

**DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO  
BUPERSINST 12720.3  
PERS-08  
7 Jan 2003**

BUPERS INSTRUCTION 12720.3

Subj: BUREAU OF NAVAL PERSONNEL (BUPERS) CIVILIAN HISPANIC  
EMPLOYMENT PROGRAM

Ref: (a) SECNAVINST 12720.8  
(b) Executive Order 13171 of 12 Oct 2000  
(c) SECNAVINST 12273.1  
(d) SECNAVINST 12720.5A

Encl: (1) Activity/Command Civilian Hispanic Employment Program  
Plan Summary  
(2) Accomplishment Report of Objectives and Action Items  
(3) Workforce Statistical Data Report Format

1. Purpose. To establish Bureau of Naval Personnel (BUPERS) policy for the Civilian Hispanic Employment Program per references (a) through (d).

2. Background. Hispanic Americans have been and continue to be underrepresented in Department of the Navy (DON) civilian work force. Reference (a) affirms ongoing efforts and recommends additional actions to eliminate the underrepresentation of Hispanics in the Federal work force.

3. Policy. It is BUPERS policy to intensify the strategies to increase Hispanic representation across all career fields and at all grade levels until full representation is achieved.

4. Responsibilities

a. Chief of Naval Personnel (CHNAVPERS) is responsible for overall program direction.

b. BUPERS Command Deputy Equal Employment Opportunity Officer (PERS-08E) is assigned the responsibility for

(1) providing program administration, guidance and maintaining oversight;

(2) monitoring, analyzing and assessing the success of the program;

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(3) overseeing development, implementation, management, and evaluation of field activities' Hispanic Employment Programs;

(4) developing and implementing plans and programs in support of the policy established by this instruction;

(5) providing direct support to respective commands and activities, and advising commands on the success of their activities in meeting objectives;

(6) submitting required reports; and

(7) working with commands and activities to ensure

(a) managers and supervisors receive periodic training in diversity management in order to carry out their responsibilities to seek and maintain a diverse work force.

(b) reporting efforts reflect a continuing priority for eliminating Hispanic underrepresentation and achieving work force diversity goals, through the reporting requirements in reference (c).

(c) innovative and aggressive Hispanic recruitment programs are conducted.

(d) contacts are expanded with Hispanic organizations to enlist community support.

c. Commanders/commanding officers (COs)/officers in charge (OICs) or designee shall ensure this policy is implemented within their respective organizations by

(1) developing and implementing plans and programs in support of the policy established by this instruction.

(2) demonstrating personal commitment to increasing the Hispanic representation rate to more closely reflect the nation's Hispanic work force.

(3) ensuring sufficient program resources are available to staff and implement a viable program that addresses activity and command objectives to eliminate Hispanic underrepresentation.

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(4) ensuring performance plans for senior executives, managers, and supervisors include language related to significant accomplishments in diversity recruitment and career development.

(5) emphasizing the objective of the Civilian Hispanic Employment Program through the annual Equal Employment Opportunity (EEO) training of supervisors and managers.

(6) recognizing efforts and progress in recruiting, retaining, and providing growth and opportunities of Hispanics through publicity and awards.

(7) making available statistical data displaying changes over the fiscal year (FY), i.e., accessions, separations, and promotions of Hispanics, with comparison to other EEO groups within the work force upon request from BUPERS (PERS-08E)

(8) ensuring selection factors are appropriate and achieve the broadest consideration of applicants and do not impose barriers to selections based on non-merit factors.

(9) reporting significant accomplishments, best practices and areas of improvement in Hispanic employment as a part of their report on EEO per reference (d).

5. Action. Commanders/COs/OICs shall

a. ensure compliance with the policy of this instruction.

b. submit within 90 days of the issuance of this instruction to BUPERS Command Deputy Equal Employment Opportunity Officer (PERS-08E) a Civilian Hispanic Employment Program Plan Summary (enclosure (1)), Accomplishment Report of Objectives and Actions Items (enclosure (2)), and Workforce Statistical Data reports (enclosure (3)). After initial submission, reports will be submitted annually on 1 November.

S. J. TOMASZESKI  
Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

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BUPERSINST 5218.1A

Lists 1A, 1B, and 2A

**ACTIVITY/COMMAND CIVILIAN HISPANIC  
EMPLOYMENT PROGRAM PLAN  
SUMMARY**

**Goal.** To recruit qualified individuals from appropriate sources in an effort to achieve a work force drawn from all segments of society. Hispanic representation in the DON workforce is 4.36 percent, while BUPERS Hispanic representation is 2 percent.

