

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



**KAY COLES JAMES
DIRECTOR**

FY 2002

*“Our Nation’s rich cultural diversity reflects
our Constitution’s core vision of freedom and justice for all.”*

President George W. Bush
May 2, 2002

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 2002 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).

While this report reflects a slight decrease in permanent Federal employment, the representation of minorities within the government increased from 30.8 percent in 2001 to 31.1 percent in 2002. During the same period, Hispanic representation in the Federal workforce grew at a faster rate than before. In 2002, Hispanics comprised 6.9 percent of the Federal workforce, compared to 6.7 percent in 2001 -- an increase of 0.2 percentage points. This is the largest increase of this population since 1997. However, a comparison of the 2002 figure to their current 12.2 percent representation within the civilian labor force reveals that Hispanics still remain the only underrepresented minority group in the Federal Government.

Although the past year has presented unique and urgent challenges, the President has continued to emphasize his resolve to eliminate barriers to minorities and women who wish to enter public service. OPM is leading a governmentwide effort to transform human capital management as part of the President's Management Agenda. One of the six standards in OPM's and the Office of Management and Budget's Standards for Success in strategic human capital management requires agencies to have a "diverse, results-oriented, high performance workforce." OPM will continue to work with agencies to promote their efforts to meet these standards and monitor their progress in implementing proven and readily available methods of recruitment and career development.

The President's mandate to recruit a diverse federal workforce that offers opportunity to all qualified and talented citizens inspires us. Failure to make effective use of qualified minority workers is wasteful; we are as accountable to the American people for the use of human capital as we are for the use of their tax dollars. This report offers a blueprint for leadership in diversity management by clearly outlining a number of effective initiatives for recruiting and developing minority talent. No single approach is sufficient to ensure equal opportunity; we must keep increasing our knowledge about the most efficient methods that can be adopted.

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/feorp02.

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

Kay Coles James
Director

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EXECUTIVE SUMMARY

This is the U.S. Office of Personnel Management's (OPM) Fiscal Year 2002 Federal Equal Opportunity Recruitment Program (FEORP) report to Congress. 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).

OPM and the Office of Management and Budget have issued Standards for Success in strategic human capital management. One of the six standards requires agencies to have a "diverse, results-oriented, high performance workforce." To help agencies address diversity as well as other standards, OPM has provided an assessment framework that defines critical success factors and suggests performance indicators. This guidance, which cites FEORP activities, underscores the need not only to analyze workforce diversity trends and address any underrepresentation, but to be responsive to the needs of diverse groups of employees.

We believe that Federal agencies should use this report 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/feorp02.

The law establishing the FEORP, 5 U.S.C. 7201, covers those Federal Executive Branch employees in the General Schedule and Federal Wage System pay plans. It is important to note that over the last ten years, there has been a slow but steady shift of white-collar employment out of the General Schedule and into new pay plans that are not relatable to the General Schedule. For example, from FY 2001 to FY 2002, nearly 3,000 General Schedule employees were moved to new pay plans "SO" and "SV." This is important to keep in mind when interpreting this report, because statements made herein reflect on the remaining FEORP covered population. Much of the diversity in certain agencies may have shifted to non-covered pay plans. As a result, not only are those groups not reflected in this report, but their exclusion may negatively impact the reported representation of minorities in affected agencies. With this in mind, the following highlights are presented.

The permanent Federal workforce (FW) covered by the FEORP declined by 1,858, from 1,517,203 in FY 2001, to 1,515,345 in FY 2002. Despite the overall decrease in Federal employment, the FY 2002 FEORP report shows that the Federal Government continues to be a leader in employing minorities. The representation of minorities in the Federal workforce increased from 467,376 (30.8 percent) in 2001 to 470,827 (31.1 percent) in 2002.

Some additional findings in the FY 2002 FEORP report are:

- Overall, minority groups are better represented in the 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, representing 6.9 percent of the FW compared to 12.2 percent of the CLF. The Federal Government also lags behind the CLF in the employment of women, 44.0 to 46.6 percent.
- The representation of women and minorities in General Schedule and Related grades 13-15 increased. Minority representation rose 3,917, from 65,706 (19.9 percent) in 2001 to 69,623 (20.5 percent) in 2002. The representation of women rose by 5,194, from 104,625 (31.7 percent) in 2001 to 109,819 (32.4 percent) in 2002.
- The representation of minorities and women in professional and administrative occupations increased. Minority representation rose by 7,974, from 207,096 (24.9 percent) in 2001 to 215,070 (25.4 percent) in 2002. The representation of women rose by 9,234, from 347,055 (41.8 percent) in 2001 to 356,289 (42.2 percent) in 2002.

FEDERAL WORKFORCE

TOTAL EMPLOYMENT

Permanent employment in General Schedule and Related (GSR) and Blue-Collar pay plans decreased by 1,858, from 1,517,203 as of September 30, 2001, to 1,515,345 as of September 30, 2002. The representation of minorities in the Federal workforce (FW) increased from 467,376 (30.8 percent) in 2001 to 470,827 (31.1 percent) in 2002. 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 2002 include:

Blacks represented 17.6 percent (267,370) of the FW in 2002 compared to 17.7 percent in 2001. This decline, however, was attributable to a shift of Black employment into non-FEORP covered pay plans. Black representation in the CLF was 11.3 percent in 2002, the same as in 2001. Black representation in the FW was 6.3 percentage points higher than in the CLF in 2002.

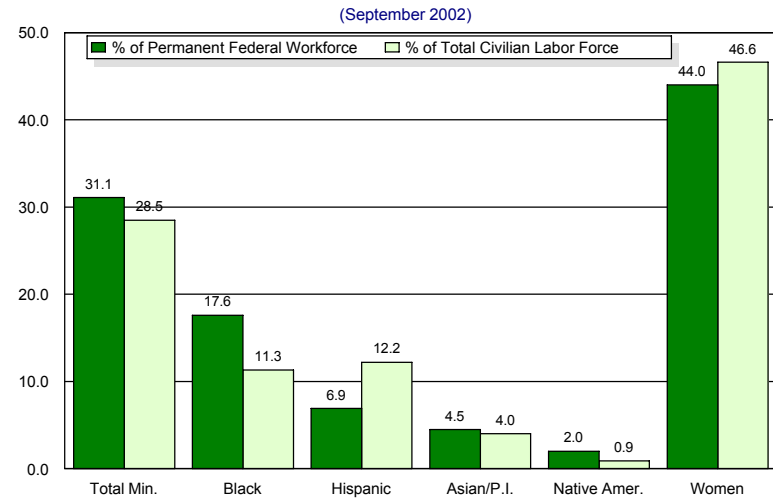
Hispanics represented 6.9 percent (103,820) of the FW in 2002, compared to 6.7 percent in 2001. Hispanic representation in the CLF was 12.2 percent in 2002, compared to 11.9 percent in 2001. Hispanic representation in the FW was 5.3 percentage points lower than in the CLF in 2002.

Asian/Pacific Islanders represented 4.5 percent (68,755) of the FW in 2002, compared to 4.4 percent in 2001. Asian/Pacific Islander representation in the CLF was 4.0 percent in 2002, compared to 3.9 percent in 2001. Asian/Pacific Islander representation in the FW was 0.5 percentage points higher than in the CLF in 2002.

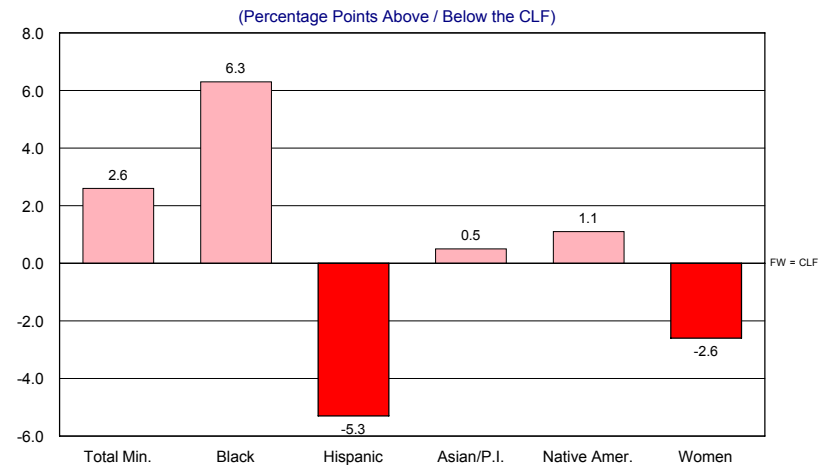
Native Americans represented 2.0 percent (30,882) of the FW in 2002, the same as in 2001. Native American representation in the CLF was 0.9 percent in 2001, the same as in 2002. Native American representation in the FW was 1.1 percentage points higher than in the CLF in 2002.

Women represented 44.0 percent (667,353) of the FW in 2002, the same as in 2001. The representation of women in the CLF was 46.6 percent in 2002, compared to 46.5 percent in 2001. The representation of women in the FW was 2.6 percentage points lower than in the CLF in 2002.

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

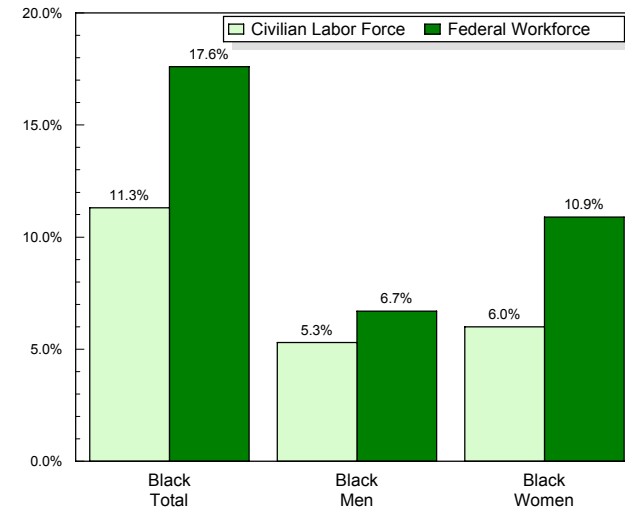
Black men and women exceed their representation in the civilian labor force.

(September 2002)

Black employees represented 17.6 percent (267,370) of the permanent Federal workforce (FW) as of September 30, 2002, compared to 11.3 percent in the civilian labor force (CLF). The FW and CLF percentages in 2001 were 17.7 and 11.3 percent, respectively.

Black men represented 6.7 percent of the FW and 5.3 percent of the CLF in 2002. The same as in 2001.

Black women represented 10.9 percent of the FW and 6.0 percent of the CLF in 2002. In 2001, these percentages were 11.0 and 6.0, respectively.



BLACKS - EMPLOYMENT BY OCCUPATIONAL CATEGORY

Black employment in professional occupations increased by 754, from 28,438 in 2001 to 29,192 in 2002. Blacks represented 8.8 percent of all Federal employees in this occupational category in 2002, compared with 8.7 percent in 2001.

Black employment in administrative occupations increased by 2,616, from 81,781 in 2001 to 84,397 in 2002. Blacks represented 16.5 percent of all Federal employees in this occupational category in 2002, compared with 16.3 percent in 2001.

Black employment in technical occupations declined by 771, from 74,361 in 2001 to 73,590 in 2002. Blacks represented 24.4 percent of all Federal employees in this occupational category in 2002, compared with 24.5 percent in 2001.

Black employment in clerical occupations declined by 2,367, from 37,325 in 2001 to 34,958 in 2002. Blacks represented 28.1 percent of all Federal employees in this occupational category in 2002, compared with 28.3 percent in 2001.

Black employment in blue-collar occupations declined by 1,298, from 37,879 in 2001 to 36,581 in 2002. Blacks represented 18.9 percent of all Federal employees in this occupational category in 2002, the same as in 2001.

Blacks as a Percent of All Employees
in each Occupational Category

(September 2002)

	<u>Black Employment</u>	<u>Percent of FW</u>
Professional	29,192	8.8
Administrative	84,397	16.5
Technical	73,590	24.4
Clerical	34,958	28.1
Other	8,652	17.0
White-Collar	230,789	17.5
Blue-Collar	36,581	18.9
Total	267,370	17.6

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

Blacks represented 27.6 percent (15,579) of all employees in General Schedule and Related (GSR) grades 1 through 4 in 2002, including 4,216 Black men and 11,363 Black women. Blacks in this grade group declined by 1,247 since 2001.

Blacks represented 25.7 percent (93,554) of all employees in GSR grades 5 through 8 in 2002, including 23,141 Black men and 70,413 Black women. Blacks in this grade group declined by 2,775 since 2001.

Blacks represented 15.6 percent (85,196) of all employees in GSR grades 9 through 12 in 2002, including 28,641 Black men and 56,555 Black women. Blacks in this grade group increased by 1,939 since 2001.

Blacks represented 10.4 percent (35,396) of all employees in GSR grades 13 through 15 in 2002, including 15,020 Black men and 20,377 Black women. Blacks in this grade group increased by 2,064 since 2001.

Blacks represented 7.0 percent (1,064) of all employees in Senior Pay levels in 2002, including 656 Black men and 411 Black women. Blacks at Senior Pay levels increased by 50 since 2001.

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

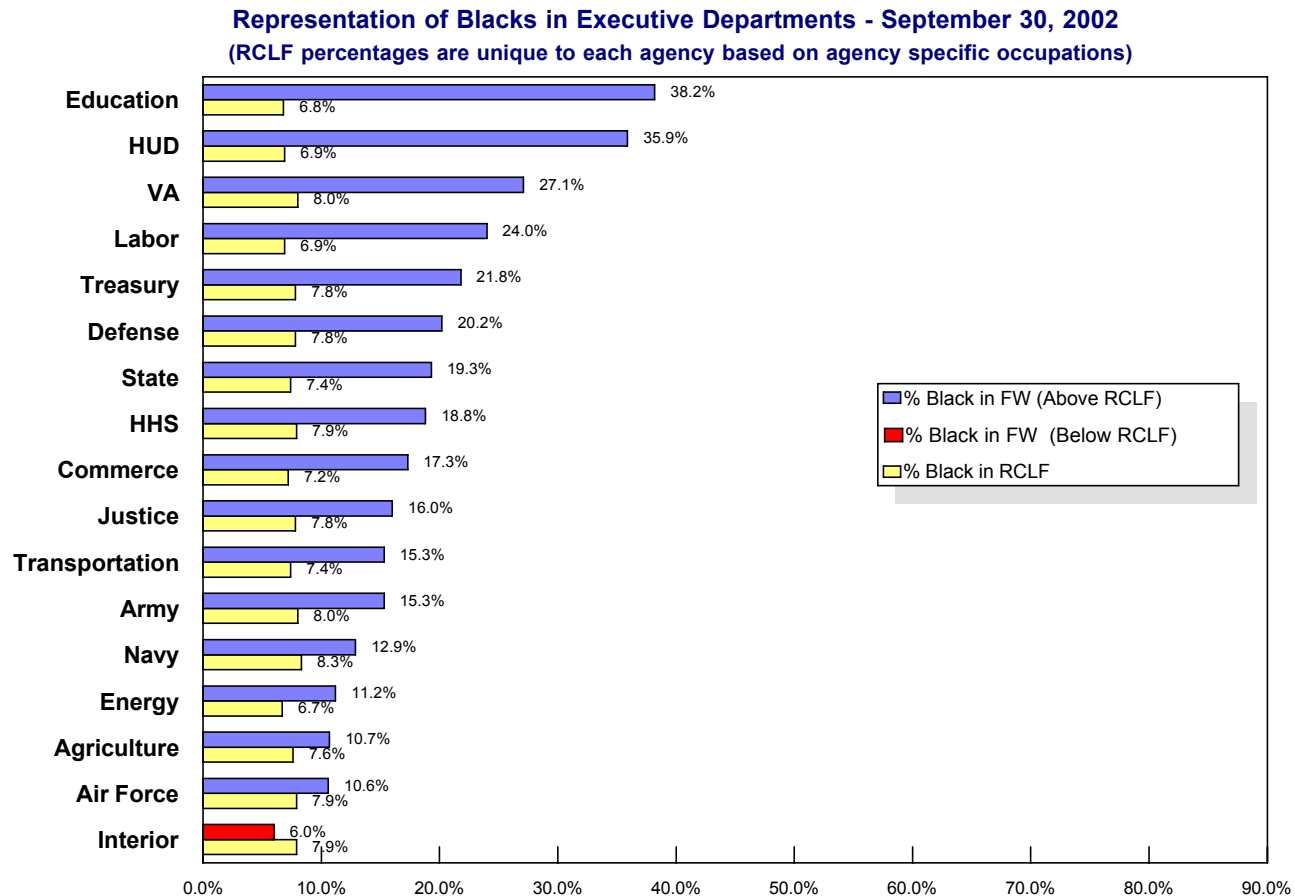
(September 2002)

	<u>Black Employment</u>	<u>Percent of FW</u>
GSR 1-4	15,579	27.6
GSR 5-8	93,554	25.7
GSR 9-12	85,196	15.6
GSR 13-15	35,396	10.4
Senior Pay	1,064	7.0

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

Black representation in the FW met or exceeded Black representation in the Relevant Civilian Labor Force (RCLF) in the following 16 Executive Branch 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.

