



**U.S. Department of  
Transportation**

Office of the Secretary  
of Transportation

# ORDER

DOT 1000.15A

8-23-89

Subject: DEPARTMENTAL HISPANIC EMPLOYMENT PROGRAM

1. PURPOSE. The purpose of this Order is to establish the policy and procedures for the administration and implementation of the Hispanic employment Program (HEP) at all organizational levels within the Department of Transportation.
2. CANCELLATION. DOT 1000.15, Departmental Hispanic Employment Program, dated September 7, 1983.
3. REFERENCES. The following laws and directives govern the implementation and administration of the HEP by all Secretarial Offices and Operating Administrations:
  - a. Sixteen Point Program. This program was established on November 5, 1970, by Presidential Order, to ensure equal opportunities in Federal employment for Hispanic Americans.
  - b. The Equal Employment Opportunity Act of 1972, Public Law 92-261, March 1972. This law placed Federal employees and agencies under equal opportunity provisions of Title VII of the Civil Rights Act of 1964. The law requires that all personnel actions affecting employees or applicants for employment shall be free from discrimination because of race, color, religion, sex, or national origin.
  - c. The Civil Service Reform Act of 1978, Public Law 95-454. This law established the Federal Equal Opportunity Recruitment Program (FEORP) which requires Federal agencies to conduct affirmative recruitment of minorities and women.
  - d. Federal Personnel Manual (FPM) Letters 713-18, January 23, 1973 and 713-23, April 5, 1974. These directives require Federal agencies to designate Hispanic Employment Program Managers who are aware of employment problems of Hispanics and who are committed to carrying out the objectives of the HEP.
  - e. Title 5, U. S. Code 7201, 5 CFR Part 720-2, September 19, 1979, Federal Equal Opportunity Recruitment Program (FEORP). This regulation requires all Federal agencies to have an up-to-date plan for the recruitment of minorities and women into the Federal service.

DISTRIBUTION: All Secretarial Offices  
All Operating Administrations

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- f. Federal Personnel Manual (FPM) Letter 713-37, May 20, 1977. This directive prescribes the requirement for documenting EEO collateral duties in official position descriptions.
- g. DOT Order 1100.28B, Affirmative Action Plans to Assure Equal Employment Opportunity for Minorities and Women in the Department of Transportation, March 15, 1983. This Order requires Affirmative Action Plans to ensure equal employment opportunity for minorities and women in the Department of Transportation.

#### 4. BACKGROUND.

- a. The genesis of the Hispanic Employment Program was the "Sixteen Point Program" created on November 5, 1970, to ensure equal opportunities in Federal employment for Hispanic Americans. In 1978, the program's title was changed to its present name: Hispanic Employment Program.
- b. The Hispanic Employment Program is an integral part of the Government-wide Equal Employment Opportunity/Civil Rights Program and is governed by the laws, rules, and regulations of the Equal Employment Opportunity (EEO) Program.
- c. The Office of Personnel Management (OPM) and the Equal Employment Opportunity Commission (EEOC) have required that Federal agencies establish and maintain a viable Hispanic Employment Program with allocations of personnel and funding in order to accomplish equal employment opportunity for Hispanics in accordance with the requirements of the Equal Employment Opportunity Act of 1972 and the Civil Service Reform Act of 1978.

- 5. POLICY. It is the policy of the Department of Transportation to provide equal opportunity for Hispanics in all aspects of employment. This policy of equal opportunity applies to and is an integral part of every aspect of personnel policy and practice in the employment, career development, advancement, and treatment of Hispanics.



6. RESPONSIBILITIES.

a. Heads of Operating Administrations, the Inspector General, and the Assistant Secretary for Administration shall:

- (1) ensure the development and implementation of a HEP within their respective areas consistent with the Departmental HEP plan (see paragraph 6.c. (2)), applicable laws, rules, and regulations;
- (2) provide resources for the administration of a results-oriented program at all administrative levels; and
- (3) ensure that managers and supervisors are recognized for positive contributions to the HEP through performance appraisals and in other appropriate ways.

b. Departmental Director of Civil Rights shall:

- (1) develop and evaluate the Departmental HEP to ensure that matters related to the program are consistent with overall equal opportunity goals;
- (2) ensure that the Departmental HEP is an integral part of the total DOT EEO program;
- (3) issue implementing instructions as may be necessary to ensure an effective Departmental HEP;
- (4) ensure that resources and budget are allocated within the Departmental Office of Civil Rights for the administration of the Departmental HEP;
- (5) ensure the staffing of the Departmental HEP is at a sufficient level of authority and responsibility in the Departmental Office of Civil Rights; and
- (6) ensure that the Departmental HEP Manager has access to the Departmental Director of Civil Rights on all HEP matters.

