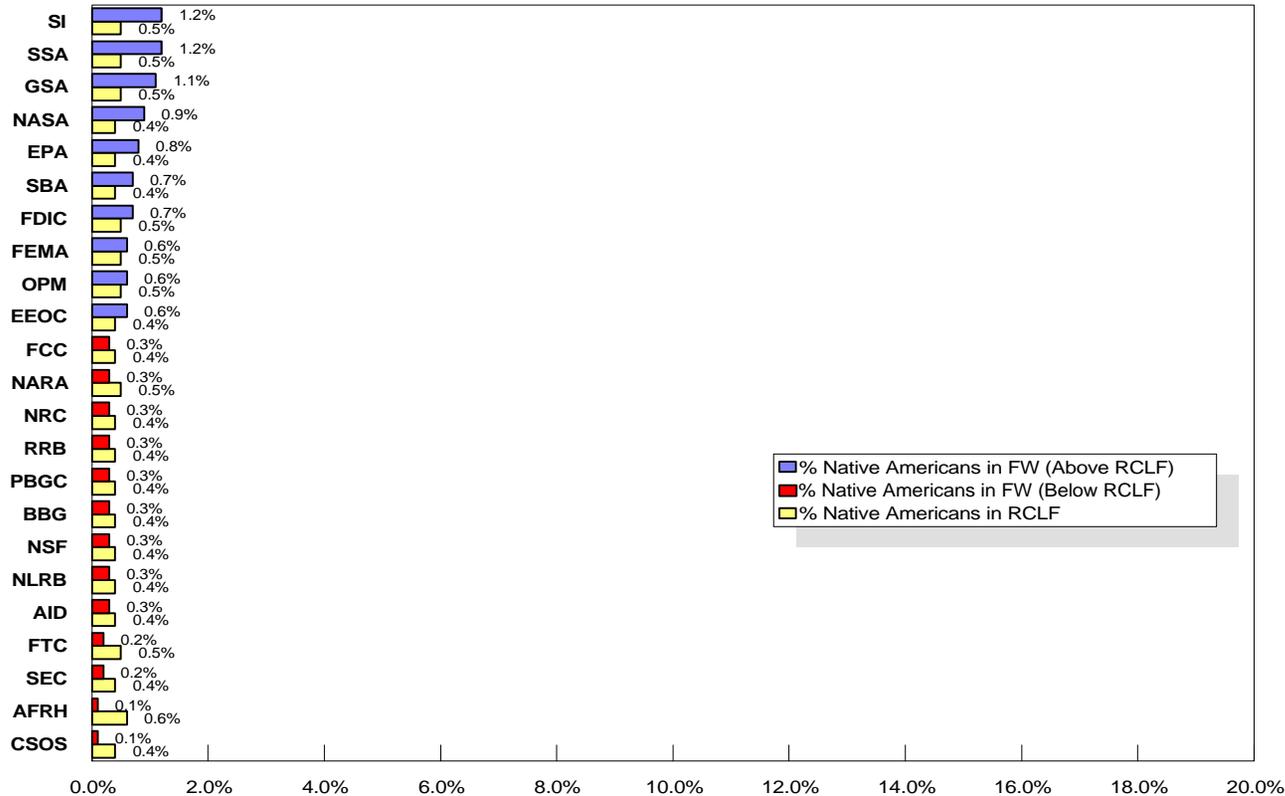
Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001. Civilian data derived from the 1990 Census.

## NATIVE AMERICANS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 10 OF 23 INDEPENDENT AGENCIES

Native American representation in the FW met or exceeded Native American representation in the Relevant Civilian Labor Force (RCLF) in the following 10 independent agencies: Smithsonian Institution (SI), Social Security Administration (SSA), General Services Administration (GSA), National Aeronautics and Space Administration (NASA), Environmental Protection Agency (EPA), Small Business Administration (SBA), Federal Deposit Insurance Corporation (FDIC), Federal Emergency Management Agency (FEMA), Office of Personnel Management (OPM), and the Equal Employment Opportunity Commission (EEOC).

Native American representation in the FW was below Native American representation in the RCLF in the following 13 independent agencies: Federal Communications Commission (FCC), National Archives and Records Administration (NARA), Nuclear Regulatory Commission (NRC), Railroad Retirement Board (RRB), Pension Benefit Guaranty Corporation (PBGC), Broadcasting Board of Governors (BBG), National Science Foundation (NSF), National Labor Relations Board (NLRB), Agency for International Development (AID), Federal Trade Commission (FTC), Securities and Exchange Commission (SEC), Armed Forces Retirement Home (AFRH), and the Court Services and Offender Supervision Agency (CSOS).

**Representation of Native Americans in Independent Agencies (500+ Employees) - September 2001**  
(RCLF percentages are unique to each agency based on agency specific occupations)



Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001.  
Civilian data derived from the 1990 Census.

# **WOMEN IN THE FEDERAL WORKFORCE**

## WOMEN - EMPLOYMENT

Women represented 44.0 percent (667,440) of the permanent Federal workforce (FW) as of September 30, 2001, compared to 46.5 percent of the civilian labor force (CLF) in 2001. Relative to the CLF, Hispanic and non-minority women remain the most underrepresented of all women.

Black women represented 11.0 percent of the FW in 2001, compared to 10.9 percent in 2000. Black women represented 6.0 percent of the CLF in 2001, unchanged from 2000.

Hispanic women represented 2.8 percent of the FW in 2001, compared to 2.7 percent in 2000. Hispanic women represented 5.0 percent of the CLF in 2001, unchanged from 2000.

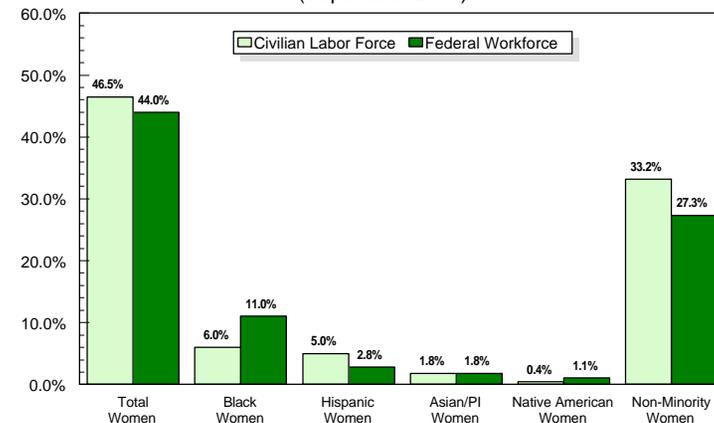
Asian/Pacific Islander women represented 1.8 percent of the FW in 2001, unchanged from 2000. Asian/Pacific Islander women represented 1.8 percent of the CLF in 2001, unchanged from 2000.

Native American women represented 1.1 percent of the FW in 2001, compared to 1.0 percent in 2000. Native American women represented 0.4 percent of the CLF in 2001, unchanged from 2000.

Non-minority women represented 27.3 percent of the FW in 2001 compared to 27.4 percent in 2000. Non-minority women represented 33.2 percent of the CLF in 2001, compared to 33.4 percent in 2000.

Women continue to lag behind their representation  
in the civilian labor force.

(September 2001)



## WOMEN - EMPLOYMENT BY OCCUPATIONAL CATEGORY

The number of women in professional occupations increased by 2,393, from 110,495 in 2000 to 112,888 in 2001. Women represented 34.4 percent of all Federal employees in this occupational category in 2001, compared with 33.8 percent in 2000.

The number of women in administrative occupations increased by 10,658, from 223,509 in 2000 to 234,167 in 2001. Women made up 46.6 percent of all Federal employees in this occupational category in 2001, compared with 45.9 percent in 2000.

The number of women in technical occupations increased by 2,045, from 183,521 in 2000 to 185,566 in 2001. Women represented 61.1 percent of all Federal employees in this occupational category in 2001, compared to 61.2 percent in 2000.

The number of women in clerical occupations declined by 8,884, from 116,820 in 2000 to 107,936 in 2001. Women made up 81.7 percent of all Federal employees in this occupational category in 2001, compared to 82.4 percent in 2000.

The number of women in blue-collar occupations declined by 352, from 19,579 in 2000 to 19,227 in 2001. Women made up 9.6 percent of all Federal employees in this occupational category in 2001, the same as in 2000.

Women as a Percent of All Employees  
in each Occupational Category

(September 2001)

	<u>Women Employment</u>	<u>Percent of FW</u>
<b>Professional</b>	112,888	34.4
<b>Administrative</b>	234,167	46.6
<b>Technical</b>	185,566	61.1
<b>Clerical</b>	107,936	81.7
<b>Other</b>	7,656	15.1
<b>White-Collar</b>	648,213	49.2
<b>Blue-Collar</b>	19,227	9.6
<b>Total</b>	667,440	44.0

## WOMEN BY GENERAL SCHEDULE AND RELATED GRADE GROUPS AND SENIOR PAY

Women represented 70.0 percent (41,566) of all employees in General Schedule and Related (GSR) grades 1 through 4. Women in this grade group declined by 1,357 since 2000.