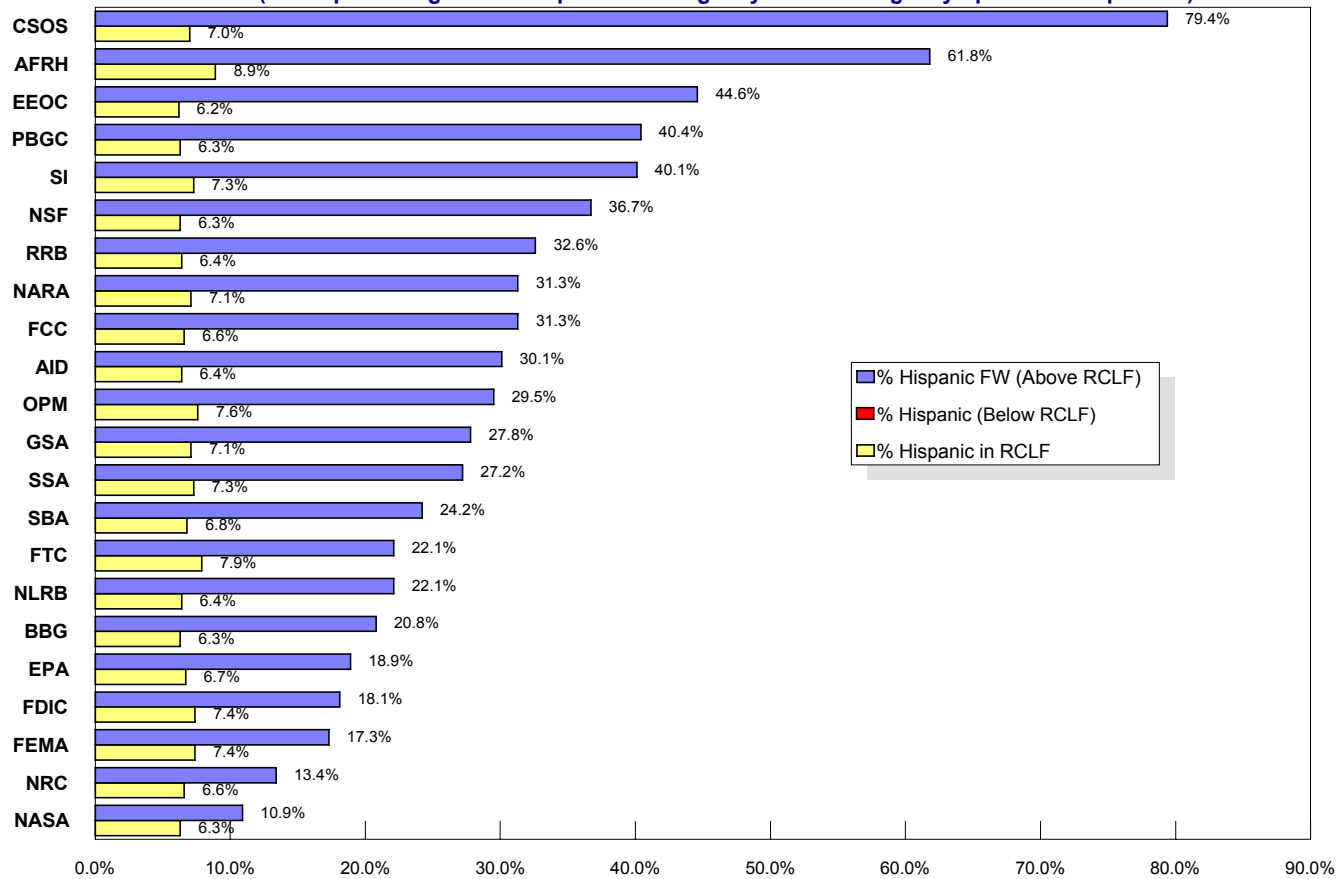


Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2002.
Civilian data derived from the 1990 Census.

BLACKS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN ALL 22 INDEPENDENT AGENCIES

Black representation in the FW met or exceeded Black representation in the Relevant Civilian Labor Force (RCLF) in the following 22 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), 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, 2002
 (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, 2002.

HISPANICS IN THE FEDERAL WORKFORCE

HISPANIC EMPLOYMENT

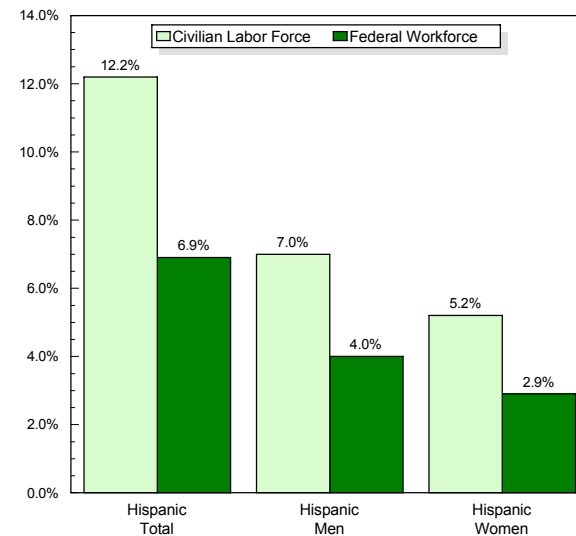
Hispanic employees represented 6.9 percent (103,820) of the permanent Federal workforce (FW) as of September 30, 2002, compared to 12.2 percent in the civilian labor force (CLF). The FW and CLF percentages in 2001 were 6.7 and 11.9 percent, respectively.

Hispanic men represented 4.0 percent of the FW compared to 7.0 percent of the CLF in 2002. In 2001, these percentages were 3.9 and 6.9, respectively.

Hispanic women represented 2.9 percent of the FW compared to 5.2 percent of the CLF in 2002. In 2001, these percentages were 2.8 and 5.0, respectively.

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

(September 2002)



HISPANICS - EMPLOYMENT BY OCCUPATIONAL CATEGORY

Hispanic employment in professional occupations increased by 542, from 13,950 in 2001 to 14,492 in 2002. Hispanics represented 4.4 percent of all Federal employees in this occupational category in 2002, compared to 4.3 percent in 2001.

Hispanic employment in administrative occupations increased by 1,652, from 32,209 in 2001 to 33,861 in 2002. Hispanics made up 6.6 percent of all Federal employees in this occupational category in 2002, compared to 6.4 percent in 2001.

Hispanic employment in technical occupations increased by 192, from 22,890 in 2001 to 23,082 in 2002. Hispanics represented 7.7 percent of all Federal employees in this occupational category in 2002 compared with 7.5 percent in 2001.

Hispanic employment in clerical occupations declined by 689, from 9,839 in 2001 to 9,150 in 2002. Hispanics made up 7.4 percent of all Federal employees in this occupational category in 2002, compared with 7.5 percent in 2001.

Hispanic employment in blue-collar occupations declined by 574, from 14,862 in 2001 to 14,288 in 2002. Hispanics represented 7.4 percent of all Federal employees in this occupational category in 2002, the same as in 2001.

Hispanics as a Percent of All Employees
in each Occupational Category

(September 2002)

	<u>Hispanic Employment</u>	<u>Percent of FW</u>
Professional	14,492	4.4
Administrative	33,861	6.6
Technical	23,082	7.7
Clerical	9,150	7.4
Other	8,947	17.6
White-Collar	89,532	6.8
Blue-Collar	14,288	7.4
Total	103,820	6.9

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

Hispanics represented 7.9 percent (4,478) of all employees in General Schedule and Related (GSR) grades 1 through 4. There were 1,582 Hispanic men and 2,896 Hispanic women at these grades in 2002. Hispanics in this grade group decreased by 355 since 2001.

Hispanics represented 8.8 percent (32,003) of all employees in GSR grades 5 through 8. There were 13,486 Hispanic men and 18,517 Hispanic women at these grades in 2002. Hispanics in this grade group increased by 655 since 2001.

Hispanics represented 7.0 percent (38,284) of all employees in GSR grades 9 through 12. There were 22,236 Hispanic men and 16,048 Hispanic women at these grades in 2002. Hispanics in this grade group increased by 1,318 since 2001.

Hispanics represented 4.2 percent (14,265) of all employees in the GSR grades 13 through 15. There were 9,786 Hispanic men and 4,479 Hispanic women at these grades in 2002. Hispanics in this grade group increased by 742 since 2001.

Hispanics represented 3.3 percent (502) of all employees at Senior Pay levels. There were 358 Hispanic men and 144 Hispanic women at these pay levels in 2002. Hispanics at Senior Pay levels increased by 61 since 2001.

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

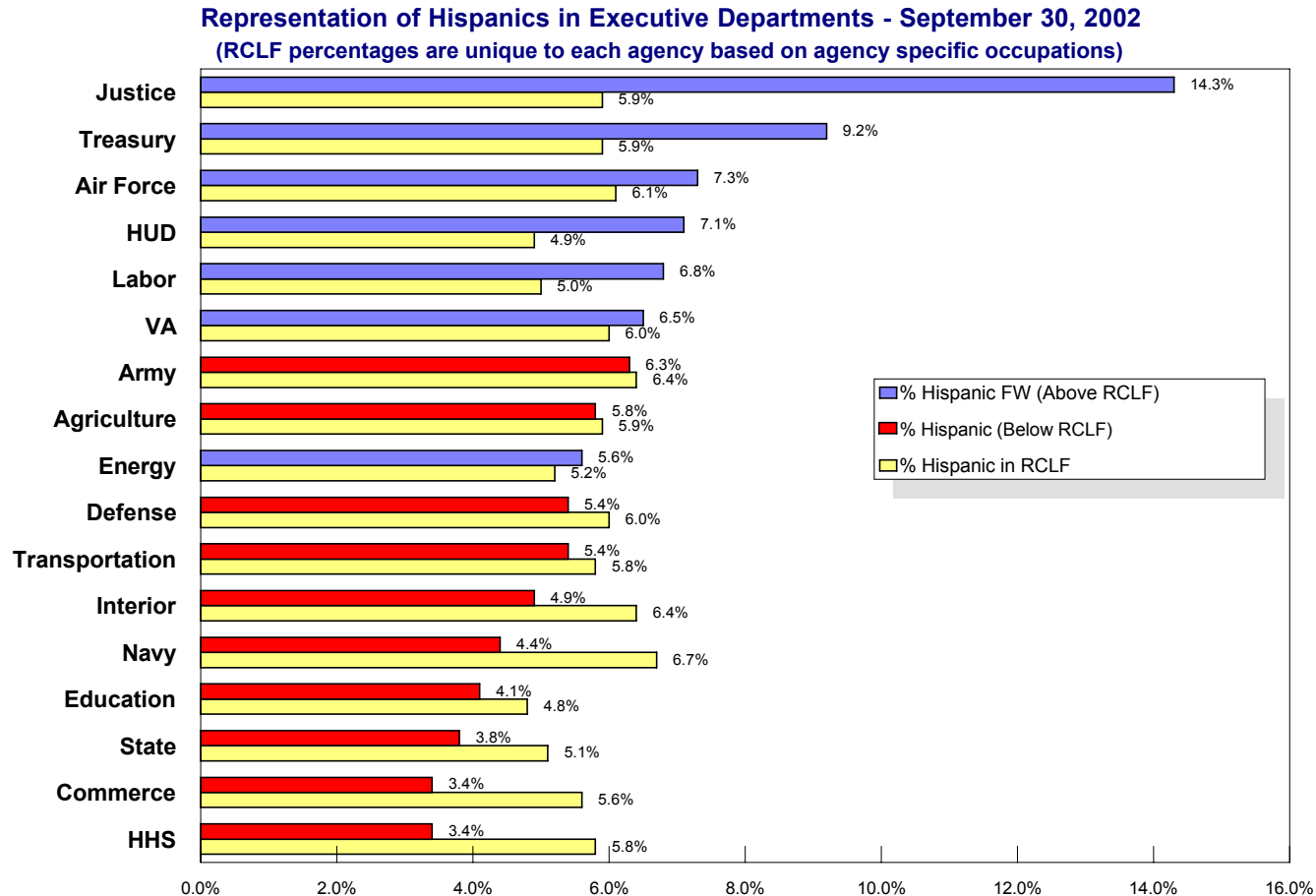
(September 2002)

	<u>Hispanic Employment</u>	<u>Percent of FW</u>
GSR 1-4	4,478	7.9
GSR 5-8	32,003	8.8
GSR 9-12	38,284	7.0
GSR 13-15	14,265	4.2
Senior Pay	502	3.3

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, Transportation, Interior, Navy, Education, State, Commerce, and Health and Human Services (HHS).

