



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



HUMAN RESOURCES

OCT 14 2004

Ms. Janet Grubbs  
Civilian Personnel Management Services (CPMS)  
1400 Key Boulevard  
Arlington, VA 22209-5144

Dear Ms. Grubbs:

This transmits our FY04 Federal Equal Opportunity Recruitment Program (FEORP) report. The following organizations are covered by this report:

Office of the Secretary of Defense  
Joint Staff  
Defense Advanced Research Projects Agency  
Defense Legal Services Agency  
Defense Security Cooperation Agency  
Defense Prisoner of War/Missing Personnel  
Missile Defense Agency  
American Forces Information Service  
TRICARE Management Activity  
Office of Economic Adjustment  
Washington Headquarters Services  
U.S. Court of Appeals for the Armed Forces

The following information includes ongoing efforts, accomplishments, and future plans to increase the representation of minorities and women in the work force. Also, attached are the Annual FEORP Plan Certification-Office of Personnel Management (OPM) Form 1508 and two charts of data regarding the number and percentage of employees who attended Agency and Government-wide career development programs.

Internal and External Recruitment Strategies

We continue to use the interactive CD-ROM, "Worlds of Experience," for external recruitment purposes. We have also acquired a new CD-ROM entitled "Civilians Working for National Defense" which is geared toward general recruitment efforts. This CD-ROM is used to inform participants at Career and Job fairs at national-level conferences, colleges, and universities about the wide gamut of job opportunities within the Office of the Secretary of Defense (OSD) and the Defense agencies.



The original CD-ROM entitled "Worlds of Experience" includes optional video presentation features. The video is targeted toward graduate students interested in the Presidential Management Fellows (PMF) program at OSD. Copies of the CD-ROM are mailed to colleges and universities throughout the United States, specifically targeting Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions, and predominately women colleges and universities. This video and CD-ROM are used as a part of informal briefings to graduate school faculty and students to enhance their understanding of the PMF program and its opportunities. Both of the above mentioned videos and the interactive CD-ROM have been revised during FY 2004.

Recruitment was conducted at the following conferences during FY 2004:

- Career Expo (People With Disabilities)
- New Mexico State (HACU)
- University of New Mexico (HACU)
- Public Service Recognition Week
- Careers and the Disabled
- Public Careers Service Showcases – OPM sponsored
- Congressional Black Caucus Foundation Diversity Job Fair
- IMAGE Conference
- League of United Latin American Citizens Conference
- NAACP Conference
- FEW Conference

Recruiting and personnel specialists and managers participated in Job and Career Fairs at a number of institutions, some with large, diverse populations. Faculty, staff, and students at these schools were also briefed about the PMF Program and top graduate-level students were encouraged to apply for the program. Recruitment was conducted with the following schools:

- American University (MBA)
- Clark (HBCU) MBA/IA
- Coppin State
- Duke University MBA
- Emory University
- Georgetown University
- George Washington University, DC
- Georgia Technical College MBA
- Harvard, MA (JFK School)
- Howard University MBA
- Moorehouse HBCU
- Morgan State University
- North Carolina State MBA
- Stanford University (WW School)
- Spelman HBCU

University of California, Berkeley  
University of California, Los Angeles  
University of Maryland  
University of Southern California

We continue to participate in Virtual Career Fairs, to expand our potential applicant pool. In FY 2004, we participated in virtual fairs that reached M.A./M.S. & Ph.D. students at the following schools/programs:

California Institute of Technology  
Duke University  
Emory University  
Georgetown University  
Harvard University  
New Mexico State  
North Carolina State  
National Security Education Program (NSEP)  
Southeastern University  
University of California, Davis  
University of California, Irvine  
University of California, Santa Barbara  
University of North Carolina, Chapel Hill  
University of New Mexico  
University of Virginia  
Valparaiso University

During FY 2004, considerable efforts were devoted to the Transition Assistance Program (TAP). The Transition Assistance Program is designed to provide career training, identify employment opportunities, tuition assistance, job referral, spousal support and resume assistance to military personnel and their spouses who are separating from active duty military. Recruiting specialist attended the stated military institutions:

Andrew Air Force Base

Bolling Air Force Base

Fort Belvoir

Naval Annex

Naval Medical Center

Advertising and marketing publications utilized to enhance recruitment efforts included the following:

Careers and the Disabled Spring 2004 Issue

Hispanic Network Magazine May 2004 Issue

On-line advertising included the following websites:

Employer Assistance Referral Network (PWD)

Link on mypay.gov

Link on go-Defense.com

USAJOBS Banners

DoD Jobsearch

In conjunction with our continuing plan to implement Executive Order 13163, which mandates the hiring of new employees with disabilities at all grades government-wide, job announcements were posted in FY 2004 for Washington Headquarters Services (WHS) and serviced organizations specifically targeting persons with disabilities. These job announcements covered a range of occupations at multiple grade levels and were advertised in a number of publications and websites for People with Disabilities (PWD). We continue to utilize the database of applicants generated from these announcements. Using this plan and standard recruitment measures, WHS hired 40 persons with disabilities in FY 2004.

