



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCINST 12720.1
N00V

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NETC INSTRUCTION 12720.1

Subj: DEPARTMENT OF THE NAVY CIVILIAN HISPANIC EMPLOYMENT
PROGRAM (HEP)

Ref: (a) Executive Order 13171 of 12 Oct 00
(b) SECNAVINST 12720.8
(c) SECNAVINST 12273.1
(d) SECNAVINST 12720.5A

Encl: (1) FY04 NETC HEP Plan

1. Purpose. To establish the Naval Education and Training Command (NETC) policy for the Civilian HEP in compliance with references (a) and (b) and to forward enclosure (1) for implementation.

2. Background. Hispanics are the fastest growing and currently the largest minority in the United States. Despite this dramatic increase in number and change in status, Hispanics remain severely underrepresented in both public and private sector organizations. Reference (a) affirms ongoing efforts and recommends additional actions to eliminate underrepresentation of Hispanics in the federal workforce.

3. Policy. It is NETC policy to recruit highly-skilled applicants from authorized sources to attract and retain a culturally diverse workforce that is representative of America. NETC is committed to eliminating Hispanic underrepresentation by developing a program for the recruitment, promotion, and career development of Hispanic employees in all career fields and at all grade levels to ensure full representation is achieved throughout the NETC claimancy.

4. Responsibilities

a. NETC

(1) Ensure Department of the Navy (DON) policy is implemented and provide program administration and oversight for the claimancy.

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(2) Monitor, analyze, and assess the success of the program throughout the claimancy.

(3) Submit all reports required by references (b), (c) and (d).

b. Commanding Officers/Directors. Implement the DON policy for the HEP as outlined in reference (b) and enclosure (1) to this instruction.

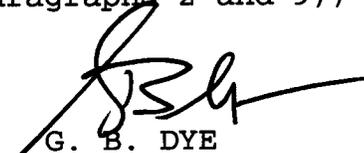
c. Servicing Deputy Equal Employment Opportunity Officers. Implement the DON policy for the HEP as outlined in reference (b) and enclosure (1) to this instruction.

5. Action. All NETC commands and activities with 100 or more civilian employees shall develop and implement plans for the HEP and establish goals and objectives to eliminate Hispanic underrepresentation. Provide copies of plans and guidance to NETC (N00V) annually by the end of the fiscal year.

6. Reports. The following NETC reports are approved for 3 years from the date of this instruction:

a. HEP Plan and Guidance (paragraph 5) - NETC 12720-1

b. HEP Accomplishments, Best Practices, and Areas of Improvement (enclosure (1), paragraphs 2 and 9)) - NETC 12720-2


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**NAVAL EDUCATION AND TRAINING COMMAND
CIVILIAN HISPANIC EMPLOYMENT PROGRAM PLAN**

It is the intent of the Commander, Naval Education and Training Command (NETC) and the NETC claimancy to recruit qualified individuals from all available recruitment sources in an effort to achieve a workforce drawn from all segments of society. NETC is committed to eliminating underrepresentation of Hispanics by establishing and maintaining a program for the recruitment and development of Hispanics across all career fields and at all grade levels until full representation is achieved. NETC Civilian Hispanic Employment Program (HEP) Plan requirements are as follows:

1. Develop and implement plans and programs outlining the requirements of SECNAVINST 12720.8 and NETCINST 12720.1. NETC and serviced commands will continue to support the Hispanic Employment Initiatives, Nine-Point Plan, and meet all requirements of SECNAVINST 12720.8.
2. Establish and issue command objectives that address the elimination of underrepresentation of Hispanics in the command. Require each NETC command with 100 or more civilian employees to implement this plan or develop an HEP Plan that is in compliance with SECNAVINST 12720.8 and NETCINST 12720.1 and submit quarterly accomplishment reports to NETC (N00V) at the end of each quarter.
3. Consider the appointment of Hispanic federal executives to rating, selection, performance review, executive resources panels and boards. These panel and board members will consist of a diverse representation of the workforce to ensure neutrality in the selection process.
4. Ensure that performance plans for senior executives, managers, and supervisors include language related to significant accomplishments in diversity recruitment and career development by:
 - a. Ensuring that leadership accountability in support of the Affirmative Employment Program Plan (AEPP) and the Federal Employment Opportunity Recruitment Plan (FEORP) goals and objectives will be aligned to supervisory and managerial performance objectives. Accomplishment reports for these plans will be submitted quarterly along with the HEP quarterly reports (see paragraph 2).

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b. Providing annual EEO training for all managers and supervisors that also includes diversity training. NETC and serviced commands will review current training plans to ensure the requirements of SECNAVINST 12720.8 and NETCINST 12720.1 are followed in annual training sessions.

c. Establish EEO Honorary Award Boards to recognize outstanding contributions made by employees, supervisors, and managers who have excelled in accomplishing the goals and objectives of the AEPP, FEORP, and HEP.