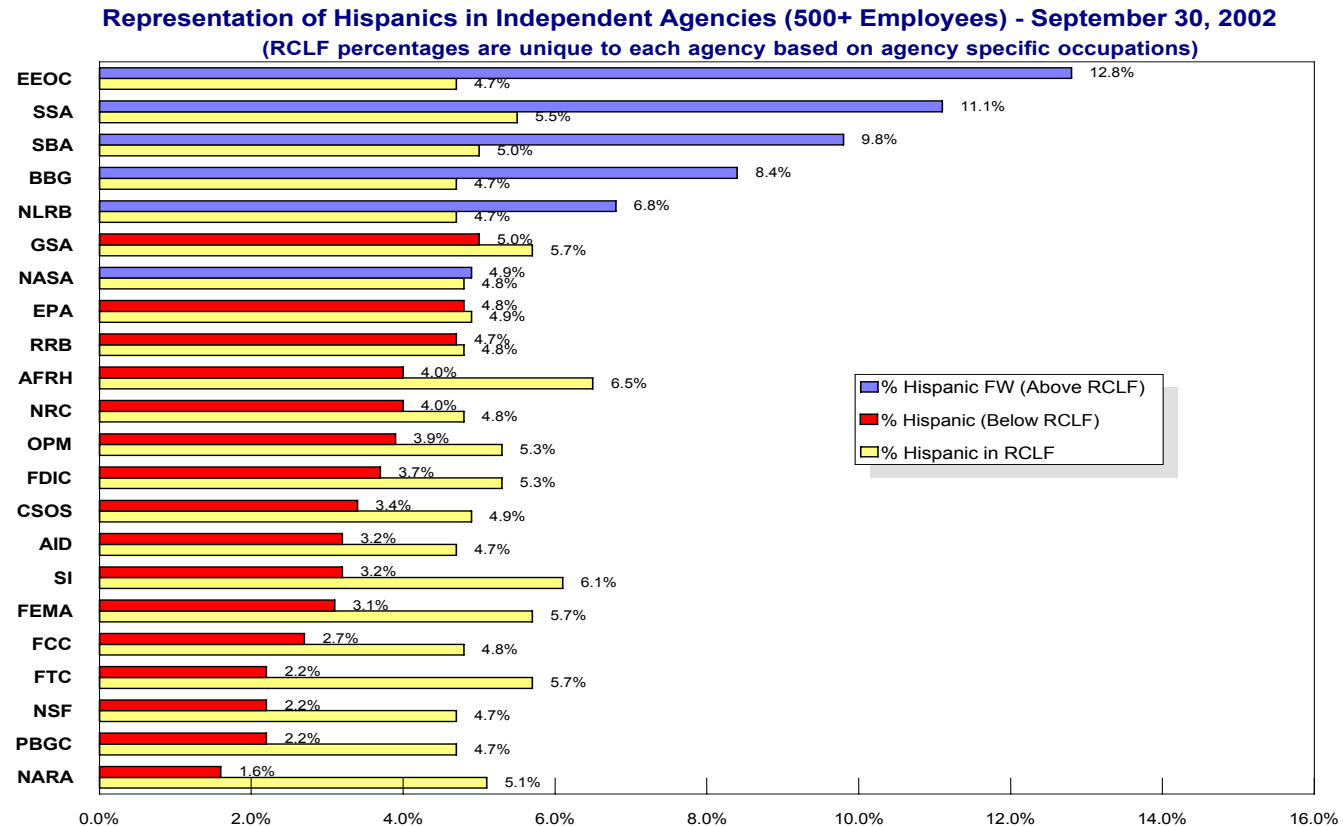


Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2002.
Civilian data derived from the 1990 Census.

HISPANICS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 6 OF 22 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 16 independent agencies: General Services Administration (GSA), Environmental Protection Agency (EPA), Railroad Retirement Board (RRB), Armed Forces Retirement Home (AFRH), Nuclear Regulatory Commission (NRC), Office of Personnel Management (OPM), Federal Deposit Insurance Corporation (FDIC), Court Services and Offender Supervision Agency (CSOS), Agency for International Development (AID), Smithsonian Institution (SI), Federal Emergency Management Agency (FEMA), 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, 2002. Civilian data derived from the 1990 Census.

ASIAN/PACIFIC ISLANDERS IN THE FEDERAL WORKFORCE

ASIAN/PACIFIC ISLANDER EMPLOYMENT

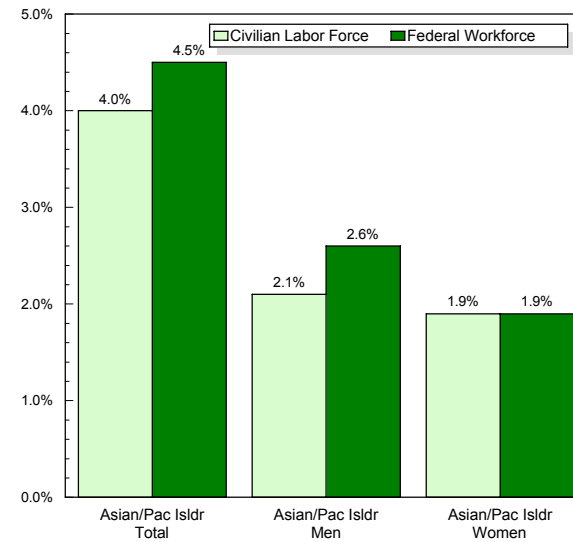
Asian/Pacific Islander employees represented 4.5 percent (68,755) of the permanent Federal workforce (FW) as of September 30, 2002, compared to 4.0 percent in the civilian labor force (CLF). The FW and CLF percentages in 2001 were 4.4 and 3.9, respectively.

Asian/Pacific Islander men represented 2.6 percent of the FW compared to 2.1 percent of the CLF in 2002. These percentages were unchanged from 2001.

Asian/Pacific Islander women represented 1.9 percent of the FW compared to 1.9 percent of the CLF in 2002. In 2001, these percentages were 1.8 and 1.8, respectively.

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

(September 2002)



ASIAN/PACIFIC ISLANDERS - EMPLOYMENT BY OCCUPATIONAL CATEGORY

Asian/Pacific Islander employment in professional occupations increased by 1,136, from 23,204 in 2001 to 24,340 in 2002. Asian/Pacific Islanders represented 7.3 percent of all Federal employees in this occupational category in 2002, compared to 7.1 percent in 2001.

Asian/Pacific Islander employment in administrative occupations increased by 941, from 15,696 in 2001 to 16,637 in 2002. Asian/Pacific Islanders represented 3.2 percent of all Federal employees in this occupational category in 2002, compared to 3.1 percent in 2001.

Asian/Pacific Islander employment in technical occupations increased by 250, from 10,781 in 2001 to 11,031 in 2002. Asian/Pacific Islanders represented 3.7 percent of all Federal employees in this occupational category in 2002, compared to 3.6 percent in 2001.

Asian/Pacific Islander employment in clerical occupations declined by 40, from 5,322 in 2001 to 5,282 in 2002. Asian/Pacific Islanders made up 4.3 percent of this occupational category in 2002, compared to 4.0 percent in 2001.

Asian/Pacific Islanders employment in blue-collar occupations declined by 20, from 10,014 in 2001 to 9,994 in 2002. Asian/Pacific Islanders represented 5.2 percent of all Federal employees in this occupational category in 2002, compared to 5.0 percent in 2001.

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

(September 2002)

	<u>Asian / P.I. Employment</u>	<u>Percent of FW</u>
Professional	24,340	7.3
Administrative	16,637	3.2
Technical	11,031	3.7
Clerical	5,282	4.3
Other	1,471	2.9
White-Collar	58,761	4.4
Blue-Collar	9,994	5.2
Total	68,755	4.5

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

Asian/Pacific Islanders represented 5.6 percent (3,153) of all employees in General Schedule and Related (GSR) grades 1 through 4. There were 830 Asian/Pacific Islander men and 2,323 Asian/Pacific Islander women at these grades in 2002. Asian/Pacific Islanders in this grade group increased by 124 since 2001.

Asian/Pacific Islanders represented 4.0 percent (14,535) of all employees in GSR grades 5 through 8. There were 5,372 Asian/Pacific Islander men and 9,163 Asian/Pacific Islander women at these grades in 2002. Asian/Pacific Islanders in this grade group increased by 348 since 2001.

Asian/Pacific Islanders represented 4.4 percent (24,049) of all employees in GSR grades 9 through 12. There were 13,124 Asian/Pacific Islander men and 10,925 Asian/Pacific Islander women at these grades in 2002. Asian/Pacific Islanders in this grade group increased by 810 since 2001.

Asian/Pacific Islanders represented 4.9 percent (16,672) of all employees in GSR grades 13 through 15. There were 11,380 Asian/Pacific men and 5,292 Asian/Pacific Islander women at these grades in 2002. Asian/Pacific Islanders in this grade group increased by 993 since 2001.

Asian/Pacific Islanders represented 2.3 percent (352) of all employees at Senior Pay levels. There were 260 Asian/Pacific Islander men and 92 Asian/Pacific Islander women at these pay levels in 2002. Asian/Pacific Islanders at Senior Pay levels increased by 26 since 2001.

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

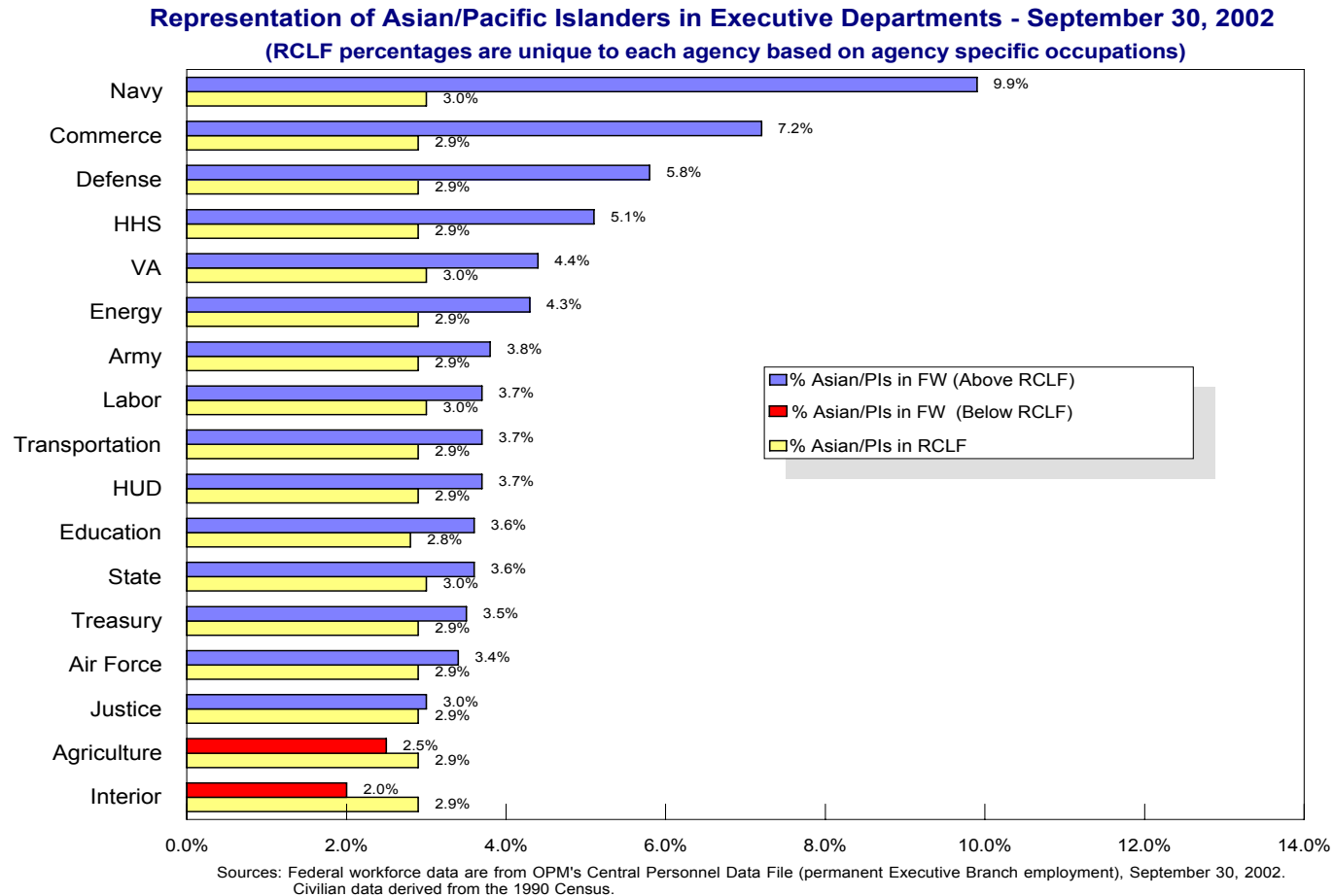
(September 2002)

	<u>Asian/P.I. Employment</u>	<u>Percent of FW</u>
GSR 1-4	3,153	5.6
GSR 5-8	14,535	4.0
GSR 9-12	24,049	4.4
GSR 13-15	16,672	4.9
Senior Pay	352	2.3

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, State, Labor, Treasury, 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.



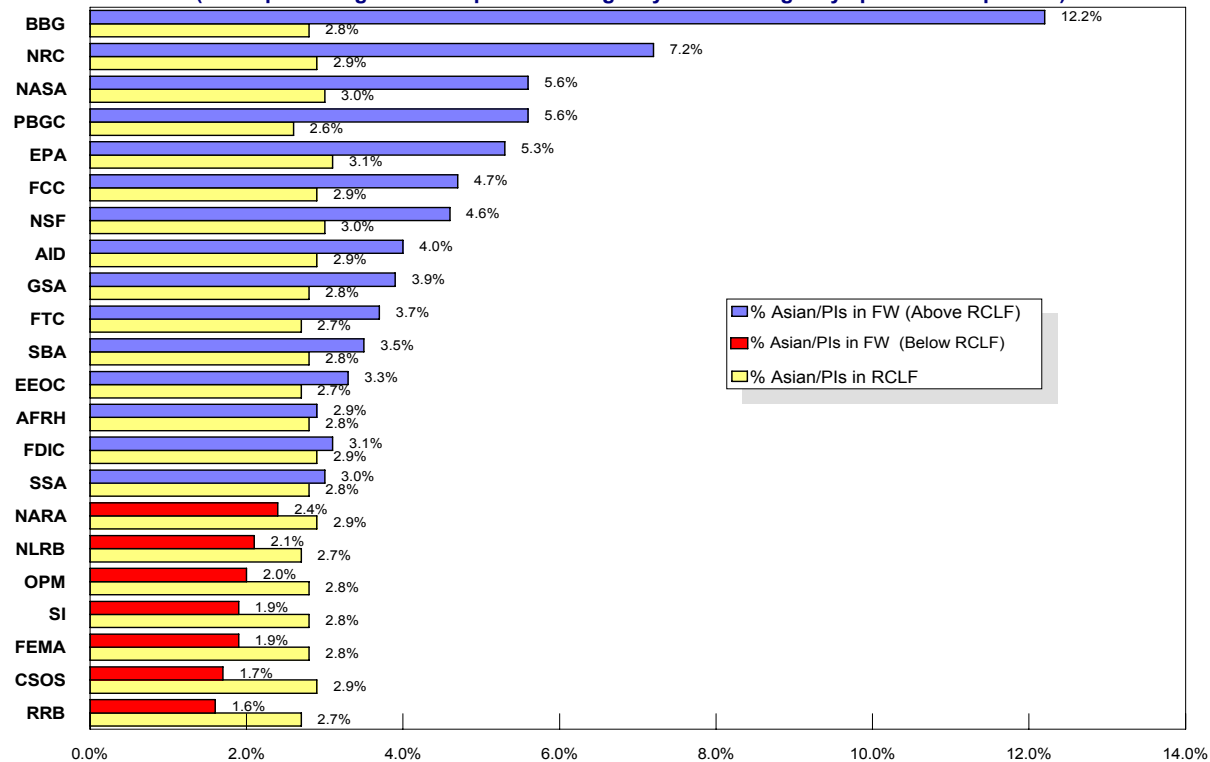
ASIAN/PACIFIC ISLANDERS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 15 OF 22 INDEPENDENT AGENCIES

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), National Aeronautics and Space Administration (NASA), Pension Benefit Guaranty Corporation (PBGC), Environmental Protection Agency (EPA), National Science Foundation (NSF), Agency for International Development (AID), General Services Administration (GSA), Federal Communications Commission (FCC), 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, 2002

(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, 2002. Civilian data derived from the 1990 Census.

