



U.S. COAST GUARD



Homeland Security

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CIVILIAN WORKFORCE DIVERSITY

The Coast Guard will continue striving to be the "Employer of Choice" by having a workforce reflective of our nation's diversity. Being committed to diversity includes and applies to all of us. However, in reviewing the latest Affirmative Employment Plan (AEP) for Minorities and Women, there are some imbalances in the civilian workforce. In particular, women and Hispanics are noticeably under-represented. Women currently make up slightly more than 50 percent of the U.S. population but represent about 38 percent of our civilian workforce. Hispanics represent only 4.3 percent of our civilian workforce, yet they currently make up about 13 percent of the general population and are expected to grow to 17 percent by 2020. These imbalances are reflected both in under-representation and in lower than average grade levels. Increasing minority and women representation in the civilian workforce is a Coast Guard wide responsibility that we must all be concerned about and involved in.

We must consider the health and diversity of our Coast Guard in all workforce planning; planning with a sustained commitment to targeted recruitment will offer an opportunity to build applicant pools that represent the best our nation has to offer. It will also afford managers and supervisors the opportunity to select the best-qualified candidate from a diverse pool of applicants. Absent an effort to attract and consider qualified women and minority candidates, we are limiting the Coast Guard's access to a broader base of talent. We cannot afford to do that.

Command Staff Advisors/Human Resource Specialists are ready to assist managers and supervisors in building a diverse staff from all segments of our population. When planning to fill civilian vacancies, consider it an opportunity to strengthen workforce diversity. To do this, managers and supervisors are encouraged to consider the following options when filling a civilian position:

- a. Broaden the area of consideration on the vacancy announcement to consider candidates outside the federal government (demographically and geographically).
- b. Hire in promotable positions and consider career developmental positions.
- c. Engage the Civilian Recruitment Team to assist with targeted recruiting to better balance the diverse talent within your respective unit.
- d. Use the automated system to electronically send vacancy announcements to organizations that offer a broader base of diverse talents and skills. G-WTL, G-H, and CGRC stand ready to assist with identifying these particular resources.

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Our ability to recruit and retain the best possible civilian workforce is everyone's responsibility. Please do your part to make this a reality.

Regards,

RADM Kenneth T. Venuto
Ken Venuto

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