Women represented 67.6 percent (249,803) of all employees in GSR grades 5 through 8. Women in this grade group declined by 1,897 since 2000.

Women represented 45.8 percent (248,689) of all employees in GSR grades 9 through 12. Women in this grade group increased by 4,922 since 2000.

Women represented 31.7 percent (104,625) of all employees in GSR grades 13 through 15. Women in this grade group increased by 6,435 since 2000.

Women represented 24.3 percent (3,530) of all employees at the Senior Pay levels. The number of women at Senior Pay levels declined by 1 since 2000.

Women as a Percent of All Employees  
in General Schedule and Related Grade Groups and Senior Pay

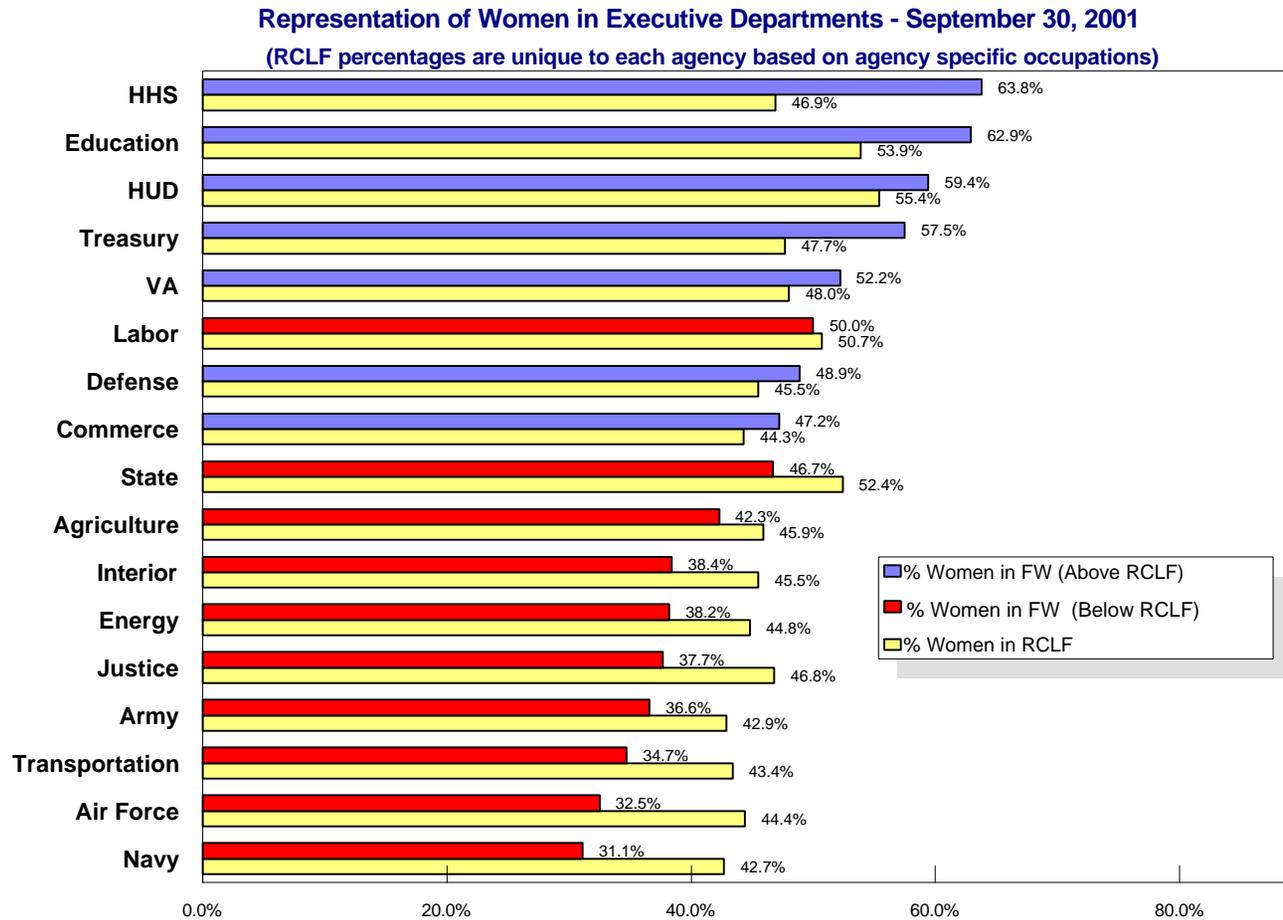
(September 2001)

	<u>Women Employment</u>	<u>Percent of FW</u>
<b>GSR 1-4</b>	<b>41,566</b>	<b>70.0</b>
<b>GSR 5-8</b>	<b>249,803</b>	<b>67.6</b>
<b>GSR 9-12</b>	<b>248,689</b>	<b>45.8</b>
<b>GSR 13-15</b>	<b>104,625</b>	<b>31.7</b>
<b>Senior Pay</b>	<b>3,530</b>	<b>24.3</b>

## WOMEN MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 7 OF 17 EXECUTIVE DEPARTMENTS

The representation of women in the FW met or exceeded their representation in the Relevant Civilian Labor Force (RCLF) in the following seven Executive Departments: Health and Human Services (HHS), Education, Housing and Urban Development (HUD), Treasury, Veterans Affairs (VA), Defense, and Commerce.

The representation of women in the FW was below their representation in the RCLF in the following 10 Executive Departments: Labor, State, Agriculture, Interior, Energy, Justice, Army, Transportation, Air Force, and Navy.



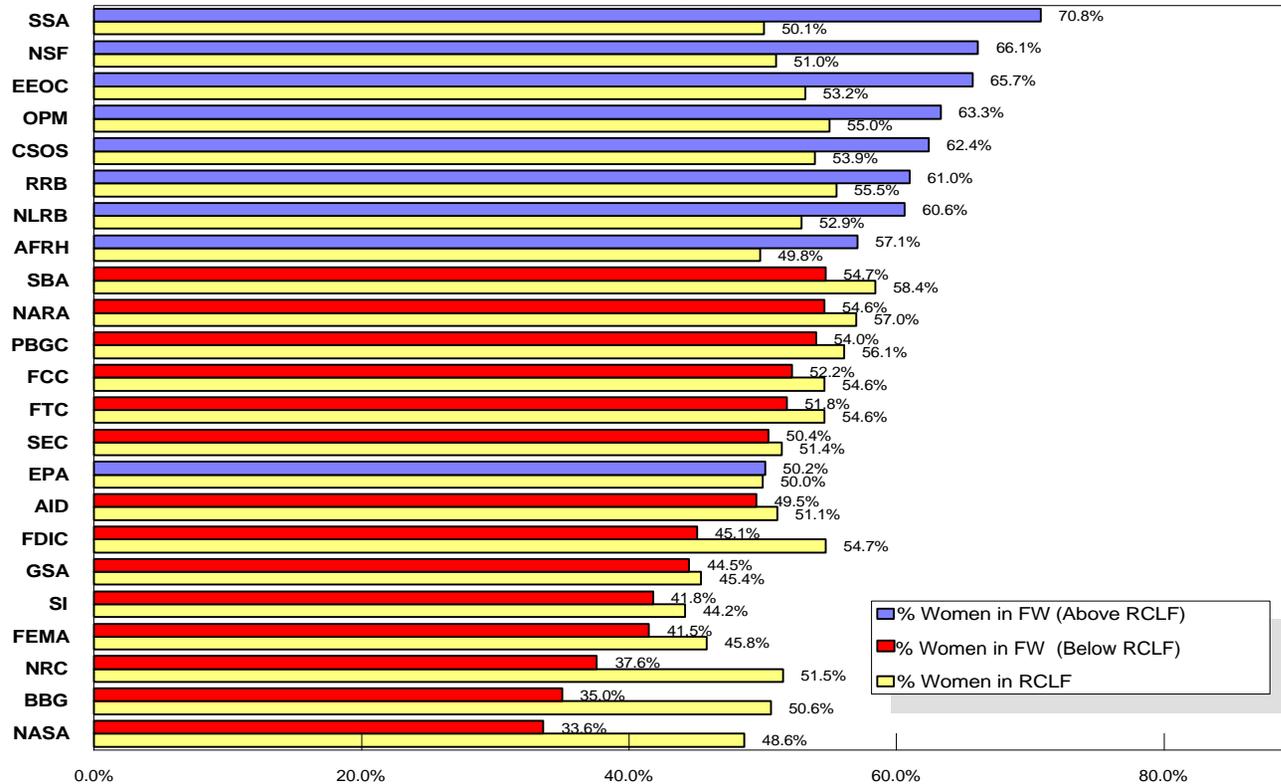
Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001. Civilian data derived from the 1990 Census.