NATIVE AMERICANS IN THE FEDERAL WORKFORCE

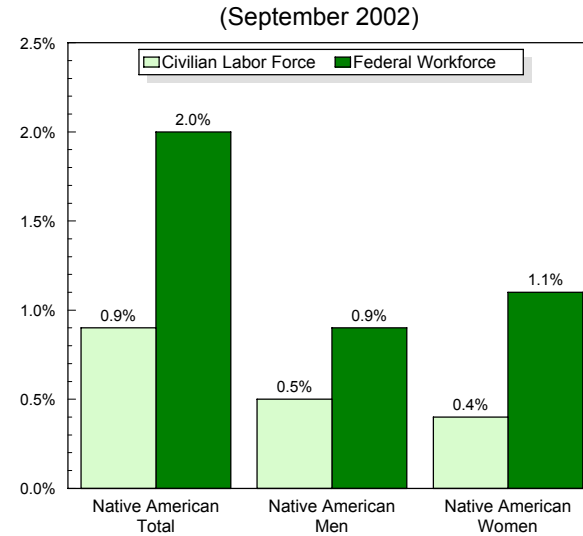
NATIVE AMERICAN EMPLOYMENT

Native American employees represented 2.0 percent (30,882) of the permanent Federal workforce (FW) as of September 30, 2002, compared to 0.9 percent of the civilian labor force (CLF). These percentages were unchanged from 2001.

Native American men represented 0.9 percent of the FW and 0.5 percent of the CLF in 2002. These percentages were unchanged from 2001.

Native American women represented 1.1 percent of the FW and 0.4 percent of the CLF in 2002. In 2001, these percentages were unchanged from 2001.

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 80, from 4,420 in 2001 to 4,500 in 2002. Native Americans represented 1.4 percent of all Federal employees in this occupational category in 2002, compared to 1.3 percent in 2001.

Native American employment in administrative occupations increased by 253, from 7,398 in 2001 to 7,651 in 2002. Native Americans made up 1.5 percent of all Federal employees in this occupational category in 2002, the same as in 2001.

Native American employment in technical occupations increased by 289, from 8,804 in 2001 to 9,093 in 2002. Native Americans made up 3.0 percent of all Federal employees in this occupational category in 2002, compared to 2.9 percent in 2001.

Native American employment in clerical occupations increased by 28, from 3,635 in 2001 to 3,663 in 2002. Native Americans made up 2.9 percent of all Federal employees in this occupational category in 2002, compared to 2.8 percent in 2001.

Native American employment in blue-collar occupations declined by 58, from 5,004 in 2001 to 4,946 in 2002. Native Americans represented 2.6 percent of all Federal employees in this occupational category in 2002, compared to 2.5 percent in 2001.

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

(September 2002)

	<u>Native Amer. Employment</u>	<u>Percent of FW</u>
Professional	4,500	1.4
Administrative	7,651	1.5
Technical	9,093	3.0
Clerical	3,663	2.9
Other	1,029	2.0
White-Collar	25,936	2.0
Blue-Collar	4,946	2.6
Total	30,882	2.0

NATIVE AMERICANS - EMPLOYMENT BY GRADE GROUPS AND SENIOR PAY

Native Americans represented 4.8 percent (2,699) of all employees in General Schedule and Related (GSR) grades 1 through 4. There were 606 Native American men and 2,093 Native American women at these grades in 2002. Native Americans in this grade group decreased by 41 since 2001.

Native Americans represented 2.8 percent (10,323) of all employees in GSR grades 5 through 8. There were 2,942 Native American men and 7,381 Native American women at these grades in 2002. Native Americans in this grade group increased by 307 since 2001.

Native Americans represented 1.7 percent (9,500) of all employees in GSR grades 9 through 12. There were 4,325 Native American men and 5,175 Native American women at these grades in 2002. Native Americans in this grade group increased by 260 since 2001.

Native Americans represented 1.0 percent (3,290) of all employees in GSR grades 13 through 15. There were 2,130 Native American men and 1,160 Native American women at these grades in 2002. Native Americans in this grade group increased by 118 since 2001.

Native Americans represented 0.8 percent (124) of all employees at the Senior Pay levels. There were 86 Native American men and 38 Native American women at these pay levels in 2002. Native Americans at Senior Pay levels increased by 4 since 2001.

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

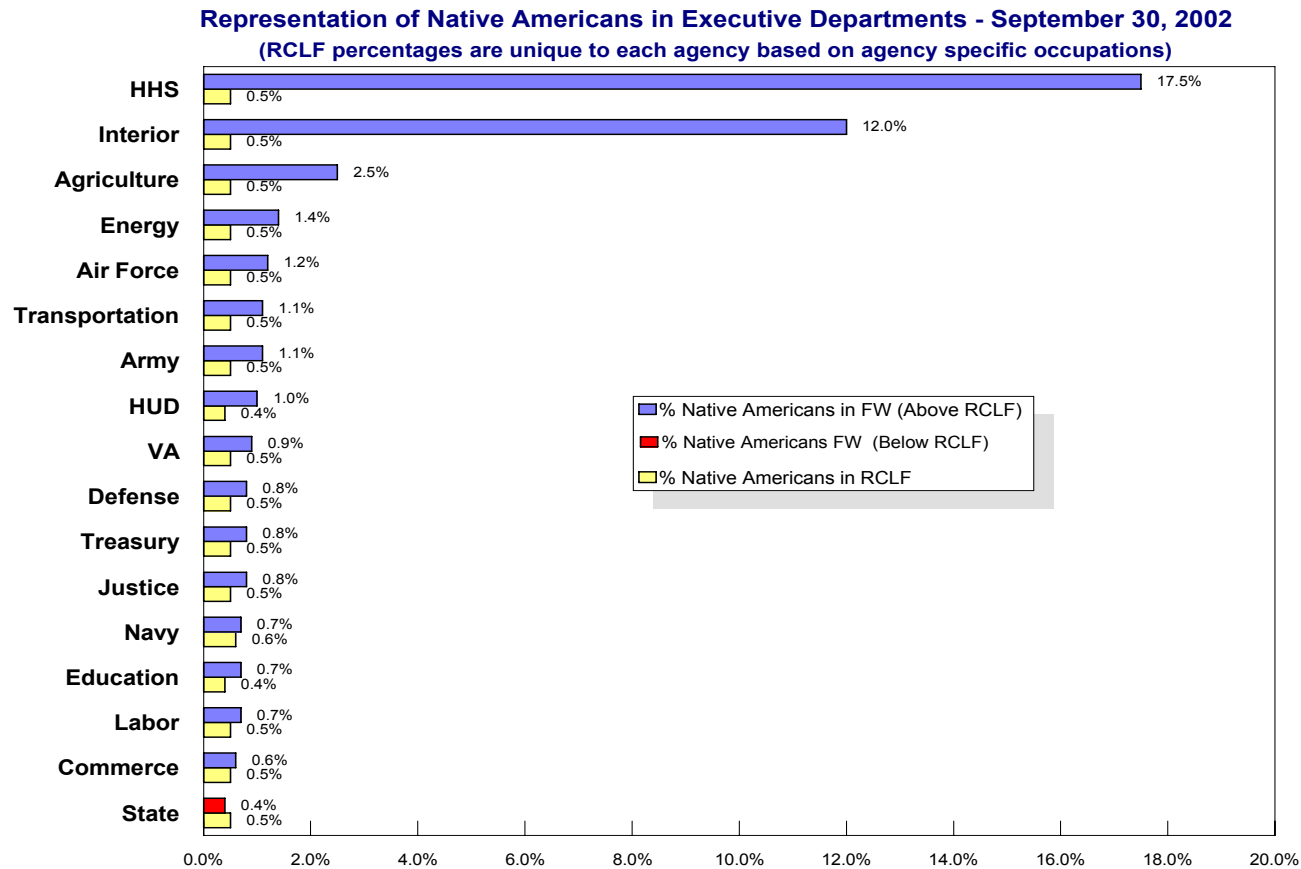
(September 2002)

	<u>Native Amer. Employment</u>	<u>Percent of FW</u>
GSR 1-4	2,699	4.8
GSR 5-8	10,323	2.8
GSR 9-12	9,500	1.7
GSR 13-15	3,290	1.0
Senior Pay	124	0.8

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, Air Force, Transportation, Army, Housing and Urban Development (HUD), 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.



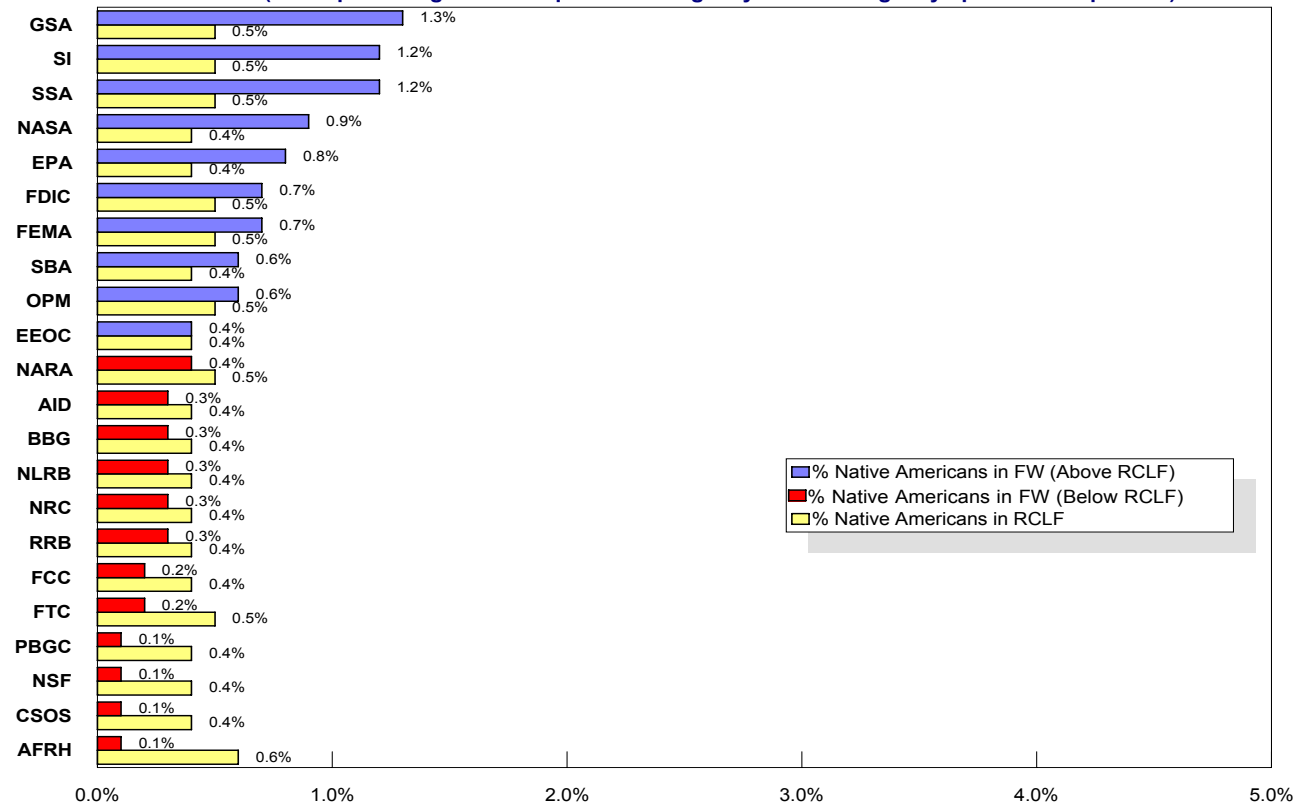
Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2002.
 Civilian data derived from the 1990 Census.

NATIVE AMERICANS MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 10 OF 22 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: General Services Administration (GSA), Smithsonian Institution (SI), Social Security Administration (SSA), National Aeronautics and Space Administration (NASA), Environmental Protection Agency (EPA), Federal Deposit Insurance Corporation (FDIC), Federal Emergency Management Agency (FEMA), Small Business Administration (SBA), 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 12 independent agencies: National Archives and Records Administration (NARA), Agency for International Development (AID), Broadcasting Board of Governors (BBG), National Labor Relations Board (NLRB), Nuclear Regulatory Commission (NRC), Railroad Retirement Board (RRB), Federal Communications Commission (FCC), Federal Trade Commission (FTC), Pension Benefit Guaranty Corporation (PBGC), National Science Foundation (NSF), Court Services and Offender Supervision Agency (CSOS), and the Armed Forces Retirement Home (AFRH).

Representation of Native Americans in Independent Agencies (500+ Employees) - September 2002
 (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, 2002. Civilian data derived from the 1990 Census.

WOMEN IN THE FEDERAL WORKFORCE

WOMEN - EMPLOYMENT

Women represented 44.0 percent (667,353) of the permanent Federal workforce (FW) as of September 30, 2002, compared to 46.6 percent of the civilian labor force (CLF) in 2002. Relative to the CLF, Hispanic and non-minority women remain the most underrepresented of all women.

Black women represented 10.9 percent of the FW in 2002, compared to 11.0 percent in 2001. Black women represented 6.0 percent of the CLF in 2002, unchanged from 2001.

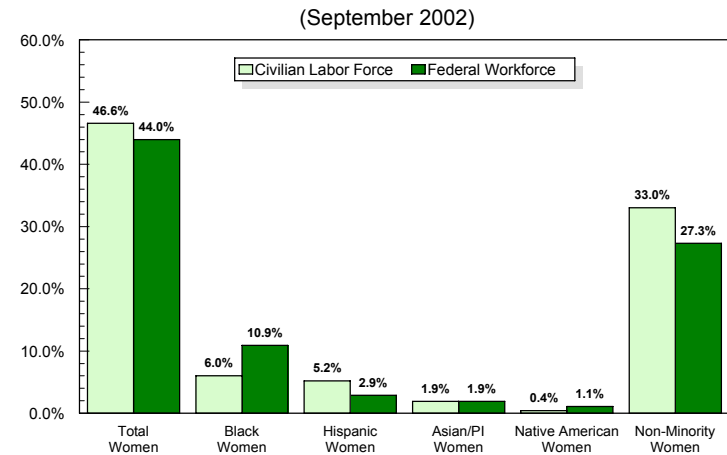
Hispanic women represented 2.9 percent of the FW in 2002, compared to 2.8 percent in 2001. Hispanic women represented 5.2 percent of the CLF in 2002, compared to 5.0 percent in 2001.

