



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, October 31, 2003

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

FROM: Kay Coles James  
Director

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

The National Association of Hispanic Federal Executives (NAHFE) will hold its Twelfth Annual Executive Leadership Development and Diversity Training and Recruiting Conference in Orlando Florida on November 18-21, 2003. This year's theme is "Opening the Doors for Hispanic Leadership in the Federal Government." The Conference will focus on key issues affecting Hispanic underrepresentation in the Federal Government and provide a forum for sharing lessons learned across government. Conference participants will address key human capital issues including: preparing for the Senior Executive Service (SES); succession planning; effective leadership; strategies for success; empowerment of Hispanic women; and ethics.

NAHFE is a private nonprofit professional organization of Federal supervisors, managers, and executives incorporated in 1984 in Washington, DC. Membership 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 SES level. NAHFE's primary goal is to enhance the opportunities for Hispanics to serve in high level positions in public service.

The U.S. Office of Personnel Management supports NAHFE's efforts and encourages agency participation at this conference. Widest dissemination of this Memorandum is encouraged within your agency. Conference information and online registration are available at [www.nahfe.org](http://www.nahfe.org). You may also contact NAHFE at (703) 787-0291 or by email at [nahfe@cs.com](mailto:nahfe@cs.com).

cc: Chief Human Capital Officers