## WOMEN MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 9 OF 23 INDEPENDENT AGENCIES

The representation of women in the FW met or exceeded their representation in the Relevant Civilian Labor Force (RCLF) in the following nine independent agencies: Social Security Administration (SSA), National Science Foundation (NSF), Equal Employment Opportunity Commission (EEOC), Office of Personnel Management (OPM), Court Services and Offender Supervision Agency (CSOS), Railroad Retirement Board (RRB), National Labor Relations Board (NLRB), and the Armed Forces Retirement Home (AFRH), and the Environmental Protection Agency (EPA).

The representation of women in the FW was below their representation in the RCLF in the following 14 independent agencies: Small Business Administration (SBA), National Archives and Records Administration (NARA), Pension Benefit Guaranty Corporation (PBGC), Federal Communications Commission (FCC), Federal Trade Commission (FTC), Securities and Exchange Commission (SEC), Agency for International Development (AID), Federal Deposit Insurance Corporation (FDIC), General Services Administration (GSA), Smithsonian Institution (SI), Federal Emergency Management Agency (FEMA), Nuclear Regulatory Commission (NRC), Broadcasting Board of Governors (BBG), and the National Aeronautics and Space Administration (NASA).

**Representation of Women in Independent Agencies (500+ Employees) - September 30, 2001**  
(RCLF percentages are unique to each agency based on agency specific occupations)



Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2001. Civilian data derived from the 1990 Census.

# **Agency FEORP Initiatives**

## **An Overview**

In FY 2001, agencies took strategic steps to develop human resources (HR) initiatives in support of the Federal Equal Opportunity Recruitment Program (FEORP). Significant HR activities, described in individual agency submissions, serve as a resource for agencies to use in developing their own programs. The HR initiatives fall into four categories: **workforce planning, recruitment and outreach, mentoring, and career development opportunities**. The HR initiatives complement agency activities listed under the Hispanic Nine-Point Plan.

## Workforce Planning

The **Department of Agriculture (USDA)** has developed workforce demographics and retirement eligibility data. These enable management officials to plan for the effective use of human resources, integrating such planning with the budget and program planning processes, and documenting results. As a result, managers are more aware of the need for investment in human capital.

The **Defense Intelligence Agency (DIA)** anticipates conducting extensive trend analysis of its recruiting, hiring, training, career development, and awards. These data will be used to develop a more focused recruitment and retention program.

One of the corporate objectives of the **Pension Benefit Guaranty Corporation (PBGC)** is implementing a new succession management program to help the agency meet its leadership needs due to retirements over the next five years. The "Leaders Growing Leaders Pilot Program" (LGL) began in the second quarter of 2001. LGL provides participants with short/long term assignments outside the candidate's technical areas of expertise; online, onsite, and external training; senior advisors as mentors; and participation in the Council for Excellence Fellows Program.

One of the agencies within the **Department of Health and Human Services (HHS)** developed an in-depth Recruitment Plan for each of its organizations. It analyzed workforce data to determine the significant losses or gains, diversity profiles including comparing the civilian labor data against the agency data. This information allowed the agency to develop different recruitment strategies to address the underrepresentation of targeted groups and outline factors to look for in the overall retention of employees.

The **Department of Transportation's (DOT)** Federal Aviation Administration (FAA) uses several agency-wide activities that link results of strategic workforce planning to long-term recruitment strategies currently underway. The Affirmative Employment Oversight Board, appointed by the FAA Administrator, provides senior executive oversight for agency employment, development and retention programs and initiatives, and ongoing accomplishments and efforts. The Five-Year National Recruitment Plan will identify innovative recruitment and marketing strategies, tools, and processes that focus on underrepresentation. These include expanding the use of targeted technology-based recruitment tools and resources, expand the use of external search firms and evaluate FAA's ongoing efforts and accomplishments. In light of a projected increase in retirements, FAA will use the Executive Workforce Planning System to manage and develop talent to fill its executive needs. Also FAA intends to undergo several benchmarking activities with outside web-based organizations to identify more practical recruitment vehicles and sources and encourage their lines of business to post their "all sources" vacancies on these websites.

## Recruitment and Outreach

The **U.S. Department of Agriculture (USDA)** has established and trained a Hispanic Recruitment Cadre who participate in a full range of department-wide recruitment events. This Cadre consists of 60 USDA employees from across the country. USDA's Forest Service has developed Multicultural

Workforce Strategic Initiatives, which include outreach and recruitment of Hispanic students preparing for bachelor's degrees and careers in natural resources. USDA used recruitment bonuses for hard to fill locations. In addition, payment of travel expenses to the first post of duty was authorized for persons in hard to fill locations. USDA's Food Safety Inspection Service continued an intensive recruitment effort dealing with shortage job categories to meet the goal of hiring 638 new in-plant employees. The advertising campaign includes 250 advertisements in national and local publications, formal recruitment visits to more than 54 educational institutions, and outreach to veterinary candidates, including mass mailing to over 6,000 prospective candidates. Through these activities, the Agency hired 553 new inspectors and 85 veterinarians, of which 59 percent were minorities and women.

The **Department of Commerce's (DOC)** Office of the Secretary (OS) uses an Event Survey Form to evaluate the effectiveness of recruiting sources from job fairs. OS has a web-based Job Fair Resume Database, which stores all of the resumes collected at career and job fairs. All managers, supervisors and human resources staff at DOC have access to this automated application and vacancy announcement system. Information from brochures describing agency positions and hiring incentives is available on DOC's automated application system, the Commerce Opportunities OnLine (COOL).

The DOC continues to use its Intern MOU as a tool to establish agreements between itself and other Federal agencies. This initiative helps Federal agencies whose intern requirements are too small to justify the resources necessary to create an administrative infrastructure internally. In addition, the DOC continues to use its Postsecondary Internship Program, a student enrichment program that provides college-level interns to the Department. It serves as a pipeline for opportunities in student and career employment, especially to bring Hispanic students into professional and technical occupations. The interns are not DOC employees, and therefore, do not affect Full Time Equivalent ceiling levels.

The Census Bureau within DOC has an Electronic Hiring system for students who match the needs of hiring managers. This interactive Internet on-line application is for users in the temporary student program.

The National Institute of Standards and Technology (NIST) within DOC continues to be active in the Oak Ridge Associated Universities (ORAU) a private, non-profit consortium of 87 colleges and universities, to develop capabilities critical to the nation's science and engineering infrastructure. Annually, ORAU supports approximately 2,600 individuals (undergraduates, graduate students, postgraduates, and faculty) in internships, research participation and other educational programs in 100 Federal laboratories and research centers across the country. It includes participants from Hispanic Serving Institutions (HSIs).

NIST participates in the District of Columbia Metropolitan Consortium for Mathematics, Science and Engineering, whose goal is to motivate and prepare elementary through high school students to pursue careers in mathematics, science, engineering and technology. The program includes curriculum enrichment presentations and engineering clubs. The Career Awareness and Resource Education Program encourages exploration of the sciences through science kits, videos, field trips and presentations by the scientific staff. In addition, science demonstration kits are provided to teachers for use in classrooms. Kamp Kwal-I-Fire is a summer studies program for University of Maryland graduates preparing for the Chemical Physics Ph.D. qualifier exam. The Kamp consists of regular meetings with NIST scientists, University of Maryland faculty, and students who discuss problems posed in previous qualifier examinations.

The **Defense Finance and Accounting Service (DFAS)** has established a toll free phone line and websites for its Student Career Experience and Entry-Level Professional Accountant Programs. DFAS sponsors Hispanic cultural and awareness training for all employees and management staff are encouraged to attend.

The **Defense Information Systems Agency (DISA)** provides agency-wide information through its website and uses commercial websites to increase the potential for attracting a diverse pool of applicants.

The **Office of the Secretary of Defense (OSD)** conducts monthly resume preparation briefings. Participants may include other DOD agencies and departments. Participants receive guidance on how to prepare electronically scannable resumes for their automated staffing system. The OSD World Wide Web

provides employment information such as vacancy announcements to internal and external customers. Customers can prepare and submit their resumes electronically through the on-line Resume Builder. Customers who need assistance to develop their resumes find help on-line with the Job Kit. The website also provides information on Special Employment Programs including the PMI Program and the Minority Institutions Faculty Fellowship Program. Through their INFOLINE customers can use their touch-tone telephones to call and order documents and have them delivered via their fax machine in a matter of minutes. Available items include vacancy announcements and the Job Kit.