**RECRUITING**

**Goal.** Recruit a workforce that reflects the diversity of the civilian labor workforce.

**Objective.** Intensify the strategies to increase Hispanic representation of Hispanic across all career fields and at all grade levels until full representation is achieved. Expand contacts with Hispanic organizations to enlist community support.

**PROMOTION**

**Goal.** Ensure EEO for promotion and advancement for all personnel.

**Objective.** Ensure selection factors are appropriate and achieve the broadest consideration of applicants and do not impose barriers to selection based on non-merit factors.

**TRAINING, EDUCATION AND PERFORMANCE**

**Goal.** Ensure managers and supervisors demonstrate personal commitment to increase the Hispanic representation rate.

**Objective.** Emphasize the objective of the Civilian Hispanic Employment Program through the annual EEO training of supervisors and managers. Ensure managers and supervisors receive periodic training in diversity management in order to carry out their responsibilities to seek and maintain a diverse workforce. Ensure performance plans for senior executives, managers, and supervisors include language related to significant accomplishments in diversity recruitment and career development.

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**EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

**Goal.** Ensure there is a positive EEO climate.

**Objective.** Ensure all personnel actions are appropriate and achieve the broadest consideration for all employees and personnel actions not based on non-merit factors.

**ACCOMPLISHMENTS**

**Goal.** Recognize efforts and progress in recruiting, retaining, and providing growth and opportunities of Hispanics.

**Objective.** Report significant accomplishments, best practices and areas of improvement in Hispanic employment annually, due 1 November per BUPERSINST 12720.3.

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## ACTIVITY/COMMAND CIVILIAN HISPANIC EMPLOYMENT PROGRAM PLAN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS  
 [Label "PLAN UPDATE" as appropriate]

1. Program Item. Demonstrate personal commitment to increasing Hispanic representation to more closely reflect the nation's Hispanic work force.

2. Problem/Barrier Statement. Underrepresentation of Hispanics exists within the work force.

3. Objective. Focus on improving the recruitment of qualified Hispanics.

4. Responsible Official. Activity/Command Head  
 Target Date:

<u>5. Action Items</u>	<u>Responsible Official</u>	<u>Target Date</u>
a. Expand outreach recruitment efforts to ensure qualified Hispanic candidates are encouraged to apply for federal government employment, to include expanding contacts with Hispanic organizations to enlist community support.	_____	_____
b. Expand efforts to recruit qualified Hispanics by utilizing human resources staffing flexibilities.	_____	_____
c. Expand efforts to identify more qualified Hispanics through utilizing the servicing Human Resources Office (HRO) and Human Resources Service Center (HRSC) Hispanic recruitment sources.	_____	_____
d. Make efforts to broaden the applicant pool for mid-level and GS-13 and above positions to include Hispanic applicants.	_____	_____
e. Report on accomplishment of Objectives and Action Items.		

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ACTIVITY/COMMAND CIVILIAN HISPANIC EMPLOYMENT PROGRAM PLAN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS  
[Label "PLAN UPDATE" as appropriate]

- 1. Program Item. Maintain and retain Hispanic work force.
- 2. Problem/Barrier Statement. Underrepresentation of Hispanics exists within the work force.
- 3. Objective. Focus on improving the development of qualified Hispanic personnel.
- 4. Responsible Official. Activity/Command Head  
Target Date:

5. Action Items

<b>Responsible</b>	<b>Target</b>
<b><u>Official</u></b>	<b><u>Date</u></b>

a. Encourage GS-13 and above Hispanics to seek participation in seminars/workshops that provide career path guidance in order to increase the applicant pool of qualified Hispanics in senior level positions.

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b. Disseminate DLAMP/ELDP information and encourage participation to Hispanic employees.

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c. Review all employee development training programs and encourage the participation of Hispanic personnel.

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d. Report on Accomplishment of Objectives and Action Items.

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ACTIVITY/COMMAND CIVILIAN HISPANIC EMPLOYMENT PROGRAM PLAN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS  
[Label "PLAN UPDATE" as appropriate]

1. Program Item. Emphasize the objectives of the Civilian Hispanic Employment Program through the annual EEO training of managers and supervisors.

