

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 1130.5

5-4-82

SUBJECT: HISPANIC EMPLOYMENT PROGRAM ADVISORY COUNCILS

1. PURPOSE. To provide guidance concerning advisory council organization, membership, and functions.
2. REFERENCE. DOE 1600.4, HISPANIC EMPLOYMENT PROGRAM, of 2-2-82, which established a Departmentwide Hispanic employment program and advisory councils.
3. OBJECTIVE. To support the Hispanic employment program through review of employment profiles and trends; analyses of training and assistance; establishment of informational programs; and assistance to Hispanic employment program managers concerning employment of Hispanic Americans.
4. ORGANIZATION.
 - a. The Departmental council will be composed of employees from selected Department of Energy (DOE) field and Headquarters organizations. The Departmental Manager, Hispanic Employment Program Division, MA-9.50, will initiate requests for nominations.
 - b. The Headquarters and field councils will be composed of at least five members nominated by the heads of their respective organizational elements. The Hispanic employment program managers at the Headquarters and field organizations, respectively, will initiate requests for nominations. Where a negotiated labor relations agreement provides for union representation on such advisory councils, the provisions of these agreements must be followed. Nominations shall be requested by 9-1 of each year and members appointed to the various councils by 10-1, by the appropriate Hispanic employment program manager.
5. MEMBERSHIP.
 - a. Criteria. When requested, Heads of Headquarters and Field Organizations should nominate employees who have demonstrated an interest in equality of opportunity for Hispanic Americans in the work force, and who have expressed a desire to work on such a council. Employees nominated to the Departmental council shall be active members of their respective councils.
 - b. Terms of Membership. Appointments shall be for at least 1 year and the membership shall be subjected to review every 2 years. Members are eligible for reappointment. Headquarters and field council members who fail to attend two meetings in two consecutive quarters, without acceptable mitigating reasons, will be replaced. This latter condition is not

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applicable to Departmental council members who must attend at least one meeting a year.

6. FUNCTIONS.

a. All councils serve as advisory bodies to the Hispanic employment program managers and:

- (1) Provide recommendations on continuing implementation of the Department's policy of equal opportunity for Hispanic Americans in all areas of employment, including recruitment, hiring, placement, training, promotion, and any other terms and conditions of employment.
- (2) Recommend initiatives for inclusion in the Department's affirmative action program plans.
- (3) Develop and assist in the execution of informational programs pertinent to the employment assets and concerns of Hispanic Americans.

b. The Departmental council provides technical guidance and information to the Headquarters and field organization councils. These councils will submit initiatives to the Departmental council for consideration and concurrence. Those adopted recommendations will be part of the official Departmental council recommendations to DOE officials, and shall be submitted to the Director of Equal Opportunity for transmittal to the relevant Heads of Departmental Elements.

7. OPERATION OF COUNCILS. The appropriate Hispanic employment program manager will chair each council. The chair will preside at meetings and will coordinate the work of the council. A vice chair and a secretary will be elected by the council. The vice chair will serve in the absence of the chair, and the secretary will be responsible for the minutes and correspondence of the council. The Departmental council shall meet at least once a year; the Headquarters and field councils shall meet at least quarterly. Meetings will focus on "projects, issues, and recommendations concerning the Hispanic employment program. Interim business may be accomplished through committees assigned by the chair. The chair will determine the time and place of meetings.



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