The **Department of Energy's (DOE)** Idaho Operations Office and the Idaho National Engineering and Environmental Laboratory (INEEL) support Hispanic education through an outreach program. The INEEL sponsors the Idaho Hispanic Youth symposium, which brings 300 Hispanic high school students to Sun Valley, Idaho each year to hear motivational speakers, attend career workshops, and compete for over \$300,000 in college scholarships. This program serves as a pipeline for bringing talented Hispanic students into the INEEL.

Several employees in DOE's Office of Science (SC) are active mentors for high school students in the local community. For example, several local high school students volunteer to work in SC a few hours each day as part of their school curriculum. These students are given challenging work assignments and are encouraged to pursue college courses after high school. Depending on their interests, they are teamed up with a senior-level employee who will work closely with the individual and provide meaningful work assignments. The Albuquerque Operations office has a mentoring program through the Project Partnership's membership is an organization that has various programs, including mentoring, to motivate young people to pursue higher education and Federal careers. Project Partnership is comprised of Federal, State, and private industry employers that work with young people from the New Mexico Mathematics, Engineering and Science Achievement Program and Youth Development, Inc.

One of the **Environmental Protection Agency's (EPA's)** regional offices has developed a formal program for recruitment, selection, and development of the Student Career Experience Program employees. The program includes individual development plans (IDPs) for each student, brown bag sessions with senior managers, field trips, and a buddy system. Supervisors are trained to inform the students of their responsibilities for making the program successful. The regional offices' objectives are to build a diverse base of entry-level scientists, engineers, and administrative employees, including information technology professionals and environmental protection specialists.

In another EPA regional office, the Human Resources staff surveyed regional managers and 73 employees hired within the last three years to assess what recruiting efforts have worked and why. The response rate was 47 percent and the respondents indicated that most of the region's new employees learned about employment opportunities at that region's office through relatives and friends. That source was followed by the school career centers and the Internet. Another region reported that its success in recruiting and training women and minorities can be attributed primarily to management support and the excellent working relationship between the Human Resources Office and its Office of Equal Employment Opportunity (EEO).

The **Equal Employment Opportunity Commission (EEOC)** has developed a Diversity Recruitment Guide (DRG), which lists numerous professional, academic, and social communities from which to recruit a diverse workforce. The guide is available on the agency's web site, InSite. The DRG lists the names, addresses, phone numbers, fax numbers, and e-mail addresses of these organizations. Accordingly, offices can easily develop mailing labels, which can be used to mail out vacancy announcements. In addition to using the DRG as a recruitment tool, the agency recognized a need to reduce time frames for recruiting and hiring employees. As a result, EEOC purchased and began initial implementation of an automated tool for recruiting and staffing positions. The tool also makes it easier for job applicants to apply, which creates larger, better qualified and more diverse applicant pools. In addition, EEOC has standardized its vacancy announcements to ensure that applicants are not discouraged from applying.

The EEOC continues its efforts towards retaining a diverse and qualified workforce. This includes reminding managers of the importance of collecting analyzing data on separations, including the reasons, from the agency. EEOC's Office of Human Resources is currently tracking separations and exploring a comprehensive strategy for employee retention.

The **Department of Health and Human Services (HHS)** supports a variety of minority-focused fellowships and internships. For example, the Centers for Disease Control (CDC) and the Agency for Toxic Substances and Disease Registry (ATSDR) support the Public Health Summer Fellowship for Minorities, which provides students with opportunities to work in a project area relating to epidemiological investigation, community projects, or laboratory study. The program addresses the shortage of minority professionals in public health. The Centers for Medicare and Medicaid Services have maintained active participation on the Dunbar-Hopkins Health Partnership Advisory Board as a result of the Memorandum of Understanding, which established a partnership between the school and the agency. EEO staff conducted mock employment interviews with graduating seniors at Dunbar.

The Food and Drug Administration (FDA) within HHS has advertised 29 positions using on-line application procedures. This system continues to attract a large number of diverse applicants. HHS is able to review applications before the announcements close and they are rated and ranked using the automated system. Diversity groups are also quickly identified as are veterans and individuals with disabilities. The advantage to the on-line system is the ease of monitoring a large applicant pool. A recruiter may quickly see if additional targeting of a specific occupational series is needed. After a full year of data has been collected, more analyses can be completed.

The **Department of Housing and Urban Development (HUD)** has made many changes to the way in which it advertises its vacancies. As needed, HUD follows these initiatives to locate qualified minorities and women for employment. For instance, HUD will expand the geographical area of consideration for position vacancy announcements to ensure the broadest practical spectrum of applicants, with emphasis on minorities and women. HUD will also extend the closing date on position vacancy announcements to ensure receipt and adequate response time and use paid advertisements. It will continue to use the HUD Intern Program to recruit qualified minorities and women for employment. Further, HUD will restrict position vacancy announcements at the Department when there is an available pool of qualified employees identified as underrepresented. Finally, HUD will redesign mid-level vacant positions at the entry level with career advancement potential for lower graded employees including the use of the Upward Mobility Program. HUD's external and internal announcements include a statement noting that proficiency in languages other than English is highly desirable, particularly for frontline, customer service positions

The **Department of the Interior's (DOI)** Bureau of Land Management (BLM) is partnering with Region VI of the Forest Service to recruit for the FY 2001 fire crew. Along with the Fish and Wildlife Service, they signed a partnering agreement with the National Society of Minorities in Agricultural, Natural Resources, and Related Sciences. Also, BLM appointed representatives to DOI's National Fire Plan Advisory Group to discuss recruitment and retention issues facing the FY 2002 fire program. Through the use of the web-based automated recruitment and rating system, the DOI has seen a more than 100% increase in applications per job and per announcement over the last 15 months.

The **Department of Justice (DOJ)**, through its Federal Bureau of Investigation (FBI) designed an Internship Program to allow college students to volunteer their services to the FBI while earning college credit, and concurrently fostering a relationship between the FBI and the academic community. This program also contributes to the learning experience of highly motivated students interested in careers in law enforcement. This program provides considerable assistance to the mission of the FBI and provides an outstanding learning environment for highly motivated college students.

An organization in the Immigration and Naturalization Service (INS) within DOJ partnered with the local community college and devised a law enforcement degree program that will give credit for the Border Patrol Academy curriculum and provide courses to satisfy requirements for an Associate of Arts degree in law enforcement. INS Border Patrol Agents have adopted schools in which they tutor students in reading, serve as role models, and participate in special recognition ceremonies. In some schools, Border Patrol Agents have been invited to serve as "Principal for a Day."

The **Department of Labor's (DOL)** FEORP database continues to be a productive referral system for applicants recruited through all sources. Consistent with agencies' FEORP recruitment goals, these applicants are proactively referred to agencies and regions for consideration in vacancies for

which they may qualify. Staff members in the human resource office stay in touch with the applicants and advise them of employment opportunities at DOL. The FEORP database now includes information for over 500 potential applicants. The DOL redefined its image to focus on recruiting for the 21st Century.

Several DOL agencies showcased their recruitment materials at the "21st" Century Workshop Conference and Job Fair, sponsored by the Secretary of Labor. This program brought more than 125 local employers together with hundreds of job seekers. The Workforce Planning and Diversity Center, within the Human Resources Center, was established to ensure the integration of workforce planning initiatives with recruitment and special emphasis program initiatives.

The **National Aeronautics and Space Administration (NASA)** has introduced a new resume management process and system that will change how its human resources offices accomplish recruiting and staffing, how applicants apply for jobs, and how referral lists are provided to managers. The new automated Staffing and Recruiting System (NASA STARS) uses state-of-the-art technology that provides Internet job postings with the opportunity for employees and the public to apply on-line. It includes a computer-assisted rating and referral system to simplify and expedite hiring and enables the creation of a skill database.

The **National Science Foundation (NSF)** uses a variety of recruitment methods and sources. For example, NSF modifies supervisory performance plans to hold supervisors accountable for making meaningful efforts to increase diversity in the workforce. The organization also establishes cross-divisional recruitment committees to help identify minority candidates. Senior leaders have been asked to provide information on best practices, roadblocks, and any additional resources needed to attract and maintain a diverse, professional staff. NSF endorses comprehensive, nationwide searches for executive positions as well as for its scientific and technical positions. Subscribers to NSF's Custom News Service have access to all NSF publications, including vacancy announcements, and may request e-mail notification of specific vacancies as they are posted. These electronic advancements in disseminating information have revolutionized the ability of the Foundation to bring its announcements to the attention of the science and engineering community, as well as the general public.

The **Pension Benefit Guaranty Corporation (PBGC)** received recognition for its college recruitment efforts in the October 8, 2001, edition of the Federal Employee News Digest. The article stressed PBGC's mission and the need for graduates with pension law-related training.

**Social Security Administration (SSA)** has designated six of its regions as recruitment hubs with responsibility for identifying potential applicants for jobs in any SSA component and sharing this information with recruiters nationwide. In addition, SSA established multidisciplinary recruitment teams with hiring authority that actively participate in job fairs and career days. SSA monitors the progress of the recruitment strategies by providing all executive staff with monthly reports on the status of its nationwide hiring efforts.

