



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES

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Human Resources

OCT 14 2005

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

Dear Sir/Madam:

In response to your memorandum of September 8, 2005, the Office of the Secretary of Defense/Washington Headquarters Services (OSD/WHS) submits the FY2005 annual report to the President on Hispanic Employment in the Federal Government. This report covers the following organizations:

Office of the Secretary of Defense
Joint Staff
Defense Advanced Research Projects Agency
Defense Legal Services Agency
Defense Security Cooperation Agency
Missile Defense Agency
Pentagon Force Protection Agency
American Forces Information Service
Defense Prisoner of War/Missing Personnel Office
Defense Technology Security Administration
DoD Counterintelligence Field Activity
DoD Test Resources Management Center
Office of Economic Adjustment
TRICARE Management Activity
U.S. Court of Appeals for the Armed Force
Washington Headquarters Services

In FY2005, OSD/WHS Hispanic representation increased to 3.16 percent (194) of the total workforce (6,128)¹ compared to 3.03 percent (173) of the total workforce (5,720) in FY2004. Although Hispanic representation remains below the national civilian labor force (CLF) rate of 10.60 percent², our diversity recruitment efforts resulted in a 3.10 percent increase in Hispanic new hires.

¹ The total workforce includes all appointment types—permanent and non-permanent.

² See Census 2000 EEO Tool at www.census.gov/eo2000.



The following summarizes WHS/OSD's ongoing efforts, accomplishments and future initiatives to promote the agency's goal of increasing the representation of Hispanics in the workforce.

On-going efforts:

- Visit several of the top universities and colleges with a notable Hispanic student population. These include: Stanford; University of California, Los Angeles; University of California, Berkeley; Rice University; University of Texas; University of California, Santa Barbara; University of Miami; University of Arizona; Arizona State University; University of New Mexico and Florida International University.
- Post all annual affirmative employment reports (including the Hispanic Employment Report) on the agency's main website for access by employees and the public.
- Participate in the Recruiters Consortium sponsored by the Department of Defense (DoD), Civilian Personnel Management Service (CPMS). A major goal of the Consortium's charter is to identify new sources of recruitment in order to increase Hispanic representation in the Federal workforce.

Accomplishments:

- Designed and piloted an applicant flow web-based system to capture race and national origin on applicants applying for positions within WHS/OSD . The collection of this data will be used to facilitate targeted external recruitment efforts.
- The EEO Director briefed WHS/OSD senior leadership on the agency's demographic profile, and highlighted Hispanic participation rates as compared to other groups.
- Hired four interns via the Hispanic Association of Colleges and Universities (HACU) program.

Future Initiatives:

- Recruit for Special Emphasis Program Managers (SEPMS), to include a Hispanic Employment Program Manager.
- Create a Diversity Council comprised of SEPMS and senior management officials to address diversity recruitment and initiatives.

- Explore participation in the new Senior Executive Federal Candidate Development Program at OPM to assist in targeting a more diverse pool of Senior Executive Service candidates.
- Participate in the DoD Civilian Career Fair Extravaganza. Two career fairs are scheduled for October 2005 at the Polytechnic University of Puerto Rico and University of Puerto Rico, Mayaguez Campus.
- Advertise in Hispanic journals, such as the Hispanic Network Magazine and Hispanic Career World.
- Post agency job announcement on the HACU web site.

Due to military deployment of the agency's SEPM, the recruitment of collateral duty SEPMs and the establishment of a Diversity Council were temporarily deferred and will be revitalized in fiscal year 2006.

Please direct questions concerning this report to Ms. Aida Muccio, Acting Assistant Director, Equal Employment Opportunity Programs Division on (703) 699-1805.

Sincerely,



Janet E. Thompson
Director