



HECFAA Action Plan 2018-2019

Introduction: Founded in 1982, the Hispanic Employee Council of Foreign Affairs Agencies (HECFAA) is a non-profit organization and chartered employee affinity group at the U.S. Department of State that works to advance the recruitment, retention, and career advancement of Hispanics and promote a foreign affairs workforce that reflects and values the diversity of the Hispanic community.

This plan outlines HECFAA's priorities from 2018-2019.

Context: Hispanics are historically underrepresented in the State Department. At 17 percent¹ of the U.S. population and nearly 17 percent² of the U.S. labor force, Hispanics constitute only 6.91 percent of the State Department's workforce³, including 6.55 percent of the Department's Civil Service, 5.72 percent of Foreign Service Generalists,⁴ and 9.26 percent of Foreign Service Specialists.⁵

Underrepresentation is even more disparate at leadership levels. Hispanics represent 4.79 percent of the Department's Senior Executive Service and 4.68 percent of the Senior Foreign Service.⁶

Addressing these issues requires coordinated action by the State Department, HECFAA, and our fellow Employee Affinity Groups.

HECFAA Goals: Achieve and sustain levels of Hispanic representation in the State Department's workforce commensurate with levels of Hispanic participation in the U.S. labor force (17%).

- **Retention:** Promote practices that support an inclusive work environment in order to sustain the retention of Hispanic employees.
- **Promotion:** Increase Hispanic representation in the Department's leadership to achieve levels commensurate with Hispanic participation in the U.S. workforce.
- **Recruitment:** Increase Hispanic representation in the Foreign Service and Civil Service.

¹ U.S. Census population estimates, July 1, 2016 (<https://www.census.gov/quickfacts/>).

² U.S. Labor Force Statistics from the Current Population Survey, 2016 (<https://www.bls.gov/cps/cpsaat18.htm>).

³ Notably, State Department figures do not include contractors.

⁴ Foreign Service Generalists include Consular, Economic, Political, Public Diplomacy, and Management officers.

⁵ Department of State, Full-time Permanent Workforce as of 3/31/2017.

⁶ Id.

I. Recruitment

Support the Department's outreach to Hispanic communities. Assist with recruitment and awareness-oriented efforts, including outreach to Hispanic-serving colleges and universities, Diplomats in Residence, and Hispanic-serving institutions such as the Congressional Hispanic Caucus Institute. Raise awareness of international academic exchange programs.

Partnership POCs: DGHR; ECA; HR/REE; PA

Support Hispanic representation on hiring panels, and selection boards for entry-level recruitment programs. Recruitment programs include the Pickering Fellowship Program and the Rangel Fellowship Program.

Partnership Points of Contact (POCs): DGHR; S/OCR; HR/REE

Support interns and fellows. Invite interns and fellows to participate in HECFAA activities. Facilitate mentoring by HECFAA members for interns and fellows exploring careers in the Department.

Partnership POCs: HR/REE; S/OCR

II. Retention

Organize social events to promote a sense of community. Cohost with other employee affinity groups and outside institutions as appropriate.

Partnership POC: S/OCR

Promote awareness of the Hispanic community within the State Department and U.S. interagency. Organize Hispanic Heritage Month (HHM) events. Support the Department's engagement with U.S. interagency boards dealing with the representation of Hispanic employees in the federal government.

Partnership POCs: S/OCR; HR/REE; HR/CSHRM; OPM

Report to members on the Department's diversity and inclusion metrics. Reports to be monitored include the MD-715, FEORPs, and reporting mandated by the State Department's authorizing and appropriations bills. Where appropriate, HECFAA leadership will meet with the Department's diversity reporters to review data.

Advocacy POCs: DGHR; S/OCR; HR/RMA; HR/REE; HR/CSHRM; HR/CDA

III. Promotion

Facilitate access to training and professional development opportunities. Examples include the International Career Advancement Program (ICAP), Mentoring Program, and inter-office/interagency details.

Partnership POCs: FSI, HR/CSHRM, HR/CDA

Promote awareness of the contributions of Hispanic individuals to the State Department's work. Recognize the work of distinguished HECFAA members.

Partnership POC: S/OCR

Appendix – Key Data

A. Staffing by Bureau

Full-time employees as of 3/31/2017

	Ethnicity		
	Hispanic	Not Hispanic	Unsp
A	6.12%	93.88%	0.00%
AF	5.45%	94.55%	0.00%
AVC	2.70%	97.30%	0.00%
BP	4.76%	95.24%	0.00%
CA	10.66%	89.23%	0.11%
CGFS	1.93%	97.83%	0.24%
CSO	4.82%	95.18%	0.00%
CT	1.98%	98.02%	0.00%
DRL	4.62%	95.38%	0.00%
DS	7.73%	92.27%	0.00%
EAP	4.22%	95.78%	0.00%
EB	4.95%	95.05%	0.00%
ECA	3.51%	96.24%	0.25%
ENR	3.03%	96.97%	0.00%
EUR	4.67%	95.29%	0.04%
FSI STF	7.23%	92.46%	0.31%
FSI STU	5.22%	94.78%	0.00%
H	4.00%	96.00%	0.00%
HR	8.27%	91.73%	0.00%
HR OTHER	7.99%	90.52%	1.50%
IBC	0.00%	100.00%	0.00%
IIP	7.80%	92.20%	0.00%
IJC	0.00%	100.00%	0.00%
INL	8.99%	91.01%	0.00%
INR	3.57%	96.43%	0.00%
IO	6.59%	93.41%	0.00%
IRM	5.33%	94.67%	0.00%
ISN	3.33%	96.67%	0.00%
J/TIP	10.42%	89.58%	0.00%
L	2.93%	97.07%	0.00%
M	5.69%	94.31%	0.00%
MED	3.88%	96.12%	0.00%
NEA	6.20%	93.80%	0.00%
OBO	5.30%	94.70%	0.00%
OES	5.03%	94.97%	0.00%
OIG	6.87%	93.13%	0.00%
PA	3.64%	96.36%	0.00%
PM	3.54%	96.46%	0.00%
PRM	3.77%	96.23%	0.00%
S	4.72%	95.12%	0.16%
S CPR	15.69%	84.31%	0.00%
SCA	6.40%	93.60%	0.00%
WHA	14.17%	85.83%	0.00%
Total	6.91%	93.01%	0.07%

B. Civil Service and Foreign Service Staffing

Full-time employees as of 3/31/2017

	Ethnicity		
	Hispanic	Not Hispanic	Unsp
Civil Service	6.55%	93.39%	0.06%
FS Generalist	5.72%	94.18%	0.10%
FS Specialist	9.26%	90.69%	0.05%
Total	6.91%	93.01%	0.07%

C. Senior Executive Service and Senior Foreign Service Staffing

Full-time employees as of 3/31/2017

	Ethnicity		
	Hispanic	Not Hispanic	Unsp
SES**	4.79%	95.21%	0.00%
SFS**	4.68%	95.32%	0.00%

**Included in the Generalist, Specialist, Civil Service percentages

D. Attrition Data

Fiscal Year 2016

Foreign Service Generalists

Hispanics comprised nearly seven percent of the total separations, four percent of the retirements, and 11 percent of the non-retirement separations in the FS Generalist (CFTP) workforce.

Foreign Service Specialists

Hispanics constituted nearly seven percent of the total separations, five percent of the retirements, and 11 percent of the non-retirement separations in the FS Specialist (CFTP) workforce.

Civil Service

Hispanics represented over six percent of the CS CFTP workforce and composed nearly seven percent of the total separations, four percent of the retirements, and nearly nine percent of the non-retirement separations.