Asian/Pacific Islander women represented 1.9 percent of the FW in 2002, compared to 1.8 percent in 2001. Asian/Pacific Islander women represented 1.9 percent of the CLF in 2002, compared to 1.8 percent in 2001.

Native American women represented 1.1 percent of the FW in 2002, unchanged from 2001. Native American women represented 0.4 percent of the CLF in 2002, unchanged from 2001.

Non-minority women represented 27.3 percent of the FW in 2002 unchanged from 2001. Non-minority women represented 33.0 percent of the CLF in 2002, compared to 33.2 percent in 2001.

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



WOMEN - EMPLOYMENT BY OCCUPATIONAL CATEGORY

The number of women in professional occupations increased by 3,084, from 112,888 in 2001 to 115,972 in 2002. Women represented 34.8 percent of all Federal employees in this occupational category in 2002, compared with 34.4 percent in 2001.

The number of women in administrative occupations increased by 6,150, from 234,167 in 2001 to 240,317 in 2002. Women made up 46.9 percent of all Federal employees in this occupational category in 2002, compared with 46.6 percent in 2001.

The number of women in technical occupations decreased by 1,199, from 185,566 in 2001 to 184,367 in 2002. Women represented 61.1 percent of all Federal employees in this occupational category in 2002, the same as in 2001.

The number of women in clerical occupations declined by 6,991, from 107,936 in 2001 to 100,945 in 2002. Women made up 81.3 percent of all Federal employees in this occupational category in 2002, compared to 81.7 percent in 2001.

The number of women in blue-collar occupations declined by 600, from 19,227 in 2001 to 18,627 in 2002. Women made up 9.6 percent of all Federal employees in this occupational category in 2002, the same as in 2001.

Women as a Percent of All Employees
in each Occupational Category

(September 2002)

	<u>Women Employment</u>	<u>Percent of FW</u>
Professional	115,972	34.8
Administrative	240,317	46.9
Technical	184,367	61.1
Clerical	100,945	81.3
Other	7,125	14.0
White-Collar	648,726	49.1
Blue-Collar	18,627	9.6
Total	667,353	44.0

WOMEN BY GENERAL SCHEDULE AND RELATED GRADE GROUPS AND SENIOR PAY

Women represented 69.0 percent (38,960) of all employees in General Schedule and Related (GSR) grades 1 through 4. Women in this grade group declined by 2,606 since 2001.

Women represented 66.7 percent (242,764) of all employees in GSR grades 5 through 8. Women in this grade group declined by 7,039 since 2001.

Women represented 46.3 percent (253,373) of all employees in GSR grades 9 through 12. Women in this grade group increased by 4,684 since 2001.

Women represented 32.4 percent (109,819) of all employees in GSR grades 13 through 15. Women in this grade group increased by 5,194 since 2001.

Women represented 25.1 percent (3,810) of all employees at the Senior Pay levels. The number of women at Senior Pay levels increased by 280 since 2001.

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

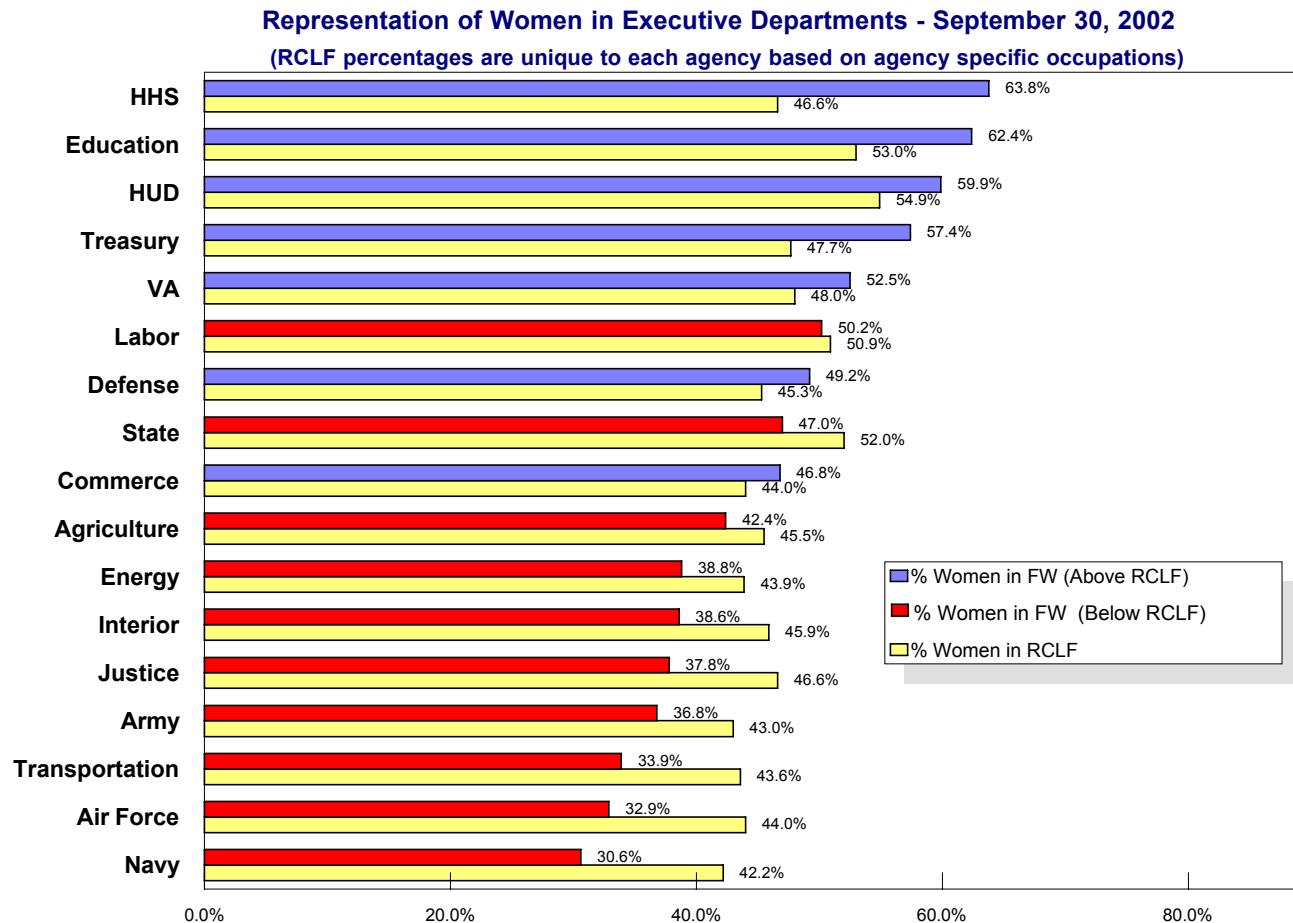
(September 2002)

	<u>Women Employment</u>	<u>Percent of FW</u>
GSR 1-4	38,960	69.0
GSR 5-8	242,764	66.7
GSR 9-12	253,373	46.3
GSR 13-15	109,819	32.4
Senior Pay	3,810	25.1

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, Energy, Interior, Justice, Army, Transportation, Air Force, and Navy.



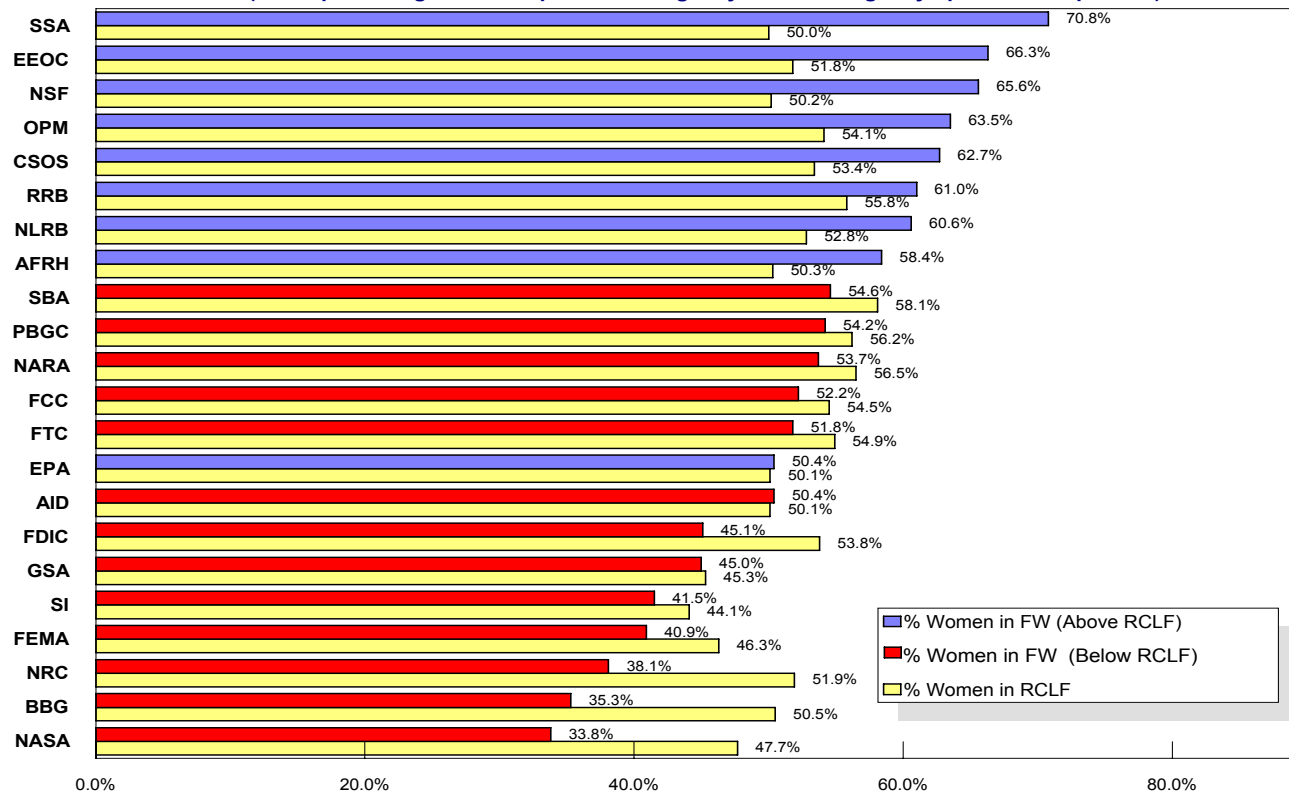
Sources: Federal workforce data are from OPM's Central Personnel Data File (permanent Executive Branch employment), September 30, 2002.
Civilian data derived from the 1990 Census.

WOMEN MET OR EXCEEDED THEIR RCLF REPRESENTATION IN 9 OF 22 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), Equal Employment Opportunity Commission (EEOC), National Science Foundation (NSF), 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 13 independent agencies: Small Business Administration (SBA), Pension Benefit Guaranty Corporation (PBGC), National Archives and Records Administration (NARA), Federal Communications Commission (FCC), Federal Trade Commission (FTC), 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, 2002
(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, 2002. Civilian data derived from the 1990 Census.

Agency FEORP Initiatives

An Overview

In FY 2002, 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 **Corporation for National Service (CNS)** conducted a special mailing to fill the four top positions in AmeriCorps. This recruitment effort emphasized attracting minority group members and women. The Corporation's Human Resources Office also attended various career fairs hosted by minority organizations. Several minorities and women also participated in the Corporation's Leadership Program and its Executive Leadership Program.

The **Department of Agriculture (Agriculture)** developed a Human Capital Plan, which is linked to the Department's overall strategic plan. One of the key areas highlighted is diversity management, outlining how USDA will accomplish its diversity goals over the next five years. In FY 2002, USDA implemented parts of the human capital plan, e.g., the continued implementation of the Career Intern Program and the implementation of the Student Loan Repayment Program.

USDA's Forest Service completed a workforce analysis that includes five-year projections of workforce needs, enhancing the ability of the agency and their diversity recruitment programs to determine what occupational series and workforce needs to target in recruitment efforts.

The **Department of the Treasury (Treasury)** is helping to meet its Human Capital (HC) goals and objectives by aligning its affirmative employment initiatives, including the Federal Equal Opportunity Recruitment Program, as strategic partners with other HC initiatives.

Recruitment and Outreach

The **Commodity Futures Trading Commission (CFTC)** hired students to work in a variety of occupations, including Research Assistant, Office Automation Clerk, Office Automation Assistant, Law Clerk, Computer Clerk, and Clerk. Of the 118 students hired for these positions during FY 2002, 79 percent were women or minority group members.

The **Court Services and Offender Supervision Agency's (CSOS)** Office of Human Resources, with the help of the Bilingual Task Force within Community Supervision Services, advertised vacancies in bilingual communities and encouraged bilingual staff to consider transfers to critical areas where language interpretation was needed in order to meet the needs of the offenders. The Bilingual Task Force also developed partnerships with community organizations to facilitate the recruitment of bilingual staff; developed a Criminal Justice Institute at Bell Multi-Cultural High School dedicated to providing opportunities for students to learn about the criminal justice system and the agency; and (in conjunction with the Office of Human Resources) met with OPM's Office of Diversity to begin planning a course for 2003 on supervising diverse staff. This course will include instruction on recruitment and interviewing skills.

The **Defense Contract Audit Agency (DCAA)** employed four interns under the auspices of the Hispanic Association of Colleges and Universities (HACU). The Agency also sponsored an employment exhibit at the HACU conference. DCAA continues to maintain relationships with Historically Black Colleges and Universities.

The **Defense Finance and Accounting Service (DFAS)** headquarters reports that their current practices in college recruiting and use of OPM certificates and DFAS Delegated Examining Unit certificates of eligibles have helped them achieve a good representation of women and minorities in both applicant pools and selected candidates.

Recruiting activities reported by DFAS Central Sites and field sites include attendance at minority career fairs and use of the Student Career Experience Program. Interns have also been hired through the Entry Level Professional Accountant Program, which has been used in conjunction with recruitment bonuses and agreements to partially repay student loans when interns are hired as full-time employees. Internships also have been offered through the Technology Services Career Intern Program. Some central site and field site recruitment has been conducted through visits to a historically Black university and to the Hispanic Association of Colleges and Universities conference and career fair in San Juan, Puerto Rico.

The **Defense Information Systems Agency (DISA)** made 877 promotions, of which 36.9 percent were minority group members and 57.1 percent were women. Thirty-four percent of employees who participated in formal training programs were minority group members and 48 percent were women.

The **Defense Inspector General's (DIG)** Employment and Systems Division of the Human Resources Directorate continues to utilize all available Excepted Service and noncompetitive hiring authorities, including student employment programs, to expand opportunities for hiring eligible minority group members and women. This effort included initiatives to effectively utilize recruitment bonuses, accelerate promotions, and to capitalize upon the provisions of the Student Loan Payment Program. During FY 2002, new local Human Resources instructions were distributed to promote use of hiring incentives such as the Recruitment Bonus and the Special Loan Repayment.

The **Defense Intelligence Agency (DIA)** directed 72 percent of its FY 2002 recruitment efforts to events targeted to a diverse population. These events included career fairs, information sessions, interviews and networking events. DIA representatives also attended the Historically Black Colleges and Universities conference, the Hispanic Serving Institutions conference and meetings of other organizations representing minority group members and women.