Resume Preparation Briefings were conducted monthly. Although these briefings are targeted for employees of our serviced organizations, many employees (uniformed and civilian) from the Military Departments and other Defense Agencies attended the briefings to gain additional guidance on how to prepare an electronically scannable resume for our automated staffing system. Also, Resume Preparation Briefings were presented to organizations and groups as a result of special requests.

Our World Wide Web site at <http://persec.whs.mil/hrsc> has been revised to provide a multitude of employment information to all our customers—both external and internal. This site guides customers to current vacancy announcements advertised by our agency, the Federal government, and the private sector. Customers may prepare and submit their resumes electronically through the on-line Resume Builder. Customers who need assistance to develop their resumes find on-line help with the Job Kit, which guides them through the process of preparing and submitting an electronically scannable resume. The web site also provides customers with information on Special Employment Programs to include the PMF Program, Minority Institutions Faculty Fellowship Program, Student

Employment Programs, Veterans Programs, Programs for People with Disabilities, and Project ABLE (Able Beneficiaries' Link to Employers).

Through our INFOLINE, customers use their touch-tone telephone to call and order documents and have them delivered via their fax machine in a matter of minutes. Available items include vacancy announcements and the Job Kit. INFOLINE is available to customers 24 hours a day, seven days a week by dialing (1-866) 205-4975. The user-friendly service guides customers through the operation of the system. Customers may also speak directly with a Human Resource representative by dialing (703) 604-6219 to secure responses to specific employment related questions. The WHS, Human Resources Directorate, Personnel Services Division (PSD) estimates that approximately 1000 customers call the INFOLINE monthly. Additionally, PSD stated 710 customers contact the resumix email box monthly.

The Job Kit provides customers specific, easy-to-follow instructions and examples to follow to prepare an electronically scannable and transmittable resume. The Job Kit is available on line at the web site at <http://persec.whs.mil/hrsc> or in hard copy through the INFOLINE.

#### Increasing Diversity Among the Different Minority Groups

We aggressively pursued attracting and hiring more minorities in FY 2004 utilizing a variety of mechanisms. Specifically, we continued to participate in the Hispanic Association of Colleges and Universities (HACU) National Internship Program by hiring six HACU interns. We also continued to support the DC Youth program. Finally, we expanded our support of hiring Native Americans by participating in the Washington Internships for Native Students (WINS) Program. This program offers Native American students the opportunity to gain impressive work experience, while learning firsthand the inner workings of a government agency. It is an effort founded on the concept that young people of the sovereign Native American nations can build leadership skills while living, studying, and interning in Washington, D.C., and bring those skills back to their communities. The Washington Semester and World Capitals Program of American University administers the WINS program. It is an opportunity for us to target a hard-to-reach minority population. In FY 2004, we hired six WINS interns. Outreach recruitment strategies have also been effective in recruiting and hiring Minority Institute Faculty Fellows (MIFFS) and National Association For Equal Opportunity (NAFEO) in Higher Education applicants. Two MIFFS and four NAFE individuals were hired during FY 2004. One MIFFS, who is a professor at Howard University, is currently assigned to WHS, Equal Employment Opportunity Programs Division.

#### Accomplishments

A Recruiting/Marketing coordinator, Thomas Davis and a special emphasis program manager, Aaron Baugh have been identified in the WHS, Human Resources Directorate, Personnel Services and Equal Employment Opportunity Programs Division respectively. Both are tasked with developing recruitment strategies to attract minorities,

women and individuals with disabilities, and partnering with disabled veterans associations.

Forty individuals with disabilities were hired during FY 2004.

One Hispanic woman and one Asian American woman were among the seven individuals selected to participate in our 2004 PMF Program.

Two MIFFS were hired during FY 2004.

Six HACU interns were hired during FY 2004.