The **Department of Transportation (DOT)** reports that because of continued emphasis on restructuring and continued budgetary constraints, many DOT organizations have reduced hiring. Therefore, much of the recruitment continues to be dissemination of career information and image building. However, DOT has been targeting minorities for temporary promotions, details, and special assignments during this period to provide ample developmental opportunities.

DOT's Federal Highway Administration (FHWA) recognizes the value of pre-college outreach programs. In these programs, the students are presented with opportunities to involve themselves in transportation related disciplines. FHWA believes that active participation in these programs will provide opportunity for developing and strengthening relationships with education institutions and minority groups.

DOT's Federal Railroad Administration (FRA) continues to review existing position descriptions before vacancies are advertised to analyze whether the

occupational series may be changed from a specialized series to a more general series whenever feasible. FRA has taken a broad-spectrum recruitment approach, and is announcing the majority of GS-13 and above position vacancies as "all sources," accepting applications from individuals both within and outside the Federal Government.

The Coast Guard within DOT continues to encourage "governmentwide" and "all sources" recruiting, and is developing an electronic catalog of minority recruitment sources for automatic notification of vacancies, using the new automated system in FY 2002.

DOT's Office of the Inspector General (OIG) centers recruitment activities on balancing the rate of turnover, with an intensive recruitment and staffing initiative. To attract new employees OIG expanded its outreach to individuals with qualitative and quantitative skills by recruiting in the GS-0343, Management and Program Analyst occupational series in a wide range of grade levels. In addition, this approach helped OIG include individuals whose backgrounds were not in the traditional accounting/auditing occupational categories typical of most Inspector General organizations. OIG advertised executive positions with prominent organizations and publications, such as the Hispanic National Law Enforcement Association and the Washington Hispanic Newspaper.

In light of a projected increase in retirements, DOT's Federal Aviation Administration (FAA) will use the Executive Workforce Planning System to manage and develop talent to fill its executive needs. FAA also plans to undergo several benchmarking activities with outside web-based organizations to identify more practical recruitment vehicles and sources and encourage their lines of business to post their "all sources" vacancies on these web sites.

The **Department of the Treasury's (Treasury)** Internal Revenue Service (IRS) established a cadre of full-time recruiters to support its recruitment efforts. The recruiters were aligned to specific college and universities, including HSIs. The recruiters were augmented by community outreach liaisons-volunteer employee organizations located across the United States. New brochures and recruitment flyers depicting IRS employees from targeted minority groups were given to full-time recruiters to distribute at career fairs. IRS designed its career web site to provide online access to employment information. The website highlighted IRS seasonal positions and focused on sites for professional organizations, college recruitment sites, special interests, and sites promoting diversity.

Treasury's Secret Service considers each employee a potential recruiter and has distributed an Employee Recruiter Handbook to ensure that employees provide accurate and consistent information to all potential applicants.

Treasury's Bureau of Public Debt implemented a user-friendly Electronic 52-integrated program, which allows vacancy announcements to be easily placed on the Internet, thus broadening the scope of potential Hispanic applicants who will be reached.

## **Mentoring**

The **Broadcasting Board of Governors (BBG)** has an agency sponsored Mentoring Program, which includes mentorees from grades GS-6 to GS-13. A number of the mentors participating in this year's program are from the SES level. The 8-month facilitative program for career guidance consisted of nine partnerships. Mentorees attended career development training, participated in job shadowing, developed individual development plans, and received one-on-one and collective career development counseling.

The **Department of Commerce's (DOC)** National Institute of Standards and Technology (NIST) formed the Harris County Honors Programs Partnership with four community colleges to provide experiential training to enhance academic and professional development. The Professional Research Experience Program provides laboratory experience and financial assistance for higher education students. These fellowships are designed to ensure the continued growth of science and engineering in the country. The Summer Undergraduate Research Fellowship Program is a partnership project between NIST and the **National**

**Science Foundation (NSF)** with American colleges and universities. The project, designed to expose outstanding physics students to world-class research for 12 weeks during the summer, offers hand-on work experience with NIST scientists.

The **Defense Information Systems Agency's (DISA)** San Antonio facility has a mentoring and student employment program.

The **Defense Intelligence Agency's (DIA)** Undergraduate Training Assistance Program (UTAP) provides a select number of high school seniors the opportunity to receive up to \$17,000 per year college tuition, a yearly salary, work experiences during summer months, and full-time employment upon graduation from college. The Hispanic Employment Program Council (HEPC) has sponsored workshops on mentoring, training opportunities, and career development. DIA has a formal mentoring process for new employees, which HEPC uses as a network to reach out to all Hispanic employees for career development and support.

The **National Aeronautics and Space Administration (NASA)** designed and implemented a new Undergraduate Student Research Program (USRP) to improve the pipeline of undergraduate students majoring in engineering, science, mathematics, and information technology in to the NASA workforce. This stipend program consists of a 10 to 15 week research experience under the supervision of a NASA technical mentor at a NASA Center.

The **Pension Benefit Guaranty Corporation (PBGC)** offered two mentoring programs for employees in grades GS-5 through GS-14 in the professional and technical occupations.

## **Career Development Opportunities**

The **Department of the Air Force (AF)** has 17 career development programs designed to develop, advance, and retain high potential employees. Each centrally managed career program assesses its minority representation within the career fields and establishes recruitment strategies to target underrepresented groups.

The **Broadcasting Board of Governors' (BBG)** Management Partners Program was a 12-month pilot program sponsored by the Office of Training. Participants who ranged in grades GS-13 to GS-15 were given preparatory SES level training. When the program was completed, the participants drafted and presented findings and recommendations to senior level managers.

The **Department of Commerce's (DOC)** National Institute of Standards and Technology (NIST) offers year-long details as Program Analysts through its the Program Office Developmental Opportunity program. Many of NIST's top management officials completed this program.

The **Defense Contract Audit Agency (DCAA)** provides substantial continuing education to its auditors who need to be highly skilled in contract audit techniques and methodologies, especially during the first few years of employment. DCAA auditors are hired at the entry level of positions that have promotion potential to the GS-12. Also DCAA has a Master Training and Development Plan to help managers determine organizational training needs and achieve a balance between functional and leadership development. As part of their required training, newly appointed supervisory auditors must complete the DCAA Supervisory Skills Workshop that is conducted at the Defense Contract Audit Institute.

The **Defense Information Systems Agency (DISA)** has a graduate and undergraduate training program for high-performing civilian employees. The agency also has a leadership development program.

The **Defense Security Service (DSS)** helps to ensure that its workforce realizes its performance potential through the DSS Academy program for computer-based training. A significant operational goal of the program is to achieve a systematic approach to individual employee development. Each DSS

employee should understand how different training programs work, that is, how opportunities are decided upon, how they are advertised, applied for, and how selections are made.

The **Defense Logistics Agency (DLA)** has several career development programs. A total of 1,055 employees participated in career development programs. The Merit Promotion Upward Mobility Program provides for substitution of training time for required experience until the participants meet the applicable qualification requirements. The DLA Program for Developing Managers is provided to employees through a contract with the Simmons College Graduate School of Management. The DLA offers a Tuition Assistance Program with a maximum of four college courses per year.

The **Department of Health and Human Services (HHS)** conducts internal recruitment as an important component of human resource management that provides individual opportunities for employees. This is done through establishing individual development plans and using the Career Opportunity Training Agreement program as a tool for providing upward mobility training. HHS has found that by using this approach it can target FEORP occupations and develop internal employees to solve the problems of underrepresentation as well as increase employee morale and retention, which benefits both the employee and the Agency.

The **Department of Labor (DOL)** instituted its Clerical Support Program to train entry level candidates seeking permanent or temporary employment in administrative and support staff positions. The program provides introductory training, guidance, supervision, and skills development while they complete rotational assignments throughout the DOL agencies. The DOL Hispanic Employment Program Committee partnered with OPM to host another seminar at DOL headquarters.

The **National Aeronautics and Space Administration (NASA)** provides a broad range of challenging work experiences as well as high quality internal development programs for its employees. The formal programs in combination with informal developmental processes (i.e., mentoring, on-the-job training, rotational assignments, ad hoc committees, boards and panels, and high visibility special projects) provide an effective range of options for custom-tailoring developmental experiences of employees to meet individual needs and organizational objectives. NASA also established its Administrator's Fellowship Program (NAFP) to enhance the professional development of NASA employees and the science and engineering faculties of minority universities. The Fellowship Office of the National Research Council administers NAFP. The fellowships awarded to NASA employees have enabled them to serve as exchange scientists/engineers/managers at these educational institutions for periods ranging from six months to one year. These fellowships have empowered NASA career employees to teach and conduct research in science/engineering, and assist in an administrative capacity at these institutions.