5. Ensure that sufficient program resources are available to staff and implement a viable program that addresses activity and command objectives to eliminate Hispanic underrepresentation by:

a. Establishing Hispanic employment awareness programs to place special emphasis on and acknowledge Hispanics in the workforce. Appoint HEP managers to assist in the development of programs and plans to address the underrepresentation and to increase the employment of Hispanics in the workforce.

b. Familiarizing managers and supervisors with the requirements of this HEP Plan and the White House Initiative on the underrepresentation of Hispanics in the federal workforce. Ensure copies are accessible and made a part of official EEO bulletin boards.

6. Identify and eliminate, at NETC and serviced commands, any systemic barriers to the effective recruitment and consideration of Hispanics, including but not limited to ensuring that the area of consideration for recruitment is broad enough to establish a diverse pool of applicants by:

a. Encouraging HEP managers to provide assistance in developing strategies for recruitment of Hispanics within their workforce. Encourage senior managers to include HEP managers in developing staffing plans and other strategies to address current workforce underrepresentation.

b. Ensuring that all recruitment sources are available for the external recruitment and placement of Hispanics. Sources include, but are not limited to:

(1) OPM Delegated Examining Authorities

(2) Outstanding Scholar Program

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- (3) Student Employment Programs
- (4) Temporary Hiring Authorities
- (5) Direct Hiring Authority
- (6) Veteran's Readjustment Authority
- (7) Schedule (A) Appointing Authority
- (8) DOD Priority Placement Program
- (9) DOD Summer Employment Program
- (10) Military Spouse Preference Program
- (11) RESUMIX

c. Establishing parity goals at NETC and all serviced commands with 100 or more employees that will serve as a viable tool in the recruitment and selection process. Provide initiatives and progress on achievement of these goals (see paragraph 2).

7. The Human Resources Office (HRO) is a viable resource that can be used to assist in the accomplishment of the HEP Plan. HRO services may include:

a. Assisting managers and supervisors in the recruitment process to ensure that the area of consideration is broad enough to obtain the maximum number of applicants from underrepresented groups, including Hispanics.

b. Assisting managers and supervisors in the development of selection factors (knowledge, skills, and abilities) to eliminate non-merit factors that would disqualify Hispanic applicants in the selection process.

8. Evaluate command and activity support of the policy established by this instruction, including but not limited to efforts by serviced commands to establish a diverse pool of applicants through the use of innovative recruitment techniques such as a student employment program. NETC and serviced commands will:

a. Encourage the use of the Student Career Employment Program (SCEP) and DON, DOD, and Presidential Intern programs to

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bring Hispanic students into shortage category occupations, as well as other occupations.

b. Support the Secretary of the Navy endorsed initiatives of the Hispanic Association of Colleges and Universities (HACU) and Hispanic National Intern Program (HNIP) to fill vacancies.

c. Use the Civilian Leadership Development (CLD) and Defense Leadership and Management Program (DLAMP) to improve leadership skills and competencies of civilian managers and potential managers.

d. Use the Upward Mobility Program (UMP) to retrain and retain current Hispanic employees in the workforce.

9. Report significant accomplishments, best practices, and areas of improvement in support of the HEP as a part of the quarterly report (see paragraph 2) per SECNAVINST 12273.1.

10. Activity Heads and Commanders will:

a. Perform self-assessment of civilian human resources management (HRM) on a regular basis.

b. Provide information requested by the Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)).

c. Furnish necessary support to representatives of the DASN(CHR) in support of assessment requirements.

d. Respond to evaluation findings, recommendations, and required actions within required timeframes.

e. Use self-assessment results to improve civilian HRM.

11. Deputy Equal Employment Opportunity Officers will:

a. Provide direct support to their respective commands and activities.

b. Oversee development, implementation, management, and evaluation of field activities' HEP.

c. Advise NETC on the success of their activities in meeting command objectives.

d. Work with commands and activities to:

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(1) Improve outreach efforts to include organizations outside the federal government in order to increase the pool of candidates.

(2) Promote participation of Hispanic employees in management, leadership, and career development programs.

(3) Ensure that managers and supervisors receive periodic training in diversity management in order to carry out their responsibilities to seek and maintain a diverse workforce.

(4) Report efforts that reflect a continuing priority for eliminating Hispanic underrepresentation and achieving workforce diversity goals through the reporting requirements in SECNAVINST 12273.1.

12. Accomplishments of all serviced NETC commands will be incorporated into the consolidated NETC annual FEORP Accomplishment Report and in the Hispanic Employment Initiative Nine-Point Plan submitted to DASN(CHR).