2. Problem/Barrier Statement. Underrepresentation of Hispanics exists within the work force.

3. Objective. Educate managers and supervisors regarding Hispanic employment.

4. Responsible Official. Activity/Command Head  
Target Date:

<u>5. Action Items</u>	<u>Responsible Official</u>	<u>Target Date</u>
a. Provide training for managers and supervisors regarding the value of a diverse work force.	_____	_____
b. Provide training for managers and supervisors in the skills needed to manage a diverse work force.	_____	_____
c. Report on Accomplishment of Objectives and Action Items.		

ACTIVITY/COMMAND CIVILIAN HISPANIC EMPLOYMENT PROGRAM PLAN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS  
[Label "PLAN UPDATE" as appropriate]

1. **Program Item.** Ensure accountability at the activity/command level for improving diversity and Hispanic employment.

2. **Problem/Barrier Statement.** Underrepresentation of Hispanics exists within the work force.

3. **Objective.** Ensure performance plans for senior executives, managers, and supervisors include language related to significant accomplishments in diversity recruitment and career development.

4. **Responsible Official.** Activity/Command Head  
Target Date:

<b><u>Action Items</u></b>	<b><u>Responsible Official</u></b>	<b><u>Target Date</u></b>
a. Insure an EEO standard is included in performance plans for managers and supervisors that incorporates work force diversity.	_____	_____
b. Establish contributions to work force diversity as a factor in selection for bonuses, awards and promotions for managers and supervisors.	_____	_____
c. Recognize efforts and progress in recruiting, retaining, and providing growth and opportunities of Hispanics through publicity and awards.	_____	_____
d. Report on accomplishment of Objective and Action Items.		

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**WORKFORCE STATISTICAL DATA REPORT FORMAT**

1. Basic racial and ethnic categories for reporting are defined as follows:

a. American Indian or Alaskan Native. A person having origins in the original peoples of North and South America (including Central America), and who maintains tribal affiliation and or community attachment.

b. Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand and Vietnam.

c. Black or African American. A person having origins in any of the original peoples of Africa.

d. Hispanic or Latino. A person having origins in any of the original peoples of Mexico, Puerto Rico, Cuba, Central or South America, or of other Spanish cultures regardless of race.

e. Native Hawaiian or other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

f. White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

2. Provide numerical/statistical data of the workforce by race/ethnicity, and gender groups covering awards, grade and managers/supervisors, to include, displaying changes over the FY, i.e. accessions, separations, and promotions of Hispanics, with comparison to the other EEO groups within the workforce in the following formats.

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**ACTIVITY FY\_\_ TOTAL WORKFORCE**

TOTAL WORKFORCE #	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White	
	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%

**ACTIVITY FY\_\_ TOTAL WORKFORCE BY GRADE**

GRADE LEVELS	Total All	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White	
		MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%	MALE #/%	FEMALE #/%
GS-1													
GS-2													
GS-3													
GS-4													
GS-5													
GS-6													
GS-7													
GS-8													
GS-9													
GS-10													
GS-11													
GS-12													
GS-13													
GS-14													
GS-15													
SES													
Total													

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**ACTIVITY FY\_\_ TOTAL WORKFORCE BY PATCOB**

Category	Total All	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White	
Professional													
Administrative													
Technical													
Clerical													
Other													
Blue Collar													
Total													

**ACTIVITY FY\_\_ MANAGERS AND SUPERVISORS**

Category	Total All	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White	
Managers													
Supervisors													
Total													

**ACTIVITY FY\_\_ AWARDS**

Category	Total All	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White	
Monetary													
Non-Monetary													
Total													

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**ACTIVITY FY\_\_ ACCESSIONS BY PATCOB**

Category	Total All	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White	
Professional													
Administrative													
Technical													
Clerical													
Other													
Blue Collar													
Total													

**ACTIVITY FY\_\_ SEPARATIONS BY PATCOB**

Occupational Category	Total All	American Indian or Alaskan Native		Asian		Black or African American		Hispanic or Latino		Native Hawaiian or Other Pacific Islander		White	
Professional													
Administrative													
Technical													
Clerical													
Other													
Blue Collar													
Total													

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**ACTIVITY FY\_\_ PROMOTIONS BY PATCOB**

Occupational Category	Total All	American Indian or Alaskan Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	White
Professional							
Administrative							
Technical							
Clerical							
Other							
Blue Collar							
Total							