The **National Archives and Records Administration (NARA)** is currently revamping its training and development strategy to meet the needs of its diverse workforce. NARA is engaging in a competency modeling initiative with OPM to identify agency-wide leadership competencies. These will be used to design a competency-based leadership curriculum.

The **National Science Foundation's (NSF)** After Hours Program provides financial assistance for tuition and allowable class-related fees to a limited number of competitively selected employees who are eager to continue their education to advance in their careers. Employees enrolled in this program are assigned a counselor who provides ongoing career counseling and mentoring. Counselors also help participants prepare their development plans and select appropriate courses to meet their career goals. An After Hours counselor is an agency employee with at least a bachelor's degree and/or academic background related to a participant's field of study.

The **Office of Personnel Management (OPM)** restructured vacant jobs so that they could be filled with internal trainees. This approach was used to fill positions for Benefits Specialists and Customer Service Specialists in the Retirement Operations Center. OPM also reconfigured Information Technology positions at the trainee level to hire Computer Specialists and Analysts. This allowed for upward mobility opportunities for internal candidates, many of whom were women.

Many **Department of Transportation (DOT)** organizations have reduced hiring because of continued emphasis on restructuring and continued budgetary con-

straints. However, they have been targeting minorities for temporary promotions, details, and special assignments during this period to provide ample developmental opportunities.

DOT's Bureau of Transportation Statistics (BTS) implemented a professional development program that commits 4 percent of payroll and time for employee development. Each employee has an account for tracking developmental activities and cost.

The **Department of the Treasury's (Treasury)** Office of the Comptroller of the Currency (OCC) expanded its Career Development Initiative, which was designed to foster training and career development for support staff. Employees participated in the first National Support Staff Conference, held in April 2001. The conference featured such subjects as thinking and talking like a leader, and improving information technology skills. In another initiative, OCC implemented a pilot Examination Technician Program, which was designed to test the effectiveness of using paraprofessionals as part of the regular bank examination staff.

## **Other Efforts**

The **Department of the Interior (DOI)** involved its organizations at every juncture in implementing the DOI Strategic Plan for Improving Diversity. Under the Plan, the job performance of all Senior Executives is measured against a workforce diversity critical element. All SES vacancy announcements require documentation of outreach efforts. This plan was one of the first ones developed in the Federal Government and has been used as a model by several agencies.

# **Hispanic Employment Initiative Nine-Point Plan**

## HISPANIC EMPLOYMENT INITIATIVE: NINE-POINT PLAN

On September 18, 1997, the U.S. Office of Personnel Management (OPM) issued a memorandum to Heads of Executive Departments and Independent Agencies that raised concerns about Hispanic underrepresentation in the Federal workforce. In this memorandum, OPM proposed a Nine-Point Plan to improve the representation of Hispanics in the Federal workforce.

The Nine-Point Plan encourages Federal agencies to:

- Support and implement the White House Initiative on Educational Excellence for Hispanic Americans;
- Provide employment information to students, faculty, and the Hispanic community;
- Use the Presidential Management Intern (PMI) Program for recruiting, converting, and advancing Hispanic college graduates;
- Participate in the Hispanic Association of Colleges and Universities (HACU) National Internship Program;
- Use the flexibilities of the Student Educational Employment Program to bring Hispanic students into agency's shortage category occupations, as well as other occupations;
- Develop mentoring programs to motivate young people to pursue higher education and Federal careers;
- Promote participation of Hispanic employees in career development programs;
- Assess agency needs for full-time, part-time, or collateral Hispanic Employment Program (HEP) Managers and ensure that HEP Managers are integral members of the agency's management team; and
- Incorporate these activities into agency's Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM.

### Nine-Point Plans

The following are examples of accomplishments obtained from agency submissions in support of the Nine-Point Plan during FY 2001. This section complements the summary of FEORP Initiatives.

The **Department of Agriculture (USDA)** developed a recruitment cadre that has helped USDA to increase the hiring of Hispanic employees from 211 in FY 1999 to 484 in FY 2001. USDA produced 5,000 Hispanic Recruitment Mini Compact Diskettes to present information about their programs and career opportunities. The Natural Resources Conservation Service coordinated a Hispanic Summer Intern Program as part of a \$120,000 agreement with the HACU National Internship Program. The Agricultural Research Service established Training Scholarship Programs to assist in the professional development of support and wage grade employees. The Economic Research Service has developed cooperative research relationship with quite a number of schools with substantial representation of Hispanic students. The range of research topics is very broad; the funding totals \$655,000. Among the research efforts is a series of small grants aimed at supporting research to identify approaches to designing and evaluating food assistance programs serving ethnically diverse, low-income populations. USDA hired 93 HACU interns in FY 2001.

The **Department of the Air Force (AF)** sent civilian recruiters to 17 Hispanic Serving Institutions (HSIs). The AF used the Student Career Experience and Outstanding Scholar Direct Hire Programs to bring in new Hispanic employees (28 out of 383).

The **Broadcasting Board of Governors (BBG)** has a Mentoring Program, in which Hispanic women made up six percent of the mentorees. In BBG's Management Partners Program, Hispanic males made up 22 percent of the participants. In FY 2001, 11 (8.8 percent) of BBG's new hires were Hispanic. BBG has a collateral-duty Hispanic Employment Manager.

The **Department of Commerce's (DOC)** National Institute of Standards and Technology (NIST) hired 349 students in FY 2001. Of these, 20 (5%) were Hispanics who were hired in scientific and engineering fields. DOC awarded \$278,000 to support the HACU National Internship Program. The Office of Oceanic

and Atmospheric Research (OAR) continued to support the Colorado Mathematics, Engineering, Science Achievement (MESA) program. Thirty-seven percent of the students participating in MESA are Hispanic. MESA provided funding to Solar Energy International to assist minority and underprivileged youth in the 2nd Annual Renewable Energy Camp.

Hispanics made up nine percent of the **Defense Contract Audit Agency's (DCAA)** entry-level hires. In FY 2001, DCAA also hired 9 HACU interns.

The **Defense Finance and Accounting Service (DFAS)** has identified Hispanics and Asian/Pacific Islanders as underrepresented minority groups in their workforce. DFAS has established a formal outreach initiative for recruitment of these groups.

The **Defense Information Systems Agency (DISA)** has a full-time EEO Specialist with duties as a HEP Manager, who works with Human Resources and Management to implement the Nine-Point Plan.

The **Defense Intelligence Agency (DIA)** continues to monitor the progress of its Hispanic employees through the quantitative and qualitative analysis of quarterly data, including recruiting, hiring, training, and career development opportunities, and awards. During FY 2001, the DIA hired 23 Hispanic employees, which made up 7 percent of the new hires.

The **Defense Logistics Agency (DLA)** maintains a relationship with professional organizations such as Women in Science and Engineering (WISE), the Society of Hispanic Engineers (SHPE), the National Association of Hispanic Federal Executives (NAHFE), and the Hispanic Association of Colleges and Universities (HACU) to seek candidates for employment in professional positions. DLA has sent 30 Hispanic employees to agency career development programs.

The **Defense Security Service (DSS)** has appointed a Hispanic Program Manager.

The **Defense Threat Reduction Agency (DTRA)** was reorganized and it established the Special Programs Recruitment Branch to enhance their ability to attract and sustain a diverse highly motivated workforce. The DTRA Field Office in Albuquerque is involved with the New Mexico Project Partnership Initiative, an established project of National Image, Inc., that provides development and employment opportunities to students at the junior high, high school, and college levels. Information is provided to the Hispanic community via newsletters and the Mathematics Engineering and Science Achievement pipeline. A DTRA employee at the Albuquerque office was the recipient of the 2000 Civil Rights Advocate of the Year Award. The Albuquerque office employs 2 HACU interns and Hispanic students at this site representing approximately 90 percent of the student population employed. Six Hispanic employees participated in governmentwide career development programs. The HEP Manager responsibilities are collateral-duty positions at both headquarters and at the Albuquerque office.

The **Department of Education (ED)** continues to use a contractor to work with various Hispanic businesses, educational and community groups, as well as various Hispanic media outlets, to generate interest in and awareness of ED job vacancies. The contractor is developing a promotional brochure that focuses on the benefits of working at ED and is establishing a supplemental mailing list to send promotional materials to 200 Hispanic organization and businesses. Out of 12 PMIs from FY 1999, two Hispanics were converted to career conditional appointments. Forty persons were hired under the Outstanding Scholars Appointing Authority and the Administrative Careers With America Bicultural/Bilingual Appointing Authority. Hispanics represent 17.5 percent of the hires.