DIA's Summer Intern Program hired 37 interns, 35 percent of whom were minority group members and 54 percent women. Of this group, two women interns were converted to full-time positions, one minority woman was placed in a part-time position, and seven minority group members and eight women were extended conditional offers for full-time positions contingent upon graduation.

DIA has retained the services of a civilian advertising agency to promote career opportunities for minorities through media print advertisements and Internet advertisements. The Agency also placed job postings on web sites that target minorities and women.

The **Defense Logistics Agency (DLA)** continues to maintain a relationship with professional organizations such as the Society of Hispanic Professional Engineers, the National Association of Hispanic Federal Executives and the Hispanic Association of Colleges and Universities. As part of its Recruitment, Employment and Advancement for Latinos (REAL) initiative, DLA's leaders have made a commitment to visibly endorse proactive efforts to involve Hispanics in government. DLA hired a professional Corporate Recruitment Analyst to guide, coordinate and oversee the development of a professionally trained cadre of recruiters.

DLA has begun to partner with select Hispanic Association of Colleges and Universities (HACU) institutions. DLA also initiated a recruiting effort in Puerto Rico earlier this year that resulted in the hiring of 21 Hispanic interns into DLA's Corporate Intern Program (CIP). The Agency is continuing recruitment efforts with Historically Black Colleges and Universities.

The **Defense Threat Reduction Agency (DTRA)** has established partnerships with a number of colleges and high schools to encourage minority group members to participate in various Student Employment Programs. DTRA also developed partnerships with the Hispanic Association of Colleges and Universities, Historically Black Colleges and Universities, and minority institutions. Representatives of the Agency attended several job fairs during FY 2002, as well as the National IMAGE conference.

The **Department of Agriculture (Agriculture)** has a national team of recruiters who reach into every state and almost every county in the country. This recruitment team is made up of agency recruiters, hundreds of employees, five Hispanic Serving Institution Liaisons assigned geographically across the country, and senior managers and executives who volunteer to participate in major recruitment and outreach activities. To assist this team, USDA implemented the Career Intern Program in March 2002. This program has helped USDA recruit and hire top notch college graduates and individuals with experience. As of September 2002, USDA had hired a diverse population of 85 individuals, more than half of them women.

As a result of the overall recruitment effort, USDA hired almost ten thousand students in FY 2002, including 2,558 minority group members. Hispanic students increased almost 17 percent. USDA hired the second largest number of students of any Executive Department in the Federal government.

In September 2002, USDA participated in a national consultation with the Navajo Nation which involved 100 representatives from the Nation and over 60 USDA employees. More than 400 students, faculty, and parents attended the career fairs in Arizona and New Mexico. USDA has the third highest employment percentage of American Indians in the Federal government.

USDA's Food Safety and Inspection Service recruiters participated in 11 national or regional veterinarian conventions to explain employment opportunities. In addition, they made formal visits to 26 veterinary schools. Approximately 50 percent of the individuals contracted were women, and 38 percent of current applications are from women applicants.

USDA's Forest Service contributed \$250,000 to the Central California Consortium which works with underserved communities, primarily Hispanics in Central California.

USDA's National Agricultural Statistics Service in FY 2002 hired 62 individuals in four targeted occupational series (GS-1529 Mathematical Statistician; GS-1530 Agricultural Statistician; GS-2210 Information Technology Specialist; and GS-1531 Statistical Assistant). Of these new hires, 35 were minority group members and women represented 56 percent of the total.

The **Department of the Air Force (Air Force)** Personnel Center's Recruitment Division sponsored recruitment booths at a number of conferences, including National Image, the NAACP, Blacks in Government, DOD's Hispanic Heritage Month symposium, and the Hispanic Association of Colleges and Universities conference.

Outreach activities included addresses to high school and college students at the DOD Hispanic Heritage Month symposium.

A number of Air Force installations made specific contributions. For example, the Civilian Personnel Office (CPO) at Robins Air Force Base worked with a local Vo-Tech school to develop a program to increase the representation of minority group members and women in blue-collar occupations.

The **Department of Commerce's (Commerce)** Census Bureau and the National Institute of Standards and Technologies conducted recruiting activities at educational institutions and professional associations with significant minority group populations. The U.S. Patent and Trademark Office advertised job opportunities in the Winds of Change magazine to reach Native Americans, and placed recruitment advertisements in the professional journals Minority

Engineer and Woman Engineer.

Some DOC entities were active in outreach activities during FY 2002. The International Trade Administration (ITA) drafted a cooperative agreement with the United Negro College Fund Special Programs Corporation (UNCFSP)/Institute for International Public Policy (IIPP). The National Oceanic and Atmospheric Administration (NOAA) made a donation to the Washington Metropolitan Consortium of Students in Science, Mathematics and Engineering in exchange for the summer internship services of 11 local high school students. The National Weather Service's Native American Special Emphasis Program Manager spoke at predominantly Native American Wyola High School and arranged for job shadowing experiences for students there.

The **Department of Defense's (DOD HQ)** headquarters mailed copies of its CD-ROM "Worlds of Experience" to Historically Black Colleges and Universities and Hispanic Serving Institutions throughout the United States. This material is used as part of informal briefings to graduate school faculty and students to enhance their understanding of the PMI program and its opportunities. Managers and personnel specialists from the Department also participated in job and career fairs at a number of institutions, some with large, diverse populations. Faculty, staff, and students at these schools were also briefed about the PMI Program and top graduate-level students were encouraged to apply for the program.

DOD HQ continued to participate in the Hispanic Association of Colleges and Universities (HACU) National Internship Program by hiring six HACU interns. DOD HQ also continued to support the DC Youth Program by hiring 20 DC Youth summer interns. The Department expanded its support of hiring Native Americans by participating in the Washington Internships for Native Students (WINS) Program. The WINS Program offers Native American students an opportunity to gain work experience while learning firsthand the inner workings of a government agency.

The **Department of Education (Education)** hired twelve students as part of a unique summer program to commemorate the late Dr. Martin Luther King, Jr. and his contributions to civil and human rights in America.

The **Department of Health and Human Services' (HHS)** Asian American Pacific Islander Initiative (AAPIs) represents 8.8% of the employees in the Senior Biomedical Research Service.

The HHS Center for Medicare and Medicaid Services (CMS) has developed a CD ROM business card to introduce CMS with video, slide shows, music, narration, photos, and active links back to their web site. The Hispanic CD ROM will feature Hispanic employees and the use of Spanish language will be interspersed with the English language to establish a unique connection. The business cards will also be provided to CMS's senior leadership to hand out to prospective employees. CMS also granted approval for 20 full-time equivalents (FTEs) for managers that hire individuals from severely underrepresented groups. These FTEs do not count against the hiring component's FTE ceiling for one year.

The HHS Food and Drug Administration continues their Counter Terrorism Initiative to protect the nation's food supply, increase their presence along the border to conduct field exams and sample collection and analysis, and to increase domestic inspections and laboratory analysis. The Agency's Office of Regulatory Affairs, the Center for Food Safety and Applied Nutrition, and the Center for Biologics Evaluation and Research were given approximately 800 new positions to hire employees nationwide in mission-oriented occupations (chemist, consumer safety office, microbiologist and criminal investigator) at the GS-5 to GS-9 levels. The Agency hired 680 new employees, including 378 women and minority group members.

The **Department of Justice's (Justice)** Federal Bureau of Investigation (FBI) in FY 2002 spent approximately \$1.4 million towards national advertisements. These ads were placed in over 50 national, regional, and local minority and mainstream publications. As a result, the FBI hired 586 support employees for field offices and FBI headquarters positions. Of the 586 support employees hired, 27 percent were minority group members and 55 percent were women. As of September 2002, the FBI's support employee profile consists of 30 percent minority group members and 44 percent white women. In FY 2002, the FBI hired

916 Special Agents. The number included 27 Blacks (five women, 22 men); 30 Asian Americans (five women, 25 men); 57 Hispanics (11 women, 46 men); and five Native Americans (three women, two men). A total of 119 minority group members were hired during FY 2002. The Marshals Service has an Operation Shining Star (OSS) recruiting initiative designed to reach a qualified and motivated pool of applicants with prior military service. This resulted in the appointment of 136 Deputy U. S. Marshals, including 35 minority group members and seven women, five Blacks, 19 Hispanics, four Asian-Americans, and one Native American.

The **Department of Labor (Labor)** co-hosted the annual National Association of Hispanic Federal Executives (NAHFE) Summit which had the theme "Juntos Podemos-Together We Can." There were over 160 attendees who participated in a variety of workshops. The target audience was Hispanic Executives at the GS-15 and SES level. DOL also co-hosted with the Office of Personnel Management the first annual Asian Pacific American Federal Career Advancement Summit. The purpose of the Summit was to discuss methods of identifying and increasing the number of qualified Asian Pacific Americans for leadership and management positions in the Federal government. The Summit was attended by over 250 Federal employees from a diverse group of Federal agencies and geographic locations.

The **Department of State's (State)** external recruitment activities included diversity recruitment activities by Diplomats in Residence at universities with a significant minority enrollment. Marketing efforts at the Department's Offices and Bureaus included advertisements in publications with a diverse readership, advertisements on minority-focused web sites, and notices in institutional newsletters. Internal recruitment activities included the use of student employment programs, involvement of current employees in leadership programs, and use of the Welfare-to-Work Hiring Initiative.

The **Department of the Treasury's (Treasury)** Bureau of Alcohol, Tobacco and Firearms (ATF) reports that while minority group members make up ten percent of all serving SES individuals in ATF, minority group candidates make up almost 30 percent of all participants in the SES Candidate Program.

Treasury's Office of the Comptroller of the Currency (OCC) hired a National Recruitment Coordinator to assist the bureau in maximizing its efforts to recruit a more diverse workforce. OCC also drafted a National Recruitment Strategic Plan to guide the bureau in its recruitment efforts.

Treasury's Internal Revenue Service (IRS), in addition to its career web site, posted specific vacancy announcements with high profile web sites that reach a large, diverse population. Some of these sites included IMDiversity.com, CareerBuilder.com, CollegeRecruiter.com, Monster.com, IBig5.com, and AwesomeAccounts.com. IRS also continued to purchase banner impressions from a variety of sites, including Hispanic Online, the USA Latino Network, and IHispanio.com. The banner impressions provide a quick link to the IRS career web site.

In addition to the internet, IRS used several other strategies to find and attract employees to meet its operational needs. The ten IRS campuses continued to offer offsite testing in targeted communities, using the IRS-Mock Testing Program, to enable minority group applicants to practice taking tests. The Finders Fee Program, which rewards current employees for recruiting new hires, continued to be a viable recruitment tool. This program was responsible for approximately one-half of the new clerical hires during FY 2002.

The IRS Customs Service used professional advertising materials to support its FY 2002 recruitment efforts at a cost of more than \$200,000. In conjunction with its FY 2002 on-line efforts, the Customs Service established a system known as CareerFinder. CareerFinder allows interested applicants to view a vacancy announcement or public notice on-line through either the Customs Service or OPM USAJOBS web sites. CareerFinder also allows applicants to apply for jobs using the internet by answering a series of job-related questions; then the system is used to rate and rank the applicants.

The IRS Customs Service administered the Treasury Enforcement Agency Examination at the 2nd Annual Criminal Justice and Law Enforcement Exposition.

Similar to FY 2001, the Department hired over 25,000 employees (permanent, temporary, and seasonal) during FY 2002 using a wide range of appointing authorities. Four appointing authorities, however, accounted for 19,467 employees or 77 percent of the FY 2002 hires. The majority of these hires, 15,026, were appointed under the OPM delegated competitive examining authority. "Schedule A, Temporary Not Full-time Critical Hiring Need" accounted for 1,822 hires while "selections from civil service certificate of eligibles" accounted for 1,574 hires. "Agency-unique Schedule B Authority" rounded out the top four appointing authorities with 1,045 hires. Women accounted for 12,168 of the hires (62.5 percent) under these four appointing authorities; minority group members, accounted for 8,278 hires (42.5 percent).

Treasury's Internal Revenue Service employed 848 students under the High School Temporary Employment-High School Diploma Program. Women accounted for 494 (58.2 percent) and minority group members made up 277 (32.7 percent) of the 848 hires.

An **Environmental Protection Agency (EPA)** region required each Special Emphasis Program (SEP) to adopt a school under the Schools in Partners Program. Each SEP seeks out a school where the student population is at least 35 percent representative of the specific constituency.

The **Equal Employment Opportunity Commission (EEOC)** was subject to a hiring freeze during FY 2002. Of the 39 critical positions that the Commission filled during the year, 61 percent were filled by women and 51 percent by minority group members.

The **Export-Import Bank (Ex-Im)** continued proactive approaches at Hispanic recruitment and gained three Hispanic employees in its workforce between the end of FY 2001 and FY 2002. Over 20 schools on the West coast were included in recruitment efforts to reach students, faculty, and the Hispanic community. An expanded Tuition Assistance Program was used to provide assistance to 39 employees, 8 percent of whom were Hispanic.

The **Farm Credit Administration (FCA)** capitalized on its partnership agreements to hire seven interns through the Hispanic Association of Colleges and Universities (HACU) and five interns through INROADS, a non-profit organization that trains and develops talented young people of color for professional careers in business and industry.

The **Federal Communications Commission (FCC)** indicates that its recruiting efforts during FY 2002 focused on several basic strategies. The Commission made use of the FCC Engineer-in-Training program at colleges and universities that have a significant population of minority group members and women. The FCC also made use of special appointing authorities such as those related to students, veterans, and the agency's upward mobility programs.

The **Federal Trade Commission's (FTC)** recruiters visited a range of campuses that enroll a high percentage of minority group students and also produce highly qualified graduates. As a result, of the 61 attorneys and economists hired in FY 2002, 29 were women, five were Asian/Pacific Islander, four were Black and one was Hispanic. The FTC also used the Student Temporary Employment Program to bring minority students into the agency throughout the school year. Of the 70 students employed through STEP, 41 were women, 24 were Black, 6 were Asian/Pacific Islander and two were Hispanic.

FTC outreach activities included continued participation in the Partnership in Education (PIE) program. The partner schools during this fiscal year were Calvin Coolidge and Ballou High Schools. The FTC also hosted and provided instructors for the "Introduction to Legal Reasoning" course for minority law students entering the Washington, D.C. law schools.

The **General Service Administration (GSA)** reports that it has introduced several new outreach initiatives during FY 2002. One initiative was accomplished in tandem with GSA's transition to a web-based vacancy application process. An automated feature of the new system allows the agency to automatically issue notices of vacancies to minority organizations, including Historically Black Colleges and Universities and Hispanic colleges and Universities. The vacancy announcements include a link to GSA's job application website.

Recruiting initiatives pursued in GSA regional offices included advertising vacancies nationwide for positions in geographic areas that lacked a diverse population, making use of special hiring authorities such as the Training Agreement for Career Interchange, reengineering positions downward and filling them at multiple grade levels when possible, providing special attention and support to improve the retention of Welfare-to-Work employees, converting Worker-Trainees to career Federal employees, making use of the OPM Certification and GSA Recruitment programs, and sending representatives to university career fairs.

