

**MEMORANDUM OF UNDERSTANDING**

**between the**

**U. S. DEPARTMENT OF THE INTERIOR**

**and**

**ASIAN AMERICAN GOVERNMENT EXECUTIVES  
NETWORK**

**Memorandum of Understanding (MOU)**  
**between the**  
**U. S. Department of the Interior (DOI)**  
**and**  
**Asian American Government Executives Network (AAGEN)**

**I. PARTIES**

The parties of this Memorandum of Understanding (MOU) are the U.S. Department of the Interior (DOI) and the Asian American Government Executives Network (AAGEN).

**II. PURPOSE**

The purpose of this MOU is to establish a commitment to engage in and sustain a partnership between the DOI and the AAGEN. This MOU is a living document designed to provide the framework to identify mutual interests, opportunities, and concerns and help develop and implement mutually supportive solutions to ensure equality of opportunity, access to employment, and career enhancement opportunities that will enable Asian Americans and Pacific Islanders (AAPIs) to compete for positions in the senior management of the DOI.

**III. OBJECTIVES**

- A. Increase awareness of the DOI as an employer of choice.
- B. Increase awareness of DOI's programs and service delivery.
- C. Improve recruitment, hiring, promotion, and retention of a diverse workforce with emphasis on the AAPI community through increased targeted recruitment efforts to the AAPI community. Identify ways to foster the recruitment, career development, and advancement of AAPIs in the Federal Government in support of obligations under Executive Order 13125 - Increasing Participation of Asian Americans and Pacific Islanders in Federal Programs.
- D. Promote diversity and inclusion, with emphasis on the AAPI community and culture in support of obligations under Executive Order 13583 - Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce.
- E. Increase opportunities for the AAGEN to work with DOI components to assist in recruiting, retaining, developing, and promoting AAPIs into leadership positions.

#### **IV. RESPONSIBILITIES**

##### **A. The DOI will:**

- 1) Assign in accordance with their respective programs, the DOI Office of Human Resources and the Office of Civil Rights responsibilities for coordinating activities, programs, outreach, and events with the AAGEN under this MOU. In addition, these offices will collaborate with professional organizations whose mission is to advance and promote Federal employment for underrepresented populations; thereby to develop strategic approaches for recruitment, retention, outreach, training, and advancement.
- 2) Solicit input from the AAGEN when developing DOI strategies for outreach and recruitment to the AAPI community.
- 3) Advise DOI components about this MOU, and enlist their participation in the implementation.
- 4) Announce and promote DOI employee participation in the AAGEN's national conference and training events.
- 5) To the extent permitted by law, fiscal policy, and availability of funds, support AAGEN's national leadership and training programs.
- 6) Participate in regular discussions with the AAGEN to assess progress in building and maintaining a collaborative partnership.
- 7) Solicit from the AAGEN feedback and support on initiatives and measures relevant to the White House Initiative on Asian American and Pacific Islanders.
- 8) Provide information concerning diversity recruitment and outreach events, senior executive service scholarship and grant opportunities, student internships, career enhancement programs, and developmental opportunities in the DOI including publicly available employment data and statistics to the AAGEN when requested.

##### **B. The AAGEN will:**

- 1) Make general recommendations to the DOI on Best Practice initiatives that address concerns affecting the recruitment, on-boarding, training, career development, promotion, underrepresentation, and retention of AAPIs especially as it relates to higher levels of government.
- 2) Advise its internal and external affiliates and component offices about this MOU, and enlist their participation in the implementation.
- 3) Provide mentorship, coaching, and information about networking opportunities for targeted DOI AAPIs that could lead to senior executive service.

- 4) Assist the DOI in fostering partnerships with organizations (i.e., schools, civic organizations, associations, faith-based organizations, etc.), for purposes of networking, outreach, and recruitment.
- 5) Provide the DOI the opportunity to participate in and make available exhibit booth space at recognized national, regional, and local training conferences and exhibits to further the DOI's various policies and program objectives.
- 6) Participate in regular discussions to assess progress in building and maintaining a collaborative partnership.
- 7) Provide DOI feedback regarding the White House Initiative on Asian Americans and Pacific Islanders.

#### **V. DOI/AAGEN LEADERSHIP GROUP**

The DOI and the AAGEN shall jointly establish a DOI/AAGEN Leadership Group to develop a plan for implementing this MOU. The U.S. Geological Survey will serve as the Lead Bureau for the DOI in implementing this MOU.

The Leadership Group shall consist of an equal number of members from the DOI and the AAGEN. The DOI and the AAGEN shall appoint co-Chairs for the Leadership Group. The DOI/AAGEN Leadership Group shall meet on a scheduled basis as determined by the members.

Nothing stated in this MOU shall be construed to provide to the AAGEN the ability to influence DOI policy or management decisions in a manner that may implicate the Federal Advisory Committee Act or the AAGEN's performance of inherently governmental functions. The parties must be mindful of the fact that, although the AAGEN will provide pertinent input to DOI managerial and policy decisions affecting the subject of this MOU, such decisions and their implementing actions do and will remain within the sole purview and discretion of the DOI.

#### **VI. COSTS**

Nothing herein shall be construed as obligating the DOI or the AAGEN to expend funds or devote a certain amount of personnel time and effort in furtherance of the purposes and responsibilities set forth in this MOU, except as agreed to in writing by the parties. All expenditures by the DOI are subject to the availability of appropriated funds.

Any program or cooperative efforts conducted under this MOU will be in compliance with nondiscrimination laws as contained in Title VII of the Civil Rights Act of 1964, as amended, and the 1978 Civil Service Reform Act, as amended, and appropriate implementing Executive Orders.

**VII. PUBLIC STATEMENTS PERTINENT TO THE MOU AND RELATED ACTIVITIES**

The AAGEN shall not publicize or otherwise circulate promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts, or other publications) which state or imply governmental, Departmental, bureau, or government employee endorsement of a product, service, or position which the AAGEN represents unless permission has been granted by the DOI.

**VIII. EFFECTIVE DATE**

This MOU shall become effective upon the date that the last signature is affixed hereto. It shall remain in effect for a period of five years or until modified or terminated. This MOU may be modified or amended upon written consent of all parties or may be terminated at any time by any party upon 60 days written notice to the other parties. The parties agree to review and evaluate the effectiveness of this MOU annually.

**IX. KEY OFFICIALS**

The key persons responsible for implementation of this MOU shall be as follows or their designated representatives:

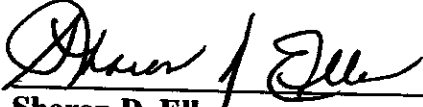
Sharon D. Eller  
Director, Office of Civil Rights  
U.S. Department of the Interior

An-Ming "Tommy" Hwang  
Chair, Asian American Government Executives Network

Marcia McNutt  
Director, U.S. Geological Survey

**X. SIGNATURES**

**United States Department of the Interior**

  
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**Sharon D. Eller**  
**Director, Office of Civil Rights**


8 November 2011  
**Date**

**Asian American Government Executives Network**

  
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**An-Ming "Tommy" Hwang**  
**Chair**

November 8, 2011  
**Date**

**U.S. Geological Survey**

  
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**Marcia McNutt**  
**Director**

Nov 8 2011  
**Date**

These persons may delegate their authority and responsibility hereafter.