One Hispanic was among the six individuals selected to participate in the **Office of the Secretary of Defense (OSD)** PMI Program. Seven Minority Institute Faculty Fellows were hired and five HACU interns were also hired. Seventeen Hispanics participated in career development programs that are governmentwide. Another two Hispanics participated in formal agency Career Development Programs.

The **Department of Energy's (DOE)** Albuquerque Operations Office used the Student Employment Program (SEP) to hire ten Hispanic students out of a total of sixteen.

The **Environmental Protection Agency (EPA)** had 23 Hispanic employees participating in formal governmentwide career development programs. Three Hispanic employees participated in formal agency career development programs.

The **Equal Employment Opportunity Commission (EEOC)** reported that Hispanics constituted 17 percent of their FY 2001 hires.

The **Export-Import Bank (Ex-Im Bank)** entered into a partnership with Bell Multicultural High School to provide mentoring to students enrolled in its Business Cluster, which includes majors in business, finance, multilingual communications, math, engineering, and science. Bell's student body is 60 percent Hispanic. The Ex-Im Bank hired student participants in the mentor program as summer interns; all were Hispanic females. The mentors received special awards for their extra efforts and dedicated community service. One Hispanic participated in a formal agency career development program.

The **Department of Health & Human Services (HHS)** reports that Hispanic representation has increased each quarter since the introduction of the Hispanic Agenda for Action in FY 1996. Representation is now at 3.3%, up from 2.7% in FY 1996. HHS leads the Federal Government in the employment of Hispanic interns through the HACU National Internship Program and directly from HSIs. In FY 2001, HHS hired 98 Hispanics for summer internships and 53 for semester internships. HHS focuses on activities that encourage students to consider HHS as their employer of first choice once they are in a position to accept full-time employment.

HHS's National Institutes of Health's (NIH) Corporate Recruitment Team conducted three site visits to academic institutions in New York City, Los Angeles, and San Antonio. The recruiting teams were comprised of staff from the NIH Institutes and Centers. Institutions were selected because of their high percentage of Hispanic students registered. This recruitment effort resulted in over 600 resumes being collected that are currently under review for possible interviews and placement. The NIH's Office of Equal Opportunity (OEO) hosted the Board of Directors of the National Association of Hispanic Nurses for a 2-day briefing on research and training opportunities at the NIH. OEO staff participated in the Hispanic Roundtable Conference in which 15 Hispanic faculty and 15 NIH personnel met for 2 days to discuss new activities that the NIH could implement in order to increase Hispanic representation. Recommendations were to be forwarded to the Office of the Director, NIH.

The **Department of Housing and Urban Development's (HUD)** Office of Departmental Equal Employment Opportunity conducts quarterly workforce analyses of each Program Office and advises Principal Staff of underrepresentation. An analysis of staff utilization, internal movement, and career advancement and development of Hispanic employees revealed that, of the Hispanic workforce:

- 42.8 percent occupy positions at the 13 and above grade levels;
- 14.0 percent were promoted during FY2001;
- 11.0 percent occupy managerial/supervisory positions;
- 8.0 percent participated in some type of developmental program; and
- 11.7 is the average grade.

Twenty-one Hispanics participated in formal HUD career development programs while 34 Hispanics participated in governmentwide career development programs.

The **Department of Interior (DOI)** is using QuickHire, an automated recruitment system, which is a web-based rating and ranking system that streamlined the application, review, and evaluation process. One DOI Bureau has seen more than a 100 percent increase in applications per job and per announcement over the last 15 months. Innovations such as this will allow DOI to reach more diverse candidates. In addition, this web-based system automatically notifies organizations that represent minority groups with persons with the types of skills that DOI is seeking. Under a partnership with New Mexico State University, DOI has provided \$50,000 to strengthen the agreement to include member institutions of the New Mexico Alliance for Minority Participation (AMP). This enlarged partnership aims at leadership development of minority students in New Mexico AMP, and recruitment of Hispanic students throughout the Hispanic Serving Institution network.

The **Department of Justice's (DOJ)** workforce is 13.5 percent Hispanic and Hispanics make up 4.9 percent of DOJ's attorneys. Sixty percent of the Department's Hispanic employees are concentrated in the DOJ's Immigration and Naturalization Service (INS). The INS, Tucson sector, arranged with a local community college to develop an Associate of Arts degree program in law enforcement. Of the 156 agents that have participated in the program, 40 were Hispanics. The INS participated in four governmentwide formal career development programs. Of the eight INS employees who attended the Federal Executive Institute, two (25 percent) were Hispanic. Of the eight INS employees who participated in the Executive Potential Program, one was Hispanic. Of the 12 INS employees participating in the Executive Leadership Program for Mid-Level Employees, one was Hispanic. Of the 35 INS employees in the New Leader Program, seven were Hispanic. DOJ's Bureau of Prisons currently has 303 Hispanics participating in formal agency career development programs. All major DOJ components have either full-time or part-time HEP Managers.

The **Department of Labor (DOL)** provided a grant of \$250,000 to HACU. In addition, 16 Hispanics are participating in formal agency and governmentwide career development programs. The DOL Hispanic Employment Program Committee partnered with OPM to host another seminar at DOL's Headquarters. The workshop "Communicating Across Cultures" discussed the communication barriers that keep Hispanics from advancing in the Federal Government and offered constructive tips for removing such barriers. This workshop was attended by 60 DOL employees, 98 percent of whom were Hispanic.

DOL maintained a presence at career fairs and conferences by presenting nine workshops to provide specific guidance to Hispanic students in their search for Federal employment and the preparation of a competitive application for Federal jobs. As a supporter of the HACU initiative, DOL had a total of 16 HACU interns in FY 2001. During FY 2001, DOL hired seven (13.7 percent) Hispanic students through the Student Career Experience Program (SCEP), 18 (6.1 percent) through the Student Temporary Employment Program (STEP), 16 through the HACU internship program, and 5 through the Bilingual/Bicultural hiring authority. At the present time, one (6 percent) Hispanic is in the PMI Program. Three Hispanics are enrolled in the Office of the Assistant Secretary for Administration and Management Development Program. Hispanic representation in this developmental program is 21 percent. Three (13 percent) Hispanic participants were selected for the agency Senior Executive Service Candidate Development Program. Subsequently, two have been selected for the Senior Executive Service. Twenty percent of this year's hires in DOL's Clerical Support Program were Hispanic. Two Hispanics are participating in the Executive Leadership Program for Mid-Level Employees, and one Hispanic was selected for the Aspiring Leader Program.

DOL has a full-time departmental HEP Manager.

The **National Aeronautics and Space Administration (NASA)** uses developmental programs to enhance internal recruiting. NASA uses formal programs, in combination with informal developmental processes (i.e., mentoring, on-the-job training, rotational assignments, ad hoc committees, boards and panels, and high visibility special projects) to provide an effective range of options for custom-tailoring developmental experiences of employees to meet individual needs and organization objectives. NASA has designed and implemented the new Undergraduate Student Research Program to improve the pipeline of undergraduate students majoring in engineering, and science. The 104 students in the program included 17 Hispanic participants.

The Ames Research Center (ARC) employees assisted the National Hispanic University (NHU) to hire scientists and engineers for full-time, one-year assignments to strengthen science and engineering programs. Senior ARC employees have also taught mathematics and entrance exam preparations courses. At ARC one Hispanic male engineer was selected for a prestigious Massachusetts Institute of Technology Program Management Program.

The Glenn Research Center (GRC) awarded 11 research grants totaling one million dollars to 4 Hispanic Serving Institutions. The Langley Research Center (LARC) recruited employees through the Society of Advancement of Chicanos and Native Americans in Science (SACNAS), the HACU, the Society of Mexican American Engineers and Scientists (MAES) Conference, and the Hispanic Engineers National Achievements Awards Conference. The LARC Scholars Program included HSI students for summer employment from May through July. These students were exceptional undergraduates whose fields of study ranged from engineering to computer sciences. The Kennedy Space Center's VISION (Very Intensive Scientific Inter-curricular Onsite Education) developed 122 one-hour science and technology modules for teachers to utilize in classrooms.

NASA had a total of 17 Hispanic students participating in the Undergraduate Research Program and hired 11 PMIs. NASA had 63 Hispanics participating in formal agency career development programs and 19 Hispanics participating in formal governmentwide career development programs.

**The National Archives and Records Administration (NARA)** hired 8 Hispanic individuals in FY 2001.

**The National Science Foundation (NSF)**, in FY 2001 hired 18 students under the HACU National Internship Program. Eleven students were employed at NSF under the Student Temporary Employment Program. Four Hispanic employees participated in formal governmentwide career development programs. NSF has a HEP Manager.

The **Nuclear Regulatory Commission's (NRC)** relies heavily on diversity-oriented career fairs to recruit members from underrepresented groups. In addition, NRC placed 168 ads in different journals, publications, and web sites. NRC has 17 Hispanics who participated in the formal agency career development programs and one Hispanic who participated in formal governmentwide career development program.

