



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, May 20, 2009

MEMORANDUM FOR: Directors Of Human Resources And Equal Employment Opportunity

FROM: Nancy H. Kichak
Associate Director
SHRP

Subject: Ninth Annual Report to the President on Hispanic Employment

In compliance with Executive Order 13171, the U.S. Office of Personnel Management will prepare its ninth annual report to the President on Hispanic Employment in the Federal Government. We are asking Federal agencies to identify effective and innovative human capital practices used to recruit and retain talented and skilled citizens, including Hispanics, for their workforces.

Please submit your agency's report using the attached outline by close of business on October 9, 2009. If you have any questions, please contact Carmen Andujar at (202) 606-1164, or Carmen.Andujar@opm.gov. You may email your response, or fax it to (202) 606-2329, Attn: Carmen Andujar, or mail it to the following address:

U.S. Office of Personnel Management
Center for Talent and Capacity Policy
Division for Strategic Human Resources Policy
ATTN: HISPANIC EMPLOYMENT REPORT
1900 E Street, NW, Room 6500
Washington, DC 20415-9000

Attachment

Report on Hispanic Employment in the Federal Government Fiscal Year 2009

Please describe your agency's practices in strategic human capital management and planning that best help improve the recruitment, career development, and retention of a diverse workforce, including Hispanics. You should include outreach strategies, recruitment strategies, internship programs, partnerships with organizations outside the Federal Government, and special activities to increase the number of diverse candidates for entry-, mid-, and senior-level positions.

When describing your agency's human capital management practices, please address the following:

1. **Community Outreach**
Supporting and implementing the White House Initiative on Educational Excellence for Hispanic Americans.
Providing information on Federal employment opportunities to students, faculty, and diverse communities, including Hispanics.
Promoting your agency and/or the Federal Government as an "Employer of Choice."
2. **Recruitment**
Utilizing student educational employment programs and internships (e.g., Student Career Experience Program, Student Temporary Employment Program, Federal Career Intern Program) to ensure Federal employment opportunities are extended to a broad array of sources for entry-level positions.
Using the Presidential Management Fellows (PMF) Program for recruiting and advancing graduate and professional school graduates, including Hispanics.
Participating in intern programs to recruit new talent directly.
3. **Career Development**
Promoting participation of all employees, including Hispanics, in management, leadership and career development programs.
Developing mentoring programs to motivate employees, including Hispanics, to pursue higher education and careers with the Federal Government.
4. **Accountability**
Accountability includes senior executives and managers' involvement in all phases of recruitment, outreach, and retention of a high-quality workforce drawn from the diversity of this nation. These human capital responsibilities are linked to the performance of managers and supervisors.

Ensuring that agency managers and supervisors receive periodic diversity training to carry out their human capital responsibilities.