

**THE UNITED STATES  
ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C.**

**MEMORANDUM OF UNDERSTANDING**

**WITH**

**THE LEAGUE OF UNITED LATIN AMERICAN CITIZENS  
(LULAC)**

**TUESDAY, JULY 10, 2007  
CHICAGO, ILLINOIS**



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*“Adelante Juntos” (Forward Together)*

**INTRODUCTION**

Since its establishment in 1970, the United States Environmental Protection Agency’s (EPA) mission has been to protect human health and the environment. Over the past 37 years, EPA has made progress in both of these areas, but much more work and challenges remain.

Today, EPA has a growing number of senior managers and employees who are eligible for retirement. Now more than ever, EPA’s future success will depend on its ability to recruit, develop, and sustain a highly skilled and results-oriented workforce.

**BACKGROUND**

Hispanic Americans are a vital part of the Nation’s populace. EPA is very interested in conducting outreach activities within the Hispanic community to tap into this important reservoir of talent. The League of United Latin Americans Citizens (LULAC), founded in 1929, is the largest and oldest Hispanic organization in the United States. LULAC has over 115,000 members located in all fifty states and Puerto Rico. With a mission dedicated to education, employment, and civil rights, LULAC provides educational counseling services to over 18,000 Hispanic students each year.

**UNITED STATES CENSUS BUREAU FACTS**

Currently, there are over 42.7 million Hispanic Americans according to the United States Census Bureau Report of July, 2006. This makes Hispanics the largest and fastest growing diversity group in America, accounting for 40% of the increase in the nation’s population. Hispanic comprise approximately 14.2% of the nation’s total population today and by 2010, the Hispanic population will be almost 16% of the U.S. population.

**THE GOALS OF THE MEMORANDUM OF UNDERSTANDING**

The primary goal of the EPA – LULAC Memorandum of Understanding (MOU) (consistent with applicable laws, regulations and EPA policies) is to facilitate EPA’s cooperation with LULAC in their outreach efforts. These efforts will be aimed at increasing the number of qualified college graduates who apply for positions at EPA. Information exchange, in the form of electronic mail (email), telecommunications, and regular consultation between both parties is essential for a strong and positive collaborative partnership.

Executive Orders and authorities that can be utilized for the purposes of outreach and recruitment are as follows:

**Executive Order 13171** – dated October 12, 2000, entitled, “Hispanic Employment in the Federal Government,” encourages the recruitment of qualified individuals from appropriate sources in an effort to achieve a workforce drawn from all segments of society. This Executive Order affirms ongoing policies and recommends additional policies to eliminate the under representation of Hispanics in the federal workforce.

**Executive Order 13230** – dated October 12, 2001, entitled, “President’s Advisory Commission on Educational Excellence for Hispanic Americans,” advances the development of human potential, strengthens the nation’s capacity to provide high-quality education, and increases opportunities for Hispanic Americans to participate in and benefit from federal education programs.

## **OVERVIEW**

The pool of candidates for Senior Executives in the Senior Executive Service (SES) positions often contains few Hispanics. The most common career path for Senior Executives is advancement within respective Departments and Agencies. Few Senior Executives are recruited from outside federal service. Mid-level recruiting is expected to be more productive as more mid-level employees are hired from outside of the federal government. Therefore, there are two parallel goals relating to increasing the number of Hispanics in government service: promoting Federal public service as a career option and promoting and delivering appropriate professional training to those Hispanics already in public service. This MOU focuses mainly on promoting federal public service as a career option.

Providing timely and credible information on public service opportunities is important in promoting federal public service to America’s Hispanic Communities. Appropriate orientation and training on federal employment processes, public service benefits, and training opportunities is important in promoting federal service through LULAC’s outreach channels.

Outreach efforts are expected to include activities that promote EPA’s direct interaction with LULAC-supported graduate and undergraduate students who apply through Agency vacancy announcements and where the bilingual/bicultural hiring authority is applicable. Special emphasis will be placed on those positions identified as EPA’s Mission Critical Occupations (MCOs).

EPA places special emphasis on outreach activities to ensure that a diverse group of candidates, including Hispanic Americans and other minorities, will be available to enter environmental fields. EPA recognizes the many contributions Hispanic Americans have made to EPA and the nation as a whole. In working with LULAC, the EPA intends to provide information, advice, and assistance to the extent authorized by applicable laws, regulations, and Agency policies, for use in outreach activities designed to attract high quality candidates for positions at EPA.

## **OBJECTIVES**

EPA may:

- (a) establish an ongoing exchange of training information and materials on the EPA's merit-based employment processes;
- (b) initiate a pilot recruiting effort in conjunction with LULAC's youth and scholarship programs where EPA identifies points of contact who can facilitate the application process and provide appropriate feedback to candidates;
- (c) provide national development assignments for IPAs in the promotion of Federal Public Service where the opportunity for mutual exchange is identified in the Hispanic community;
- (d) develop general public service advertisements and promotional materials for use in LULAC's channels of community communications and outreach; and
- (e) distribute Federal Training Institute (FTI) program announcements to EPA's Human Resource Managers to use within their respective oversight areas.

LULAC may:

- (a) help to fulfill its goal of increasing the number of Hispanics in the Federal public service by providing career development options;
- (b) provide national development assignments for IPAs in the promotion of Federal Public Service where the opportunity for mutual exchange is identified in the Hispanic community;
- (c) use LULAC's channels of communications to disseminate public service announcements to promote public service and FTI Training activities;
- (d) collaborate with EPA in the development of appropriate messages tailored to the Hispanic community; and
- (e) lead a research recruiting effort mutually agreed upon with EPA, that draws upon LULAC's outreach capabilities and activities in indentifying the challenges and successes of recruiting from the Hispanic community.

## **LIMITATIONS**

All commitments made by the EPA in this MOU are subject to the availability of appropriated funds and the Agency's budget priorities. Nothing in this MOU, in and of itself, obligates the EPA to expend appropriations of to enter into any contract, assistance agreement, interagency agreement, or other financial obligations. LULAC agrees not to submit a claim for compensation for services rendered to the EPA for activities it undertakes in furtherance of this MOU. Financial or other transactions between EPA and LULAC will be subject to separate agreements entered into under applicable laws, regulations, and Agency policies, including grant and employment policies, relating to full, fair, and open competition.

Under Federal Ethics Rules, the EPA may not endorse products and services provided by LULAC or private organizations that become partners in this effort. Nothing in this MOU shall be construed as an endorsement by either party of the products, services, and/or fundraising activities of the other. Neither party shall make statements pursuant to this MOU that imply such endorsements.

This MOU is not legally binding and does not create any right or benefit, substantive, procedural, or enforceable by law or equity against the EPA or LULAC, their officers or employees, or any other person. This MOU does not direct or apply to any other person outside the EPA or LULAC.

**Effective Date, Modification, and Termination**

This MOU becomes effective when signed by both parties and will continue for two years. This MOU may be modified or amended only through the written consent of both parties. Either party may terminate its participation in the MOU by providing 60 days notice to the other party.

**SIGNED:**

*Brent Wilkes/President  
Brent Wilkes*

Brent Wilkes, Executive Director  
League of United Latin American Citizens  
Washington, D.C., Headquarters

*7/10/07*  
Date

*Kenneth T. Venuto*

Kenneth T. Venuto, Director  
Office of Human Resources  
United States Environmental Protection Agency  
Washington, D.C., Headquarters

*7/10/07*  
Date