The **Office of Personnel Management's (OPM)** performance management system for program managers has a performance element that is used to rate them on the degree to which they personally impact and advance affirmative recruitment goals and objectives. OPM has placed 12 HACU interns and five Hispanics participated in centrally funded leadership development programs.

The **Pension Benefit Guaranty Corporation (PBGC)** hired 4 HACU interns and approximately 50 employees volunteered their time to mentor students at the local Thompson Elementary School, whose children were 47 percent Hispanic.

The **Selective Service System (SSS)** has 6 Hispanics in 13 of its key positions. The Agency uses the Upward Mobility Program and the Merit Promotion Program for career positions. In FY 2001, twenty percent (two of 10) of the new hires were Hispanic.

The **Small Business Administration (SBA)** had 73 employees who participated in career development programs, including 12 Hispanics (16%). Also, there were 60 persons appointed under the Student Temporary Employment Program in FY 2001, including 6 Hispanics.

The **Social Security Administration's (SSA)** new hires in FY 2001 were 23.1 percent Hispanic. SSA had 899 participants in its student programs of which 161 or 17.9 percent were Hispanic. SSA had 15 PMIs of which 1 (6.7 percent) was Hispanic. In FY 2001, Hispanic employees comprised 10.9 percent of the SSA permanent workforce and received 8.5 percent of all training opportunities. In SSA's FY 2001 Advance Leadership Program, Hispanics comprised 12.2 percent of the participants. SSA has a full-time HEP Manager to oversee and coordinate the program.

The **Department of Transportation's (DOT)** Federal Highway Administration (FHWA) continues its strong links with the University of Puerto Rico, Mayaguez Campus (RUM) and other universities. FHWA recruits students into the Professional Development Program, the Summer Transportation Internship Program for Diverse Groups, and the Eisenhower Grants Program.

The **Department of the Treasury's (Treasury)** Bureau of Alcohol, Tobacco and Firearms (ATF) hired 32 Hispanics as either agents or inspectors. The following Treasury organizations used the HACU Intern Program in hiring Hispanic Intern Students: Financial Management Service (11), Secret Service (2), and Office of the Comptroller of the Currency (14).

Treasury Bureaus used the Student Employment Program appointing authorities to develop additional student, intern, or fellowship programs to meet bureau specific business needs. ATF employed 6 Hispanic students under the Student Career Experience Program (SCEP). Customs employed 19 SCEP students from HSIs and converted 6 Hispanic students to career conditional appointments. In addition, 16 of the Interns attended HSIs, Office of the Comptroller of the Currency (OCC) hired 14 Hispanic students under various student employment programs, of which 9 were converted to career conditional positions. The Secret

Service employed 18 Hispanics students in the Student Temporary Employment Program and converted 1 Hispanic student to a full-time position.

A total of 534 Hispanics participated in formal agency-wide career development programs and seven Hispanics participated in formal governmentwide career development programs. All Treasury Bureaus have HEP Managers at their headquarters.

The **Department of Veterans Affairs (VA)** has trained 71 Hispanics in governmentwide career development programs and 481 Hispanics in their formal agency career development programs.

## AGENCIES REQUIRED TO SUBMIT REPORTS

Agency for International Development  
Agriculture, Department of  
Air Force, Department of the  
American Battle Monuments Commission  
Architectural and Transportation Barriers Compliance Board  
Army, Department of  
Broadcasting Board of Governors  
Commerce, Department of  
Committee for Purchase for the Blind and Other Severely Handicapped  
Commission on Civil Rights  
Commission on Fine Arts  
Commodity Futures Trading Commission  
Consumer Product Safety Commission  
Corporation for National Service  
Court Services and Offender Supervision Agency  
Defense Contract Audit Agency  
Defense Education Activity  
Defense Finance and Accounting Service  
Defense Information Systems Agency  
Defense Inspector General  
Defense Intelligence Agency  
Defense Security Service  
Defense Logistics Agency  
Defense Threat Reduction Agency  
Defense, TRICARE  
Defense, Office of the Secretary of Defense  
Defense, Uniformed Services University of the Health Sciences  
Education, Department of  
Energy, Department of  
Environmental Protection Agency, U.S.  
Equal Employment Opportunity Commission  
Export-Import Bank of the U.S.  
Farm Credit Administration  
Federal Communications Commission  
Federal Emergency Management Agency  
Federal Housing Finance Board  
Federal Labor Relations Authority  
Federal Maritime Commission  
Federal Retirement Thrift Investment Board  
Federal Trade Commission  
General Services Administration  
Office of Government Ethics  
Harry S. Truman Scholarship Foundation  
Health and Human Services, Department of  
Holocaust Memorial Council  
Housing and Urban Development  
Interior, Department of  
International Trade Commission  
Justice, Department of  
Labor, Department of  
National Aeronautics and Space Administration  
National Archives and Records Administration  
National Credit Union Administration  
National Endowment for the Arts  
National Endowment for the Humanities  
National Labor Relations Board  
National Science Foundation  
National Transportation Safety Board  
Navy, Department of the  
Nuclear Regulatory Commission  
Nuclear Waste Technical Review Board  
Occupational Safety and Health Review Commission  
Office of Personnel Management  
Pension Benefit Guaranty Corporation  
Securities and Exchange Commission  
Selective Service System  
Small Business Administration  
Social Security Administration  
State, Department of  
Transportation, Department of  
Treasury, Department of the  
Veterans Affairs, Department of

## DATA COVERAGE AND DEFINITIONS

On-board Federal employment statistics used in this report are as of September 30, 2001. All data are produced from the Office of Personnel Management's (OPM) Central Personnel Data File (CPDF). The **Federal workforce** (FW) referred to in this report covers permanent employees in those nonpostal Federal executive branch agencies participating in the CPDF. The FW is limited to workers in General Schedule and Related (GSR) pay plans, total blue-collar pay plans, and most employees at Senior Pay levels. All reference made to the General Schedule or "GS" in this report actually refers to GSR pay plans. Senior Pay level employment includes employees in the Senior Executive Service (SES), Senior Foreign Service, and other employees earning salaries above grade 15 of the General Schedule, but excludes those employees under the Executive Schedule (pay plan EX). Only those agencies with 500 or more permanent employees are displayed in this report. Note that some agencies such as the Department of Veterans Affairs and the Department of Transportation have large numbers of permanent employees in non-GSR, blue-collar, and executive pay plans, not covered by the Federal Equal Opportunity Recruitment Program.

The **Civilian Labor Force** (CLF) data are derived from the Bureau of Labor Statistics September 2001 *Current Population Survey* (CPS) and the 1990 Decennial Census. The CPS is a sample of 50,000 households across the nation and the sample changes from year-to-year. Because of the changing sample, there can be wide fluctuations in a group, like Hispanics, depending on which households are selected. Because of the small sampling size, the CPS does not have separate counts for Asian/Pacific Islanders or Native Americans. Each group's percentage representation in the CPS was extrapolated using the 1990 census to calculate their proportional representation from the CPS "Black and Other" category. The CLF data cover every non-institutionalized individual 16 years of age and older, employed and unemployed, while Federal employment data *exclude* temporary, intermittent, or term-specific workers. The CLF data include employed and unemployed U.S. citizens and noncitizens, while the CPDF data are predominantly Federally-employed U.S. citizens.

The **Relevant Civilian Labor Force (RCLF)** is the Civilian Labor Force (CLF) data that are directly comparable (or relevant) to the population being considered in the FW. For example, if we were analyzing representation of Black engineers employed in the Federal workforce, we would compare them with Black engineers reported in the CLF. The Black engineers in the CLF represent the RCLF in this example. In the FEORP report, FW comparisons to the RCLF are the basis for occupational analysis.

**Underrepresentation**, as defined in 5 CFR, Section 720.202, means a situation in which the number of women or members of a minority group within a category of civil service employment constitutes a lower percentage of the total number of employees within the employment category than the percentage that women or the minority group constitutes within the civilian labor force of the United States.

**Occupational categories** discussed in this report are White-Collar and Blue-Collar. The White-Collar category contains Professional, Administrative, Technical, Clerical or "Other" White-Collar occupations. Professional occupations typically call for a baccalaureate degree and, along with Administrative occupations, are the usual sources for selections to senior management and executive positions. Positions in Technical, Clerical, Other, and Blue-Collar occupations usually are limited to lower grades with limited opportunity for promotion to management levels. Advancement in these occupations often depends on individual attainment of further education or advanced skills. Employment data in this report are presented by occupational category and grade groups, in order to show a more informative profile.

**NOTE: STATISTICS IN THIS REPORT MAY VARY FROM OTHER RELEASES BECAUSE OF DIFFERENCES IN COVERAGE (e.g., AGENCY, WORK SCHEDULE, TENURE, and DATES).**