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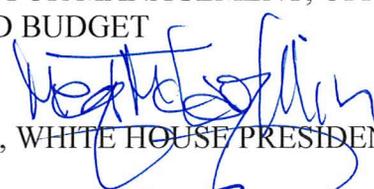


MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

From:

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BETH COBERT 
DEPUTY DIRECTOR FOR MANAGEMENT, OFFICE OF
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DEPUTY DIRECTOR, WHITE HOUSE PRESIDENTIAL PERSONNEL
OFFICE

JENNY YANG 
CHAIR, EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Subject: Establishment of a Diversity and Inclusion in Government Council

This memorandum notifies you of the establishment of the Diversity and Inclusion in Government Council (Council), operating under the direction of the Office of Personnel Management (OPM), the Office of Management and Budget (OMB) and the Equal Employment Opportunity Commission (EEOC).

Executive Order 13583, *Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce*, directs executive departments and agencies to develop and implement a comprehensive, integrated, and strategic focus on diversity and inclusion. The Executive Order further requires that executive departments and agencies continue efforts to identify, adopt, and integrate best practices that promote government-wide diversity and remove barriers to equal employment opportunity (EEO) consistent with merit system principles and applicable law.

The Diversity and Inclusion in Government Council is being formed to provide a forum for improving senior leadership engagement and collaboration on strategic and operational diversity and inclusion priorities. This Council will help to develop guidance to cultivate an organizational workplace culture that supports inclusion, collaboration, employee engagement,

transparency, information sharing, cognitive diversity, and equity for all Federal employees that will directly enable the Federal Government to achieve high-level organizational performance.

This effort is in coordination with the Strengthening Employee Engagement memorandum, dated December 23, 2014, and consistent with the forthcoming 2015 Government-wide Diversity and Inclusion Strategic Plan. Agencies will be encouraged to use, for example, the New Inclusion Quotient (New IQ) learning tools to improve organizational environments that help lead to engagement.¹

The Council will serve as an advisory body to OPM, OMB and EEOC with a focus on government-wide policies and practices related to recruiting, hiring, promoting, retaining, and developing a diverse and inclusive workforce. All of the Council's guidance and recommendations shall be consistent with applicable laws, rules and regulations, and with merit systems principles.

Membership will consist of representatives from each of the Chief Human Capital Officers (CHCO) Act of 2002 Executive Departments and agencies (agencies or agency). Each CHCO agency will have one seat on the Council, with the Co-Chair and subcommittee chairs determined by the Council members. The Small Agency Council will select three members to serve on the Council. The Council Chair will be the Director or Deputy Director of OPM, and a Co-Chair who is a Deputy Secretary, Assistant Secretary, or Chief of Staff of a Cabinet-level Department. At this time, Katherine Archuleta, OPM Director, will be serving as the Chair. OMB, OPM and EEOC will maintain leadership roles on the Council and respond to Council recommendations.

Each Council Member may delegate Council work to his or her appropriate agency subject matter experts, but he or she retains responsibility for agency participation and will be the primary point of contact for OPM, OMB and EEOC on Council matters. Council Members may decide to seek the views of outside experts, such as employee labor organizations, major affinity and employee resource groups, and other stakeholder organizations.

By March 20, 2015, each agency shall identify the Member who will serve on the Council. Please send the name of your agency representative and questions to the OPM Office of Diversity and Inclusion by email at diversityandinclusion@opm.gov. The first meeting of the Council will take place in April 2015, with details to follow.

Cc: Chief Human Capital Officers, Equal Employment Opportunity (EEO) and D&I Directors

¹ OPM, in partnership with the Department of Veterans Affairs, developed the New IQ in FY 2013 to drive inclusive intelligence in the Federal workplace. (Inclusive intelligence is the intentional, deliberate, and proactive acts that increase work group intelligence by ensuring people feel they "belong" and are "uniquely" valued). The New IQ consists of 20 questions identified through a rigorous factor analysis trial of the Federal Employee Viewpoint Survey questions with the highest correlation to inclusive environments. OPM will update this Index annually.