



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, October 4, 2002

MSG-072a

**MEMORANDUM FOR: Directors Of Human Resources And Equal Employment Opportunity**

FROM: Richard A. Whitford, Acting Associate Director for Employment

Subject: National Association of Hispanic Federal Executives (NAHFE) 11th Annual Executive Leadership Development and Diversity Training and Recruiting Conference

The National Association of Hispanic Federal Executives (NAHFE) will hold its 11th Annual Executive Leadership Development and Diversity Training and Recruiting Conference in Washington , DC on November 20-22, 2002. This year's theme is "*Hispanic Executives: A Legacy of Excellence and Achievement.*"

President Bush recognizes that the strength of this country depends on utilizing all of its human capital resources and he is committed to making sure that the Federal workforce reflects the full diversity of the American people.

NAHFE is a private nonprofit professional organization of Federal supervisors, managers, and executives. NAHFE was incorporated in 1984 in Washington , DC . Membership in NAHFE is open to all Federal civilian and military personnel at the GS-13 (equivalent military rank is Major) and above grade level including personnel at the Senior Executive Service (SES) level. Its primary goal is to enhance the opportunities for Hispanics to serve in high level positions in public service.

NAHFE has structured an informative agenda for the conference. Topics such as Preparing for the Senior Executive Service; Assessment of Executive Skills and Abilities; Hispanic Employment Initiatives, Best Practices; and Career Preparation and Strategies for Advancement are just a few of the subjects that will be covered at the conference. The objective of the NAHFE Training Conference is to provide cutting edge career development training for Hispanic Americans in the Federal Government.

The U.S. Office of Personnel Management encourages your participation at this conference. Director Kay Coles James supports NAHFE's efforts and sees the conference as a viable training and career development activity. For additional information and conference updates, please contact the organization by e-mail at [nahfe@cs.com](mailto:nahfe@cs.com), or visit NAHFE's web site at: [www.nahfe.org](http://www.nahfe.org).