

MEMORANDUM OF UNDERSTANDING
Between
THE UNITED STATES DEPARTMENT OF TRANSPORTATION
And
THE LEAGUE OF UNITED LATIN AMERICAN CITIZENS

I. Parties

The parties of this Memorandum of Understanding (MOU) are the United States Department of Transportation (**DOT**), and the League of United Latin American Citizens (**LULAC**). Each party shall be responsible for the goals, objectives and activities cited in the Agreement.

II. Background

LULAC is a private non-profit and non-partisan organization founded in Corpus Christi, Texas in 1929. It is the oldest and largest Hispanic organization in the United States and supports the rights of thousands of members organized into more than 700 **LULAC** councils in virtually every state of the Nation and Puerto Rico. This MOU is fully supported by **LULAC** leadership, including the **LULAC** National President and Board of Directors.

III. Purpose

The purpose of this MOU is to:

1. Provide a cooperative framework for the parties to implement the Secretary of Transportation's Strategic Human Capital Management Initiatives;
2. Reflect **DOT's** commitment to support the involvement of partner organizations in helping to create the **DOT** workforce of the future;
3. Create a mutually beneficial working relationship between **LULAC** and **DOT** in recruitment, training, retention and participation of Hispanic Americans in the **DOT** workforce and programs; and
4. Strengthen **DOT's** relationship and outreach activities with traditional and non-traditional educational institutions and professional and minority organizations that serve the Hispanic community.

IV. Introduction

The parties stipulate and agree that:

DOT is a Federal agency of the United States Government interested in the mission and programs of **LULAC**. **LULAC**, the largest and oldest Hispanic organization in the United States, advances the economic condition, educational attainment, political influence, health and civil rights of Hispanics through community-based programs operating at more than 700 **LULAC** councils nationwide.

LULAC is interested in providing coordination activities that will facilitate **DOT** access to Hispanic Americans in program areas of interest to **DOT**.

LULAC is interested in providing technical assistance and support services to implement the national program areas identified in the MOU to support the mission of **DOT**.

LULAC agrees to work with **DOT** to promote the mission of the Department through **LULAC** affiliates and its constituency groups.

LULAC will provide a Program Manager to serve as liaison in **DOT** activities, programs, and events in conjunction with this MOU.

LULAC and **DOT** both share a strong interest in developing a partnership for the purpose of providing employment and other opportunities for Hispanic Americans, including those in higher education pursuing academic degrees, in studies or research of interest to **DOT**.

LULAC and **DOT** are interested in a structured career path for mid-level to senior Hispanic American employees leading to competitive managerial and senior executive candidate pools and retention in public service.

LULAC and **DOT** will use national and regional civilian labor force statistics, as appropriate, in developing strategies for innovative community outreach and targeted recruitment.

V. Authorities

Executive Order (E.O.) 13230, President's Advisory Commission on Educational Excellence for Hispanic Americans, dated October 12, 2001, provides for the advancement of the development of human potential and strengthening the Nation's capacity to provide high-quality education and increase opportunities for Hispanic Americans to participate in, and benefit from, Federal education programs.

E.O. 13171, Hispanic Employment in the Federal Government, dated October 12, 2000, encourages the recruitment of qualified individuals from appropriate sources in an effort to achieve a Federal workforce drawn from all segments of society. This E.O. affirms ongoing policies and recommends additional policies to eliminate the underrepresentation of Hispanics in the Federal workforce.

E.O. 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP), dated August 11, 2000, discusses the Federal Government's commitment to improving the accessibility of federally-assisted programs and direct Federal services to eligible LEP persons, a goal that reinforces its equally important commitment to promoting programs and activities designed to help individuals learn English.

E.O. 13162, Federal Career Intern Program, dated July 6, 2000, discusses methods to attract exceptional men and women to the Federal workforce who have diverse professional experiences, academic training, and competencies, and prepare them for careers in analyzing and implementing public programs.

VI. Objectives

The objectives of this MOU shall be to coordinate and facilitate activities that are responsive to the needs of **DOT** and **LULAC**. Specifically, the MOU is designed to attract students and potential candidates to careers and employment opportunities in the field of transportation with an emphasis on research, development and technology, and enhancing their skills in math, science and engineering.

1. **LULAC** shall make recommendations to **DOT** on program initiatives that address concerns affecting the recruitment, accession, training, career development, promotion, and retention of qualified Hispanic Americans in **DOT's** workforce.
2. **LULAC** will also provide information regarding **DOT** programs and services to the Hispanic community.

