



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON, DC 20350-1000

SECNAVINST 12720.8
ASN(M&RA)/DASN(CP/EEO)
28 August 2002

SECNAV INSTRUCTION 12720.8

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY CIVILIAN HISPANIC EMPLOYMENT
PROGRAM

Ref: (a) Executive Order 13171 of 12 Oct 2000
(b) SECNAVINST 12273.1 of 16 Mar 99
(c) SECNAVINST 12720.5A of 8 Apr 92

1. Purpose. To establish Department of the Navy (DON) policy for the Civilian Hispanic Employment Program, in compliance with reference (a).

2. Background. Hispanic Americans have been and continue to be underrepresented in the DON civilian work force. Reference (a) affirms ongoing efforts and recommends additional actions to eliminate the underrepresentation of Hispanics in the Federal work force.

3. Policy. It is DON policy to recruit qualified individuals from appropriate sources in an effort to achieve a work force drawn from all segments of society. The DON is committed to eliminating the underrepresentation of Hispanics by establishing and maintaining a program for the recruitment and development of Hispanics across all career fields and at all grade levels until full representation is achieved.

4. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs), as the Director of Equal Employment Opportunity, is responsible for overall program direction.

b. The Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DASN(CP/EEO)) is responsible for:

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- (1) Providing program administration and oversight;
- (2) Serving as chair of the DON Advisory Council on Hispanic Employment (ACHE);
- (3) Monitoring, analyzing, and assessing the success of the program at all levels; and
- (4) Submitting required reports.

c. The ACHE serves under the sponsorship of the DASN(CP/EE0) to support the DON goal of increasing Hispanic representation in the civilian work force. The Council, made up of Hispanic leaders, supervisors and managers, recommends actions and supports the DASN(CP/EE0) on all issues related to Hispanic employment. The Council members serve as role models and mentors to the Hispanic work force.

d. Echelon 1 and 2 commands are responsible for ensuring this policy is implemented within their respective organizations by:

- (1) Developing and implementing plans and programs in support of the policy established by this instruction;
- (2) establishing and issuing command objectives that address the elimination of underrepresentation of Hispanics in the command;
- (3) considering the appointment of Hispanic Federal executives to rating, selection, performance review, and executive resources panels and boards; and
- (4) ensuring that performance plans for senior executives, managers, and supervisors include language related to significant accomplishments in diversity recruitment and career development.
- (5) Ensuring that sufficient program resources are available to staff and implement a viable program that addresses activity and command objectives to eliminate Hispanic underrepresentation.

(6) Identifying and eliminating at subordinate commands and activities, any systemic barriers to the effective recruitment and consideration of Hispanics, including but not limited to:

(a) ensuring that the area of consideration for recruitment is broad enough to establish a diverse pool of applicants; and

(b) ensuring that selection factors are appropriate and achieve the broadest consideration of applicants and do not impose barriers to selections based on non-merit factors.

(7) Evaluating command and activity support of the policy established by this instruction, including but not limited to efforts by subordinate activities to:

(a) establish a diverse pool of applicants through the use of innovative recruitment techniques such as student employment programs;

(b) ensure that selection factors are appropriate and achieve the broadest consideration of applicants and do not impose barriers to selections based on non-merit factors.

(8) Reporting significant accomplishments, best practices and areas of improvement in Hispanic employment as a part of their report on Equal Employment Opportunity in accordance with reference (b).

e. Command Deputy Equal Employment Opportunity Officers are responsible for:

(1) Providing direct support to their respective commands and activities;

(2) Overseeing development, implementation, management, and evaluation of field activities' Hispanic Employment Programs; and

(3) Advising the Echelon 1 and 2 commands on the success of their activities in meeting command objectives.

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(4) Working with commands and activities to:

(a) Improve outreach efforts to include organizations outside the Federal government in order to increase the pool of candidates;

(b) Promote participation of Hispanic employees in management, leadership, and career development programs;

(c) Ensure that managers and supervisors receive periodic training in diversity management in order to carry out their responsibilities to seek and maintain a diverse work force; and,

(d) Reporting efforts that reflect a continuing priority for eliminating Hispanic underrepresentation and achieving work force diversity goals, through the reporting requirements in reference (c).

5. Action. The heads of Echelon 1 and 2 commands shall develop plans and issue guidance to their subordinate commands for eliminating the underrepresentation of Hispanics. Copies of plans and guidance will be provided to the DASN(CP/EEO) within 90 days of issuance of this instruction.

Gordon R. England
Secretary of the Navy

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