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c. Departmental Hispanic Employment Program Manager shall:

- (1) serve as the principal resource person and staff advisor to the Departmental Director of Civil Rights on laws, regulations, and procedures pertaining to the unique concerns and problems related to equal opportunity and affirmative action for Hispanics;
- (2) develop a plan for the implementation of the Departmental HEP which includes but is not limited to, program direction and guidelines, monitoring and evaluation, and technical assistance;
- (3) provide technical advice and assistance to management and Operating Administrations' Hispanic Employment Program Managers on the implementation of the Departmental HEP;
- (4) review each Operating Administration's HEP to ensure compliance with Departmental policy and objectives;
- (5) review agency plans and programs to ensure that such plans do not impact negatively on any aspect of the employment of Hispanics;
- (6) participate in the development and implementation of affirmative employment program plans to ensure that these plans address any underrepresentation and underutilization of Hispanics;
- (7) promote the Departmental HEP to employees, organizations and groups representing the Hispanic community to increase the understanding of and support for the HEP;
- (8) evaluate Departmental HEP results, identify barriers to a successful HEP and make recommendations to improve program effectiveness; and
- (9) serve as the Chair of the Hispanic Employment Program Managers Intra-Departmental Council.

d. Operating Administrations' Directors of Civil Rights, EEO Officers, Assistant Secretary for Administration, and Inspector General shall:

- (1) develop and evaluate their HEP to ensure that matters related to the Program are consistent with overall equal employment opportunity goals;
- (2) ensure that the HEP is an integral part of the total EEO Program;
- (3) issue implementing instructions and take other actions as may be necessary to ensure an effective HEP;
- (4) ensure that resources and budgets, including training, are allocated for the effective administration of the HEP;
- (5) ensure that staffing of the HEP is at an appropriate level, and that sufficient, official duty time is allocated to collateral duty HEP staff, for the administration and implementation of the Program;
- (6) ensure that their Hispanic Employment Program Manager has access to the Director of Civil Rights and/or other management officials on all HEP matters.

e. Hispanic Employment Program Managers shall:

- (1) serve as the principal resource person and staff advisor on Federal regulations pertaining to the unique concerns and problems related to equal opportunity and affirmative action for Hispanics;
- (2) develop a HEP plan within their respective organizations which includes, but is not limited to, program direction, guidelines, technical assistance, and evaluation;



- (3) provide technical advice and assistance to managers and supervisors and field Hispanic Employment Program Managers on the implementation of the HEP and their responsibilities;
  - (4) review the organization's plans and programs to ensure that such plans do not impact negatively on the employment of Hispanics;
  - (5) participate in the development and implementation of affirmative employment program plans to ensure that these plans address any underrepresentation and underutilization of Hispanics;
  - (6) promote the HEP to employees, organizations, and groups representing the Hispanic community to increase the understanding of and support for the HEP;
  - (7) evaluate HEP results, identify barriers to a successful HEP, and make recommendations to improve program effectiveness; and
  - (8) serve as a member of the Hispanic Employment Program Managers Intra-Departmental Council.
- f. Managers and Supervisors shall:
- (1) implement the HEP as an integral part of the administration's EEO Program;
  - (2) monitor and evaluate their personnel actions to ensure that they address any underutilization and underrepresentation of Hispanics;
  - (3) provide leadership on and communicate to employees the HEP policy and plan to facilitate their understanding, cooperation, and support of the HEP goals and objectives; and
  - (4) participate in outreach efforts with professional and community organizations, groups, and businesses which address the employment concerns of Hispanics.

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g. Personnel Officers shall:

- (1) ensure that the HEP policy and plan, as an integral part of the EEO Program, are considered in the development of personnel policies, programs, and procedures;
- (2) assist managers and supervisors in the execution of their responsibilities for the HEP;
- (3) assist Civil Rights Directors and Hispanic Employment Program Managers in administering and implementing the HEP; and
- (4) cooperate with the Directors of Civil Rights to provide training for Hispanic Employment Program Managers to include, but not be limited to, developmental and/or rotational assignments, structured on-the-job training programs and outside-of-agency training.

7. DEPARTMENT OF TRANSPORTATION HISPANIC EMPLOYMENT PROGRAM MANAGERS INTRA-DEPARTMENTAL COUNCIL.

- a. The Department of Transportation Hispanic Employment Program Managers Intra-Departmental Council consists of the Departmental Hispanic Employment Program Manager, who serves as chair of the Council, and the Hispanic Employment Program Managers in each of the Department's Operating Administrations who have national-level responsibilities for the Operating Administration's HEP and the Hispanic Employment Program Manager for the Office of the Secretary and the Office of Inspector General.
- b. The Council shall address issues and concerns which affect Hispanics in the Department, including but not limited to providing input for the development of the Departmental Affirmative Employment Program Plan, and sponsoring programs and activities to address the employment concerns and problems related to equal opportunity for Hispanics.

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8. DOCUMENTATION OF PERSONNEL RECORDS. Official duties and responsibilities assigned to collateral duty Hispanic Employment Program Managers shall be described in the official position descriptions that cover the positions occupied by these employees.
9. REPORTING AND SUBMISSION REQUIREMENTS. Hispanic Employment Program plans and reports, developed as integral parts of Affirmative Employment Program Plans, Update and Accomplishment reports, shall be submitted annually to the Departmental Office of Civil Rights in accordance with established Departmental Affirmative Employment Program Plan reporting requirements.

FOR THE SECRETARY OF TRANSPORTATION



Melissa J. Allen  
For the Assistant Secretary  
for Administration