Even though the **Federal Retirement Thrift Investment Board (Board)** has only 106 employees, including seven students, the Board employs 52 minority group individuals, 26 of whom are in professional positions, and 72 women, 45 of whom are in professional positions.

The **Federal Trade Commission (FTC)** provided employees serving in administrative support positions with a Core Training Program (CTP). The aim of the program is to provide training and skills that will help employees become occupationally well-rounded and better prepared to explore new opportunities for professional growth and development. Of the 29 employees at grades GS-5 through GS-12 enrolled in the CTP, 28 were women and 26 were Black.

The **National Aeronautics and Space Administration (NASA)** is implementing its National Recruitment Initiative (NRI) by focusing on candidates, leveraging partnerships and alliances, and tailoring recruitment opportunities. For example, NRI funded a subscription service which allows candidates to sign up for automatic notification of vacancies for which they are interested. Also as part of NRI, their recruitment web site now showcases internet recruitment sources that cater to a diverse community. In addition, the NRI has contracted with internet recruitment sources to publicize NASA as an employer of choice to members of the diverse communities and to ensure that diverse candidates are aware of NASA job opportunities. NASA is developing a recruitment DVD for their on-site recruitment efforts with diverse communities. NASA has developed a CD- Rom recruitment card that links applicants directly to many NASA web sites-including a site that lists NASA jobs. The NASA Undergraduate Student Research Program (USRP), developed in FY 2001, now has 130 student participants. These were 67 women, including 29 minority group members and 17 Hispanic students. NASA identified scientific professional associations and established internet links to these associations' and universities' web sites through its NASAJobs website.

The **National Archives and Records Administration (NARA)** developed a list of student internship opportunities to serve as a recruiting tool to introduce students to potential long-term employment at NARA. This list was distributed at several career fairs and as a result NARA received 104 applications. Recruiting initiatives that were successfully pursued in GSA regional offices included advertising vacancies nationwide for positions in geographic areas that lacked a diverse population, making use of special hiring authorities such as the Training Agreement for Career Interchange, reengineering positions downward and filling them at multiple grade levels when possible, providing special attention and support to improve the retention of Welfare-to-Work employees, converting Worker-Trainees to career Federal employees, making use of the OPM Certification and GSA Recruitment programs, and sending representatives to university career fairs.

The **National Endowment for the Arts (NEA)**, during FY 2002, filled a GS-14 position with one Black man, and two Black women filled positions at the GS-6 and GS-7 levels. Additionally, ten of the 11 interns selected by the Arts Endowment were women.

In the **National Science Foundation (NSF)** minority group populations made up 19 percent of appointments to scientific and engineering positions at the GS-13 through GS-15 (and equivalent) levels. Women represented 53 percent of appointments to scientific and engineering positions at GS-13 through GS-15 (and equivalent) levels. In addition to its appointed Federal staff, NSF supplements its workforce by bringing in staff from universities, State and local governments, and Indian reservations to serve in assignments of up to four years through the Intergovernmental Personnel Act (IPA) Mobility Program. In FY 2002, those serving on IPA assignments to NSF included 49 women, two Native Americans, four Hispanics, 13 Blacks and 24 Asian/Pacific Islanders.

In FY 2002, NSF again participated in "Groundhog Job Shadowing Day", sponsored by the CIO Council's Information Technology (IT) Workforce Committee. This program pairs highly-motivated high school students with IT professionals (as mentors) to encourage continued interest in the IT profession with a focus on Federal IT employment. All of the student participants are minority group members.

The **Office of Personnel Management (OPM)** has as one of its strategic goals the establishment of OPM as a leader in creating and maintaining a sound, diverse, and cooperative work environment. OPM has developed a proposed OPM policy for the establishment of an agency-wide Federal Career Intern Program, which is designed to help attract and recruit exceptional individuals into a variety of occupations and to prepare them for careers that support OPM's mission of public service. OPM has increased the use of its exit survey to solicit information from separating OPM employees. This tool provides feedback to its supervisors and managers about why employees leave OPM. It is important in helping to improve the agency's overall work environment and enables OPM to do a better job recruiting and retaining a diverse population.

The **Social Security Administration (SSA)** has a comprehensive recruitment effort that involves advertising and establishing relationships with state employment offices, secondary education placement centers and vocational rehabilitation offices, designated regional recruitment hubs and multi-disciplinary teams with hiring authority who participate in job fairs and career days. SSA reports that the special initiatives used to increase workforce diversity include the Presidential Management Intern Program, White House Initiatives for Historically Black Colleges and Universities and Tribal Colleges and Universities, the Student Temporary Employment Program, and the Student Career Employment Program. In addition, SSA has made extensive use of the Outstanding Scholar Program and the bilingual hiring authority. All executive staff members receive monthly reports on the status of SSA's nationwide hiring efforts. SSA has been successful in recruiting more Hispanics and Asian Americans/Pacific Islanders during FY 2002.

The **Uniformed Services University of the Health Sciences (USUHS)** mailed copies of a video targeted toward graduate students interested in the Presidential Management Intern (PMI) program to Historically Black Colleges and Universities (HBCU) and Hispanic Serving Institutions (HSI). Managers and personnel specialists participated in job and career fairs at a number of institutions, some with large, diverse populations. Faculty, staff and students at these schools were also briefed about the PMI program and top graduate-level students were encouraged to apply for the program. The USUHS also has involved minority group employees in its Administrative Support Assistance Program.

Mentoring

The **Department of Agriculture (Agriculture)** expanded its FY 2001 mentoring program for employees with disabilities into a nationwide program for all employees. A diverse class of more than 60 USDA employees participated in the first mentoring class. Mentors and mentees will work together for an entire year with a key goal to improve the opportunities of mentees to move into hard to fill positions and positions with skill gaps.

The **Broadcasting Board of Governors' (BBG)** Office of Civil Rights sponsored the Agency's annual Mentoring Program. In the eight-month facilitative program, mentees attended career development training, participated in job shadowing, received one-on one and collective career counseling, and in several instances, took college-level courses. The racial and gender breakdown of minority participants was as follows: 14.2 percent Black men, 57.1 percent Black women, 7.1 percent Hispanic men, and 21.4 percent Hispanic women.

The **Department of Health and Human Services' (HHS)** Center for Disease Control (CDC) and Agency for Toxic Substances and Disease Registry (ATSDR) mentoring program, started in 1995, is a key component in the Agency's commitment to career enhancement of employees. Once a year, there is an opportunity for employees to apply as mentees (chosen by lottery) and to volunteer as mentors. Mentees are matched with mentors and are supported through a year of meetings and training. Currently, there are 33 women and three men mentees, of which twenty-eight are Black.

The **Department of Labor's (Labor)** Education and Training Administration implemented two mentoring programs. Participants in the Employee Mentoring Program included four Blacks, one Hispanic and eight women. Participants in the Management Mentoring Program included three Blacks, one Hispanic, and three women.

The **Farm Credit Administration's (FCA)** Career Intern Program employees were all provided with a summer mentor. The mentors attended one-day training sessions and were assigned collateral-duty performance standards along with their mentoring responsibilities. All employees, including minority group members and women, were given the opportunity to participate in the FCA mentoring program as either a mentor or a protégé.

The **Pension Benefit Guaranty Corporation (PBGC)** continued its mentoring program in FY 2002. Twenty-seven mentees (17 minority group individuals and 16 women) completed various mentoring programs. The selection process is underway for a new group of mentors composed of team leaders and supervisors.

The **Small Business Administration's (SBA)** Equal Employment Opportunity (EEO) director, a Hispanic woman, serves as the Senior Policy Advisor to the National Association of Hispanic Federal Executives (NAHFE). In this role, she networks with Hispanic special interests groups on issues and policies that affect Hispanic recruitment and employment. She serves as a committee member of NAHFE's Project Eagle, which supports the recruitment and development of qualified Hispanics into leadership positions in the Federal government.

Career Development Opportunities

The **Department of Energy's (Energy)** Nevada Operations Office continued a Succession Planning Program to allow employees in GS-14 and non-supervisory GS-15 positions to develop their potential to qualify for managerial positions. Of the 60 participants in the program, five percent were Black women, three percent were Black men, two percent were Asian/Pacific Island women, two percent were Asian/Pacific Island men, two percent were Hispanic women, and five percent were Hispanic men.

The **Department of Health and Human Services (HHS)** offers a six-month Aspiring Leader program, under the direction of the USDA Graduate school, designed for Federal employees at the GS-5 through GS-7 level who are seeking preparation as team leaders, supervisors, and managers. The program provides a foundation in team leadership skills and develops self-directed staff members. Out of 14 participants this year, 11 were Black women and two were Black men.

The **Department of Health and Human Services' (HHS)** Centers for Disease Control/Agency for Toxic Substances and Disease Registry has a long-term career development training program (more than 120 consecutive days) offered through non-Government institutions to selected employees at grades GS-11 and above. Currently, there are 18 employees in the program, including 11 women and two who are Black.

The **Department of Housing and Urban Development (HUD)** sponsored 201 women and 186 minority group members (GS-1 to GS-15) in formal government-wide career development programs. HUD sent 106 women and 120 minority group members (GS-1 through GS-15) to formal agency career development programs.

The **Environmental Protection Agency (EPA)** continues to have the EPA Intern Program (EIP) that was established in 1997 under the Agency's Workforce Development Strategy. This Intern Program is a comprehensive entry-level employment and career development program to recruit high-potential employees to become the next generation of EPA leaders.

The **Farm Credit Administration (FCA)** developed an EEO standard to be implemented in all employee performance plans during FY 2002. The standard measures the employee's support of agency policies related to EEO, diversity, and affirmative action. In addition, employees are evaluated based upon the degree to which they exhibit fairness in everyday interactions at work. Finally, the standard examines the employees' involvement in special emphasis programs and related activities that can assist the agency in realizing its diversity goals.

The **Department of Labor (Labor)** implemented a new SES Candidate Development Program, including these participants: 2 Hispanics, 2 Blacks, 1 Asian American/Pacific Islander, and 18 women. These candidates will be provided a series of intensive developmental assignments, including formal courses and seminars, and two 60-90 day details within and /or outside of the Department.

DOL expanded the pilot Management Development Program within the Office of the Assistant Secretary for Administration and Management to a Department-wide program for FY 2003. The Department will fill approximately 45 management development vacancies. DOL co-sponsored and hosted the annual NAHFE Summit at DOL. The target audience was Hispanic Executives at the GS-15 and SES level and its purpose was to plan strategies to increase the representation of Hispanics at the SES level.

The **Department of the Treasury's (Treasury)** Internal Revenue Service has many locations with Professional Development Centers staffed with Career Counselors for employees to complete self-development courses including a Skillssoft package of 260 self-development courses. Several offices provide onsite college courses through agreements with local universities.

Treasury's Customs Service has established an infrastructure for a nationwide distance learning program, which serves as a critical delivery mechanism to reach a widely dispersed, highly divergent workforce.

The **Department of Veterans Affairs (VA)** reported on the VA's career development efforts for FY 2002. Fifty-eight percent of the 1,120 employees enrolled in formal government wide career development programs were women; 22 percent were Black; seven percent were Hispanics; three percent were Asian/Pacific Islanders; and one percent were Native Americans. Fifty-six percent of the 11,566 employees enrolled in formal agency career development programs were women; 21 percent were Black; seven percent were Hispanics; two percent were Asian/Pacific Islanders; and three percent were Native Americans.

The **Farm Credit Administration (FCA)** developed an EEO standard to be implemented in all employee performance plans during FY 2002. The standard measures the employee's support of agency policies related to EEO, diversity, and affirmative action. In addition, employees are evaluated based upon the degree to which they exhibit fairness in everyday interactions at work. Finally, the standard examines the employees' involvement in special emphasis programs and related activities that can assist the agency in realizing its diversity goals.

The **National Archives and Records Administration's (NARA)** Strategic Plan calls for 100 percent of permanent employees to have Individual Development Plans by the end of FY2003.

During FY 2002 NARA created a Career Development Program for Archives Technicians. Employees in the archives technician series make up the largest group of NARA employees who need career enhancement opportunities. The program will consist of a combination of training classes and activities related to the use of computers, communication, cross-training and shadowing assignments. The combination of training classroom and real-life assignments will help the technicians understand the full range of archives activities and provide them with relevant experience. The program will be individualized and custom designed within program parameters to complement the overall individual development plan initiative at NARA.

NARA established a Career Development Resource Center (CDRC) using both onsite and online formats. The CDRC provides all NARA staff with central access to current information on Federal employment and upward mobility topics, as well as resources for broadening archival and managerial skills. The center enables staff to be proactive in developing their careers and to find practical information and models for completing job applications.

NARA's onsite CDRC provides print and tape materials from the library's holdings that address a wide variety of career/skills development topics, policies and procedures for applying for Federal employment, guides to writing a resume and KSAs, and model examples of completed applications.

NARA's online CDRC can be accessed from NARA's homepage. It includes employment and internship opportunities, library resources relating to career/skills development for managers and staff, web resources for government employment, tips for earning promotions in government positions and research tools for job searches.

The **National Endowment for the Humanities (NEH)** offers their employees two types of Career Development Activities: Independent Study, Research, and Development Program (ISRDP) and the Educational Opportunities for Career Development Program (EOCD). The ISRDP Program allows NEH employees to maintain professional competence and active scholarly lives. The EOCD Program provides for employees to compete for agency-paid, mission-related college level coursework.

The **National Science Foundation (NSF)** established the NSF Academy, which will develop a broad array of learning opportunities that will enable staff to perform critical functions of supporting NSF's vision, statutory mission, and goals. The Academy will partner with academic institutions, other government agencies, and external learning organizations to establish a competency-based curriculum providing continuous learning and career enhancement for staff at all levels.

During FY 2002, the NSF Academy premiered "The Career Planning Showcase" which offered seven modules for employees covering many areas of career development. Some of the components included: how to apply for a Federal job, managing your career, and interviewing.

NSF purchased FasTrac eLearning accounts that provide access to web-based e-learning courseware and a learning management system. Included with each account are over 1,600 courses (800 are business and professional classes and over 800 are information technology classes). Once enrolled, employees may take an unlimited number of on-line courses. eLearning provides employees easy access to training which can enhance performance and provide the tools needed for advancement.

The NSF After Hours program provides financial assistance to a limited number of competitively selected employees who wish to continue their education to advance their careers. In FY 2002 there are 62 employees enrolled in the program, of which 89 percent were Black women.

External training and development programs (e.g., Federal Executive Institute Program, LEGIS Program, Management Development Centers, USDA Graduate School New Leader Program, and USDA Aspiring Leader Program) were used as a means of preparing NSF employees for higher-level jobs. In FY 2002, 29 percent of the participants belonged to minority groups and 68 percent were women.

During FY 2002, 100 percent of NSF promotions in scientific and engineering positions at the GS-13 through GS-15 (and equivalent) levels involved women. Over 60 percent of all employees promoted in FY 2002 were Black.

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 2002. This section complements the summary of FEORP Initiatives.