Six Native Americans were hired via participation in the WINS Program.

Four NAFEO in Higher Education individuals were hired during FY 2004.

Please direct questions concerning this report to Ms. M. Renee Coates, Assistant Director, Equal Opportunity Programs Division on (703) 588-0446.

Sincerely,

  
Janet E. Thompson  
Director

Attachments:

As stated

**FEORP: Participants in Government-Wide Career Development Programs For FY2004**

RNO and Gender	GS 1 - 4		GS 5 - 8		GS 9 - 12		GS 13 - 15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
<b>Overall Total</b>	0	0.00%	0	0.00%	7	100.00%	64	100.00%	8	100.00%
<b>Total Men<sup>1</sup></b>	0	0.00%	0	0.00%	5	71.43%	34	53.13%	6	75.00%
<b>Total Women<sup>2</sup></b>	0	0.00%	0	0.00%	2	28.57%	30	46.88%	2	25.00%
<b>Total Blacks</b>	0	0.00%	0	0.00%	1	14.29%	10	15.63%	0	0.00%
<b>Black Men</b>	0	0.00%	0	0.00%	0	0.00%	3	4.69%	0	0.00%
<b>Black Women</b>	0	0.00%	0	0.00%	1	14.29%	7	10.94%	0	0.00%
<b>Total Hispanics</b>	0	0.00%	0	0.00%	0	0.00%	3	4.69%	0	0.00%
<b>Hispanic Men</b>	0	0.00%	0	0.00%	0	0.00%	1	1.56%	0	0.00%
<b>Hispanic Women</b>	0	0.00%	0	0.00%	0	0.00%	2	3.13%	0	0.00%
<b>Total Asian/Pacific Islanders</b>	0	0.00%	0	0.00%	0	0.00%	3	4.69%	0	0.00%
<b>Asian/Pacific Islander Men</b>	0	0.00%	0	0.00%	0	0.00%	1	1.56%	0	0.00%
<b>Asian/Pacific Islander Women</b>	0	0.00%	0	0.00%	0	0.00%	2	3.13%	0	0.00%
<b>Total Native Americans</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Native American Men</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Native American Women</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

"Total Men" include Minority Males + White Males

"Total Women" include Minority Females + White Females

**FEORP: Participants in Formal Agency Career Development Programs For FY2004**

RNO and Gender	GS 1 - 4		GS 5 - 8		GS 9 - 12		GS 13 - 15		Senior Pay	
	#	%	#	%	#	%	#	%	#	%
<b>Overall Total</b>	0	0.00%	0	0.00%	0	0.00%	19	100.00%	35	100.00%
<b>Total Men<sup>1</sup></b>	0	0.00%	0	0.00%	0	0.00%	17	89.47%	24	68.57%
<b>Total Women<sup>2</sup></b>	0	0.00%	0	0.00%	0	0.00%	2	10.53%	11	31.43%
<b>Total Blacks</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.86%
<b>Black Men</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.86%
<b>Black Women</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Hispanics</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Hispanic Men</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Hispanic Women</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Asian/Pacific Islanders</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Asian/Pacific Islander Men</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Asian/Pacific Islander Women</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Native Americans</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.86%
<b>Native American Men</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	2.86%
<b>Native American Women</b>	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

"Total Men" include Minority Males + White Males

"Total Women" include Minority Females + White Females

**Annual Federal Equal Opportunity Recruitment Program (FEORP)  
Plan Certification –Fiscal Year 2004**

Please type or print clearly and return this sheet with an original signature to:

Janet Grubbs  
Civilian Personnel Management Services (CPMS)  
1400 Key Boulevard  
Arlington, VA  
22209-5144

**IDENTIFYING INFORMATION**

A. Name and Address of Agency

Office of the Secretary of Defense  
Washington Headquarters Services  
Human Resources Directorate  
1777 North Kent Street, Suite 12002  
Arlington, VA 22209

B. Name and Title of Designated FEORP Official (Include address, if different from above and telephone and FAX numbers.)

Janet E. Thompson  
Director, Human Resources

(703) 588-0404

C. Name and Title of Contact Person (Include address, if different from above, and telephone and FAX numbers.)

M. Renee Coates  
Assistant Director, EEOPD

(703) 588-0446 FAX: (703) 588-7555

**CERTIFICATION:** I certify that the above named agency (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan, (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

**SIGNATURE** Janet Thompson **DATE** 10-8-04  
Janet E. Thompson, Director, Human Resources