

**OPM SPONSORSHIP  
OF THE  
NATIONAL COUNCIL OF HISPANIC EMPLOYMENT PROGRAM MANAGERS**

**White Paper**

**Background**

On November 5, 1970, President Nixon announced the initiation by the Civil Service Commission (CSC) of a sixteen-point program to assist Spanish-speaking American citizens who are interested in joining Federal civilian service.

This program was a follow-up to the statement the President made in his July 30 press conference in Los Angeles welcoming interested and qualified Spanish-speaking persons who have an interest in Federal employment.

President Nixon further announced that CSC Chairman, Robert E. Hampton, will begin immediately to undertake the following sixteen steps:

1. Appoint a full-time official in the Civil Service Commission who will provide advice and assistance on matters relating to Spanish-surnamed population to assure full application of the EEO program in all Federal agencies to this group.
2. Begin an intensified drive to recruit Spanish-surnamed persons, particularly for identified public contact positions, in areas of heavy Spanish-speaking population, including the Southwestern states and in Chicago, Detroit, and New York, and certain other major metropolitan areas.
3. Use specialized recruitment teams, to include Spanish-speaking persons, for college recruitment, particularly at colleges with heavy Spanish-speaking enrollments.
4. Begin work immediately with OEO, DHEW, HUD, Labor to find ways to enhance opportunities at all levels for Spanish-surnamed Americans in programs dealing with the Spanish-speaking population as well as in other programs and in key occupations.
5. Step up recruitment for Cooperative Education Program at colleges with significant numbers of Spanish-speaking students to permit entry from FSEE registers without necessity of written examination.
6. Emphasize to Federal agencies availability of selective placement on bilingual basis to Spanish-speaking persons may be reached for appointment to positions dealing with the Spanish-surnamed population.
7. Hold an EEO conference of Federal managers and equal opportunity officials in the Southwest designed to assure equal opportunity for Spanish-speaking persons in employment and upward mobility in Federal agencies.

8. Develop plans for Federal agencies under CSC area office leadership to work with high schools in Spanish-speaking areas to make known job opportunities in the Federal Government and to counsel and to encourage students to stay in school.
9. Hire for summer employment in Federal agencies high school and college teachers from schools serving Spanish-speaking students to give them understanding of the Federal Government which they can relate to students.
10. Make special effort to inform Spanish-surnamed veterans of availability of non-competitive appointments for Vietnam Area Veterans including GS-5 level.
11. Require Federal agencies to review their EEO action plans and minority employment figures and make any necessary revisions to assure the full applicability of the plans to Spanish-surnamed population.
12. Review with agencies staffing of EEO program to make sure that there is understanding in the program of the special problems of the Spanish-speaking.
13. Provide additional training programs on EEO and personnel management for Federal managers in areas of Spanish-speaking population.
14. With the Department of Labor, explore the feasibility of establishing an Intergovernmental Training Facility for upward mobility and skills training for Federal, state and local careers in the Southwest, probably in San Antonio.
15. Collect necessary data and broaden analysis of minority statistics to bring out special information relating to employment and upward mobility of Spanish-surnamed persons in the Federal Government.
16. Require EEO reports from agencies to reflect special information on Spanish-surnamed persons and include in the CSC agenda for EEO evaluation questions directed at particular problems relating to employment and upward mobility of Spanish-surnamed persons.

### **Discussion**

The sixteen-point program is a special emphasis program. Its objective was to make sure that Spanish-speaking Americans, currently Hispanics, have equal opportunity in the Federal service to compete in efforts or programs involving recruitment, training, upward mobility, career counseling, and promotion. The responsibilities for implementing the Program were given to the CSC, now the Office of Personnel Management (OPM).

In November 1972, the CSC conducted a special study of the Program. The major findings (CSC Operations Memorandum 713-42) showed:

- Insufficient agency headquarters leadership in some agencies.
- EEO Action Plans for the most part did not cover the problems of the Spanish.

- A misconception among agencies that the Program was regional (Southwest) and therefore had regional limitations (Note: Program includes Puerto-Ricans, Cuban-Americans, and other Americans of Spanish heritage, as well as Mexican-Americans).
- Some agencies felt that the Program was temporary and therefore did not treat it with a sense of urgency.
- Some agencies failed to provide adequate resources to the Program.
- Some agencies had done little to educate their managers about the special employment concerns of the Spanish-speaking.

Federal Personnel Manual Letter 713-18, dated January 23, 1973, required Federal departments and agencies to take specific actions, including the appointment of Sixteen-Point Coordinators, now referred to as Hispanic Employment Program Managers (HEPM), to implement the Sixteen-Point Program. Advisors should encourage bureaus and field installations located in or near significant Spanish-speaking population to have a full or part-time Sixteen-Point Coordinator to assist agency or installation heads, Directors of Equal Employment Opportunity, Personnel Officers, managers and supervisors, in carrying out the objectives of the Sixteen-Point Program.

To assist agencies in taking these actions, the CSC stepped up its program guidance efforts by:

- publishing a monthly newsletter, La Mesa Redonda, to help agency Spanish-Speaking Program coordinators carry out their duties as effectively as possible;
- conducting monthly meetings of coordinators to exchange information and ideas on solving problems;
- designing a special training course to prepare coordinators to assist their respective agencies in planning outreach efforts, developing EEO affirmative action plans, establishing liaison with community groups, etc.;
- developing a comprehensive Spanish-speaking recruitment sources booklet (Civil Service Commission Bulletin 713-33);
- publishing bilingual pamphlets designed to assist Spanish-speaking job seekers and agency recruitment efforts;
- reviewing agency affirmative action plans at headquarters and regional levels to make sure that the plans are responsive to the employment concerns of the Spanish-speaking;
- updating program evaluation guidelines for use in agency reviews by the Bureau of Personnel Management Evaluation.

The Sixteen-Point Program, Executive Order 11478, 29 CFR 1613, 5 CFR 720, Federal Personnel Manual Letter 713-18, 713-23, 713-37, 713-41, Civil Service Reform Act of 1978, Report to the President's Management Council on Hispanic Employment in the Federal

Government, Nine-Point Plan, and Executive Order 13171 all aimed at addressing and eliminating Hispanic underrepresentation. They were each marginally successful because of the waning commitment of Departments/Agencies, OPM, and Administrations.

For the past 39 years, we have ignored the most blatantly unjust workforce issue in our American government, Hispanic underrepresentation. Once and for all, we need to stand up for what is right and just and challenge those mindsets that believe Hispanic underrepresentation is acceptable and justified!

### **Recommendation**

- That OPM sponsor the National Council of Hispanic Employment Program Managers;
- That OPM rejuvenate the stature and importance of the Hispanic Employment Program Manager position;
- That OPM conduct monthly meetings with Hispanic Employment Program Managers to exchange information and ideas on solving underrepresentation;
- That OPM direct its Management Development Centers to develop a HEPM curriculum leading to Certification similar to Professional Certification; and
- That OPM offer the HEPM Certification curriculum through its Management Development Center course catalogue.

It is in the best interest of the Federal Government, OPM, and the Hispanic Community for OPM to recognize its responsibility to lead federal efforts in eradicating Hispanic underrepresentation as envisioned by Presidents, beginning with Richard M. Nixon to the present, and then, CSC. The vehicle by which to accomplish the initial efforts is the reinstatement of its sponsorship and support of the National Council of Hispanic Employment Program Managers who can then develop proactive strategies to address Hispanic underrepresentation.

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