Several agencies within the **Department of Agriculture (USDA)** targeted recruitment and employment of Hispanics through student intern and employment programs. APHIS, Rural Development, and Forest Service hosted a total of 35 HACU students this year (3, 6, and 26, respectively). FSA hired 34 students through the Student Intern Program. For the first time, FS recruited and selected two scholars in support of the Department's Hispanic Scholars program. Rural Development selected 11 Hispanic females as student volunteers, hired 15 Hispanics under the Student Temporary Employment Program, and selected two Hispanic employees to participate in the Department's Student Career Enhancement Program. The USDA has two full-time Departmental HEPMs at the GS-14 level and three at the GS-13 level. The HEPM serves as the program manager to the HAC.

The **Department of the Air Force (Air Force)** utilized internship programs to employ Hispanics and several installations established mentoring programs and partnerships with local schools. Hispanics encompassed seven percent (23 out of 345) of hires through the PALACE Acquire intern program and five percent (4 out of 83) of COPPER CAP program hires. Twenty-seven internships were awarded to students at HSIs. Also, seven percent of the employees who participated in agency and governmentwide career development programs were Hispanic.

The **Broadcasting Board of Governors (BBG)** has a Mentoring Program in which Hispanic employees made up 28.5 percent. Two HACU interns were employed at BBG during the summer of 2002. BBG also maintains Partnerships in Educational Programs with two senior high schools that have a large representation of Hispanic students.

The **Department of Commerce (Commerce)** recruits college-level interns through its Post-Secondary Internship Program (PIP). HACU institutions received 31 percent of the available FY 2002 funding and 22 HACU interns participated in PIP. DOC supports several mentoring and outreach programs that promote Hispanic and other students to pursue science, mathematics, engineering, and technology.

The **Commodity Futures Trading Commission (CFTC)** hired three Hispanic males: two into attorney positions and one into an IT Specialist position. A total of 118 students were hired under the Student Employment Program during FY 2002. Seven of them (5.9 percent) were Hispanic.

The **Defense Contract Audit Agency (DCAA)** employed and converted four HACU interns to permanent positions. Seventeen percent (8 of 49) of DCAA's Student Employment Program participants were Hispanic. DCAA continued to participate in Adopt-A-School programs across the country, mentoring young people through a variety of community organizations.

Three Hispanic employees participated in the **Defense Finance and Accounting Service (DFAS)** accounting intern program during FY 2002.

During FY 2002, the **Defense Intelligence Agency (DIA)** established partnerships and made recruitment efforts at several Hispanic Serving Institutions and other Hispanic organizations. The agency contracted the services of a public relations firm to reach Hispanic students at academic institutions. DIA established a Hispanic Employment Program Council, which served to enhance career development and programs for the Hispanic workforce through workshops on mentoring, training, and leadership skills. Trend analyses of quarterly agency employment data are being conducted. This fiscal year, a total of 20 Hispanics were hired, which accounted for 4.2 percent of new hires.

The **Defense Threat Reduction Agency's (DTRA)** HEPM and Human Resources officials reached out to the Hispanic community through participation in special programs, job fairs, special emphasis program conferences, and other educational forums in various locations of the country as well as maintaining partnerships with counselors at schools with large Hispanic populations. The Albuquerque location currently employs two HACU interns. Hispanic students comprise 90 percent of the student population employed through stay-in-school, cooperative education, and summer job programs at the New Mexico site.

The **Department of Defense Headquarters (DoDHQ)** participated in the Hispanic Association of Colleges and Universities (HACU) National Internship Program by hiring six interns.

The **Department of Education (Education)** used a unique summer program, the Martin Luther King, Jr. Scholar program, to hire twelve students, one of which was Hispanic. Under the Presidential Management Intern Program, two of seven hires were Hispanic and two Hispanic employees were converted. In addition, four of twenty-one employees hired under the Outstanding Scholar/Bilingual & Bicultural Program were Hispanic.

The **Department of Energy (Energy)**, in partnership with the Hispanic Scholarship Fund Institute, developed a university to career scholarship and internship program entitled "The Next Generation of Public Servants". In FY 2002, the Department granted \$689,000 for the program and eleven students were identified as participants. Several Operations Offices throughout the DOE participate in extensive outreach programs to foster interest in the Department and public service in general.

The **Environmental Protection Agency (EPA)** signed a Memorandum of Agreement with the University of Kansas Medical Center's Latino Math and Science Academy. The Agency also funded a grant project for \$30,000 for one year for Harvest America, a program that conducts outreach activities to educate Hispanic migrant farm workers on pesticide exposure and safety. The National HEPM and collateral duty HEPMs received training on work plan development and special emphasis program management. In FY 2002, the HEPM developed a Hispanic network under EPA's National Hispanic Outreach Strategy for the dissemination of information on employment, internship, training, and activities salient to the Hispanic community. The HEPMs also developed the National HEP

Work Plan to address specific implementation strategies concerning outreach, employment, career development, and training. The Agency continued to utilize student employment flexibilities by sponsoring 22 HACU interns, hiring one Hispanic Presidential Management Intern, and employing several Latino students in the Ann Arbor Lab's Student Career Experience Program.

Hispanics made up 17.9 percent (7 out of 39) of **Equal Employment Opportunity Commission (EEOC)** new hires.

The **Export-Import Bank (Ex-Im)** reports that three Hispanic employees were hired at the agency this Fiscal Year. Two PMI's were converted to career conditional appointments and one of two participants in the FY 2002 summer intern program was hired under the STEP. In addition, one Hispanic PMI was hired this year. The scope of the agency's Tuition Assistance Program was expanded to include "courses related to the mission of the Ex-Im Bank". As a result, three out of a total of 39 (or 8.0 percent) of the employees who received tuition assistance were Hispanic.

The **Farm Credit Administration (FCA)** utilized agency and governmentwide intern programs to recruit and develop Hispanic professional trainees. Seven students were hired through the HACU intern program. Six (50 percent) of the individuals hired under the agency's Examiner Career Intern and Policy Analyst Career Intern Programs were Hispanic. In addition, two Hispanic students were hired from the University of Texas Lyndon B. Johnson School of Public Policy.

The **Federal Communication Commission's (FCC)** visits to universities in Puerto Rico resulted in the hiring of two Hispanics, one of which was appointed under the FCC Engineer-in-Training Program. In addition, five Hispanics were appointed under the Student Career Experience Program and three employees were hired for their ability to speak, read, and write Spanish

The **Federal Maritime Commission (FMC)** hired one Hispanic out of twelve positions filled during FY 2002.

Several regions within the **General Services Administration (GSA)** have hired and promoted Hispanic employees this Fiscal Year. Regional efforts at the New England Region resulted in two Hispanic accessions. Four Hispanic students were hired at the Northeast and Caribbean Region under the Outstanding Scholar Program and the Student Career Experience Program (SCEP). Out of a total of 49 college students hired under the SCEP at the Great Lakes Region, 11 (22 percent) were Hispanic. At the Heartland Region, two Hispanics were promoted and one was hired. Finally, Hispanics represented 14 percent of new hires, 16 percent of student hires under the SCEP program, and 13 percent of the employees hired under the Federal Career Intern Program.

Various Departmental bureaus and administrations within the **Department of Health and Human Services (HHS)**, conducted a training program at 16 regional Education and Research Centers located at leading universities throughout the country, and funded 40 training project grants in over 20 states and Puerto Rico. The Department hired 41 Presidential Management Interns, 3 of which (7.3 percent) were Hispanic. Through HACU and other internship programs, including SCEP, Outstanding Scholar, the Staff Fellowship Program, and the Career Intern Authority, HHS hired 104 Hispanic students for summer internships and 94 students for Spring and Fall semester internships. At the Food and Drug Administration, six Hispanic students were converted to permanent positions and seven Hispanic employees participated in Career Development Programs. The National Institutes of Health selected a full-time HEP Manager during Fiscal Year 2002.

The **Department of the Interior (Interior)** requires that the performance plans for senior executives, managers and supervisors include elements related to significant accomplishments on diversity recruitment and career development. DOI established partnerships with national Hispanic organizations and Hispanic Serving Institutions to foster Hispanic recruitment, advancement, career development and retention within the federal workforce. DOI successfully uses the Student Employment Programs and entry-level leadership and career development programs as effective recruitment tools.

The **Department of Labor (Labor)** hired 35 employees under the Student Employment Programs hiring authority. The Department co-sponsored and hosted the annual National Association of Hispanic Federal Executives Summit on January 24, 2002. Two Hispanic participants were selected for the Department's

Senior Executive Service Candidate Development Program. DOL hired a new point of contact for Hispanic employment programs and maintains a tri0-fold directory that includes all DOL agency and regional collateral duty Hispanic Employment Program managers.

The **National Archives and Records Administration (NARA)** hired six Hispanic individuals in the professional, administrative, and clerical professions.

The **National Aeronautics and Space Administration (NASA)** Centers participate extensively and provide education and employment opportunities by conducting workshops for the NASA Scholars Internship participants (47 percent are Hispanic), awarding monetary grants to Hispanic Serving Institutions (HSI), tutoring Hispanic students at local schools, and assigning employees to serve as a faculty members at HSI. NASA continued to use the flexibilities of the Student Employment Program by hiring 12 students from Hispanic Serving Institutions. A Hispanic engineer participated in the Massachusetts Institute of Technology Project Management Program.

The **National Endowment for the Humanities (NEH)** hired one Hispanic into a permanent position as a Humanities Administrator during FY 2002.

The **National Labor Relations Board (NLRB)** utilized Special Emphasis Program Coordinators in each region help to recruit Hispanics for Field Attorney and Field Examiner positions. The Agency hired Hispanic students for these positions under the Agency's Student Internship Program.

The **National Science Foundation (NSF)** continues to advertise employment vacancies in publications and websites that target Hispanics and utilize student programs to introduce NSF careers to the Hispanic community. Eleven Hispanic students participated in the HACU Intern Program and two were employed through the Student Employment Program.

The **Department of the Navy (Navy)** conducted an Executive Career Planning Seminar for Hispanic employees in grades 13-15 and the Senior Executive Service that provided career planning strategies and other career enhancement techniques. In addition, two Hispanic interns entered the Presidential Management Intern program at Navy.

The **Nuclear Regulatory Commission's (NRC)** agency-wide Nuclear Safety Intern Program is a two-year developmental program that provides formal and on-the-job training and rotational assignments to qualified employees. The program focuses on entry-level women, minorities, and people with disabilities. Hispanic employees have comprised 25-30 percent of the individuals who have participated in the first two classes.

The **Office of Personnel Management (OPM)** hired one Hispanic under the Presidential Management Program. Coordinated, sponsored and hosted a forum on Federal careers for Washington, D.C. metropolitan area HACU summer interns. Provided on-the-job training and educational opportunities for 24 HACU interns. A Hispanic female participated in the six-month developmental USDA New Leader Program.

The **Pension Benefit Guaranty Corporation (PBGC)** hired 5 HACU interns and approximately 50 employees volunteered their time to mentor students at the local Thompson Elementary School, whose students are 47 percent Hispanic. PBGC is also creating a database of Hispanic students contacted at college and university job fairs and reviewed recruitment packages for translation into Spanish.

The **Small Business Administration (SBA)** provided training and consulting services to 40,636 Hispanic individuals in FY 2002, compared to 29,022 in FY 2001 (an increase of 40 percent). Seventy-nine employees participated in career development programs, including five Hispanics (6.3 percent). SBA has a collateral duty Hispanic Employment Program manager.

At the end of this Fiscal Year, Hispanics comprised 11.2 percent of **Social Security Administration's (SSA)** workforce; including 123 Hispanic participants in the student employment programs (18.4 percent). During FY 2002, 594 (or 17.3 percent) of SSA's new hires were Hispanic. The agency utilized the Outstanding Scholar program and the bilingual hiring provision to hire Hispanics, where the Hispanic representation in each program was 23.5 percent and 61.1 percent, respectively. To increase Hispanic representation in the PMI program, SSA established a committee of PMIs charged with identifying schools with high Hispanic populations. In terms of career development, Hispanics comprised 15.2 percent of the Leadership Development Program participants.

The **Department of the Treasury (Treasury)** instituted a Vacancy Referral Program in conjunction with its Hispanic Employment Initiative to increase the Hispanic candidate applicant pool and increase the Department's visibility in the Hispanic community. Hispanic Treasury bureau employees participated in various career development programs, such as: Federal Executive Institute, Customs Tuition Program, Harvard University Senior Executive Service Development Program, Customs Mid-Level Managers Course, Customs Supervisory Seminar, Treasury Executive Institute and Support Staff Conference. The Department's Bureau of Alcohol, Tobacco and Firearms (ATF) reported that 4.5 percent of FY 2002 new hires were Hispanic. The ATF hosted one HACU student, employed six Hispanic students through the Student Employment Program, and five Hispanic students participated in the ATF student volunteer service program. In addition, the ATF continues to educate children in predominantly Hispanic communities through the ATF Gang Resistance, Education and Training Program.

In FY 2002, the **Department of Veterans Affairs (VA)** established a Youth Initiative Program to introduce minority students to role models and mentors who will inspire them to remain in school and pursue a postsecondary education. Fifty-three students participated in this initiative, most of whom were Hispanic. VA hosted 65 HACU interns in their Summer and Fall Hires Program. Seventeen employees were selected for the Department's Senior Executive Service Candidate Development Program. Four of these candidates (24 percent) were Hispanic. Also, under an Intergovernmental Personnel Act, VA provided the National Association of Hispanic Federal Executives with a full-time program manager from June 2001 through December 2002 to develop a strategic plan and embark on initiatives to increase Hispanic representation in Federal service.

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 Logistics Agency
Defense Threat Reduction Agency
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
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, 2002. 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 is not the entire FW. This report covers only permanent employees in those nonpostal Federal Executive Branch agencies participating in the CPDF, and is further limited to workers in General Schedule and Related (GSR) pay plans, blue-collar pay plans, and employees at Senior Pay levels. All reference made to the General Schedule pay plan in this report actually refers to General Schedule and Related (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 GSR and blue-collar permanent employees are displayed in this report.

Note that some agencies such as the Securities and Exchange Commission, 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, and are not covered by the Federal Equal Opportunity Recruitment program. Moreover, during 2002, there has been a Government-wide shift toward white-collar employment away from the General Schedule and into new pay plans that are not relatable to the General Schedule and, as a result, are also not covered by this program. This trend affects both new and on-board employees and influences statements made in this report. For example, we note a decline in Black employment, however upon closer examination, we found that the Securities and Exchange Commission converted all of its employees that were under the General Schedule and Senior Executive Service pay plans last year to pay plans "SK" and "SO" in 2002. This shift accounts for more than half of the "decline" in Black employment from September 30, 2001 to September 30, 2002. Also, the new Transportation Security Administration's over 30,000 employees are mostly in a new "SV" pay plan; therefore, although TSA meets the criteria of a minimum of 500 employees for inclusion in Federal Workforce data presented in this report, their use of pay plans that are not relatable to the General Schedule precludes their inclusion in our analyses. These changes are especially important when interpreting statistics in this report. Much of the diversity in certain agencies may have shifted to non-GSR pay plans. As a result, not only are those groups not reflected in this report, but their exclusion may negatively affect the reported representation of minorities in such agencies.

The **Civilian Labor Force** (CLF) data are derived from the Bureau of Labor Statistics September 2002 *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).