



To: Assistant Secretary for Administration and Management

Through: Principal Deputy Assistant Secretary for
Administration and Management

Through: Deputy Assistant Secretary for Human Resources

From: Co-Chairs, National Hispanic Employment Initiative
(NHEI) Workgroup

By memorandum dated March 25, 2005, the Deputy Assistant Secretary for Human Resources requested that OPDIV EEO Officers and Human Resource Center Directors forward nominations for individuals to work together in the spirit of "One HHS" to create a "best-in-government" Hispanic Employment program.

In the months which have passed, Departmental and OPDIV representatives have engaged in research, interviews, facilitated workgroup sessions, etc., to develop a Work Plan designed to achieve results in fulfillment of the President's Management Agenda's Standards for Success. One of the factors which distinguishes this effort from past initiatives is the focus upon outcomes not activities, with ownership for these outcomes being taken by the Department's OPDIVs.

Attached, for your review is a copy of the NHEI Work Plan, which consists of four components: Accountability, Budget, HHS Operations and Recruitment. The Plan identifies action items, responsible entities and target dates with the following overarching objectives:

1. To communicate the Department's commitment to Increasing and enhancing Hispanic employment in DHHS.
2. To clarify roles and responsibilities of management in increasing and enhancing Hispanic employment at all Department and OPDIV levels.
3. To define key measures of success for the NHEI.
4. To ensure funding for the implementation of the NHEI.
5. To establish a DHHS/HR support mechanism that can monitor and track the success of the NHEI.



6. To maximize the Department's recruitment resources and tailor existing DHHS recruitment and hiring programs to focus on Hispanic hires.
7. To publicize DHHS employment opportunities throughout DHHS Hispanic employee communications network and within the general population in order to make DHHS an employer of choice to current and prospective candidates.
8. To disseminate and utilize flexible hiring authorities and incentives to increase Hispanic employment.
9. To develop and strengthen partnerships with Hispanic Institutions and organizations.
10. To use student and leadership training programs as a source of potential applicants to increase Hispanic employment.
10. To improve workforce statistics.

Following your review of the NHEI Work Plan, we would appreciate the opportunity to meet with you to discuss its roll-out and implementation.

Thank you for your time and consideration of this matter.

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