



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, November 29, 2000

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: Janice R. Lachance Director

Subject: Executive Order 13171, Hispanics Employment in the Federal Government

On October 12, 2000, the President signed Executive Order 13171 (copy attached), affirming our need to improve the representation of Hispanics in Federal employment. This will help achieve a Federal workforce drawn from all segments of society. The Order notes that Hispanics remain underrepresented in the Federal ranks, making up only 6.4 percent of the Federal civilian workforce. This is roughly half of their total representation in the civilian labor force. The executive order affirms ongoing policies and recommends additional ones to eliminate this underrepresentation.

The President's Executive Order 13171 calls for the head of each executive department and agency to establish and maintain a program for the recruitment and career development of Hispanics in Federal employment. The agency programs should include a recruitment plan, efforts to assess and eliminate any systemic barriers to the effective recruitment and consideration of Hispanics for Federal jobs, improved outreach efforts, developmental opportunities, and accountability. The programs should ensure the implementation of the goals contained in OPM's September 1997 Hispanic Employment Nine-Point Plan and the March 1999 Report to the President's Management Council on Hispanic Employment, among other actions. Each agency program should incorporate actions under the Executive Order as strategies for achieving workforce diversity goals in the agency's Government Performance and Results Act (GPRA) Annual Performance Plans.

In accordance with the provisions in Executive Order 13171, the U.S. Office of Personnel Management (OPM) is establishing an Interagency Task Force composed of agency officials at the Deputy Secretary level, or their equivalent, to represent each major Federal department and independent agency. This Interagency Task Force will provide the cooperative framework for implementing Executive Order 13171 throughout the Federal Government. OPM will issue an annual report with findings and recommendations to the President on the progress made by agencies on matters related to this order.

Please provide the name of your agency representative to the Interagency Task Force by December 15, 2000, to Maria Mercedes Olivieri, Assistant Director, Office of Diversity, OPM, 1900 E Street, NW, Room 2445, Washington, DC 20415. Please have your staff contact Ms. Olivieri, regarding any questions about this important initiative. She may be reached on (202) 606-1059, or fax (202) 606-0927.

Attachment