VII. Responsibilities

In fulfilling the objectives of the MOU, the parties agree to fully participate and be responsible for the following activities:

DOT will:

1. Identify and appoint a Program Manager to coordinate with **LULAC** in identifying strategies to assist in the implementation of **DOT's** Strategic Human Capital Management Initiatives.
2. Attend the annual Federal Training Institute (FTI) and **LULAC** Conference and support the participation of **DOT** mid and senior-level Hispanics and other employees in the U.S. Office of Personnel Management (OPM) designed and developed Core Leadership Curriculum that provides a structured career path leading to competitive managerial and senior executive candidate pools and retention. To the extent possible, **DOT** will participate by sponsoring an agency forum on other leadership activities. Also, **DOT**, to the extent possible, will:
 - via a department-wide letter, endorse participation at FTI for **DOT** employee training and recruitment purposes;

- purchase exhibit booth space at the annual conference to further **DOT's** various policies and program objectives for the Hispanic community;
 - advertise in **LULAC's** official magazine, and the annual conference program brochure to meet Federal Equal Opportunity Recruitment Program recruitment and training initiatives;
 - provide **LULAC** with information on proposal writing, application for grants, **DOT** contract requirements, and processes;
 - provide **LULAC** with information concerning educational partnership events, student internships, available funding and other partnership opportunities in **DOT**; and
 - coordinate student activities and orientation programs hosted in **DOT** worksites in support of **LULAC** Youth Leadership and Young Adults Programs, and promote awareness in science, technology and other disciplines (e.g., job shadowing, participation in science and career fairs with emphasis on transportation disciplines).
3. Through rotational and detail assignments with **LULAC**, explore loan executive professional growth opportunities for Hispanic employees in the development and execution of recruiting and promotion of agency programs in the Hispanic community.
4. As soon as electronically possible, through the OPM Recruitment One Stop or other direct means, provide **LULAC** with a notice of SES and GS 12-15 vacancies.

LULAC shall:

1. Identify and appoint a Program Manager as liaison in **DOT** activities, programs, and events in conjunction with this MOU;
2. Advise its internal and external affiliation and component offices of this MOU and ensure their participation in the implementation of this agreement;
3. Use its best efforts to promote: 1) the mission of **DOT** in traditional and educational institutions affiliated with **LULAC**, 2) program and service opportunities with **DOT**, in the Washington DC metropolitan and regional areas, and 3) appropriate field activities of the various **DOT** mission areas;
4. Identify, coordinate and assist with sponsorship services of new employees, student-interns or potential candidates from Hispanic communities interested in **DOT** programs and services;
5. Provide administrative support, technical assistance and community resources to heighten the awareness of the mission and services of **DOT**.

6. Provide translation and interpreting services from Spanish to English and vice versa to improve access to **DOT** services and programs for persons with LEP in underserved and disadvantaged Hispanic communities;
7. Advance within **LULAC**'s channel of communication public service announcements promoting **DOT** employment opportunities;
8. Collaborate, if requested, with **DOT** in the development of appropriate messages tailored to Hispanic communities;
9. Provide a forum within **LULAC**'s FTI and **LULAC** Conference activities for **DOT** to promote awareness of their mission, goals, and objectives (e.g., Hispanic Employment Program initiatives, **DOT**'s Office of Small and Disadvantaged Business Utilization programs, Federal Highway Administration programs and Federal Aviation Administration non-degree job opportunities, such as for Air Traffic Controllers);
10. Provide, within the FTI, an overview of the OPM Core Leadership Curriculum that supports a structured career path leading to competitive managerial and senior executive candidate pools and retention in public service;
11. Explore a pilot target recruiting effort mutually determined with **DOT** drawing upon **LULAC**'s outreach capabilities and assist **DOT** in identifying the challenges and successes of recruiting from the Hispanic community; and
12. Provide assistance and technical advice on ways to increase the representation of Hispanics in the workforce and inclusion in **DOT** programs and services.

VIII. Cost and Implementation

The principles in this MOU will be carried out on an ongoing and as appropriate basis in coordination with **DOT**'s mission, key strategic objectives, and compatibility with **LULAC** programs, events, and activities. All expenditures by **DOT** are subject to the availability of appropriations. This MOU contains the entire understanding between **DOT** and **LULAC**.

IX. Modifications

This agreement may be amended only in writing and must be signed by both parties. This MOU may be terminated at any time by any of the parties upon sixty (60) days written notice to the other party.

X. Rights and Benefits

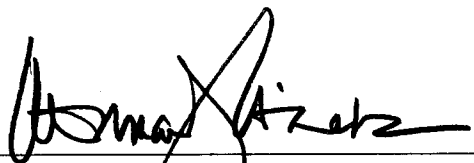
Nothing in this MOU is intended to create any right or benefit, substantive or procedural, enforceable at law by any individual or entity against the United States, its agencies or officers, state agencies, or officers carrying out programs authorized under Federal law.

XI. Effective Date

This MOU shall become effective on the date signed and remain in effect unless amended by mutual written agreement.

XII. Renewal

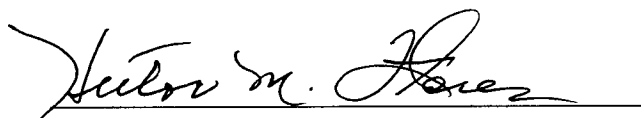
This MOU shall be renewed annually by mutual written agreement.



Norman Y. Mineta
Secretary
United States Department of Transportation

AUGUST 3, 2004

Date



Hector M. Flores
National President
League of United Latin American Citizens

October 10, 2004

Date