## U.S. Department of Labor

Assistant Secretary for Veterans Employment and Training Washington, DC 20210



November 16, 1999

ASVET MEMORANDUM NO. 02-00

MEMORANDUM FOR: ALL VETS EMPLOYEES

FROM: ESPIRIDION 'AL' BORREGO

SUBJECT: EEO Compliance Review and Climate Survey

This is to let you know that the Civil Rights Center (CRC), Office of Compliance Assistance and Planning, will be monitoring the Veterans' Employment and Training Service (VETS) for compliance with civil rights laws and regulations and affirmative action requirements over the next few months. This is the second in a series of such reviews that CRC is undertaking, with the goal of assessing EEO compliance Department-wide over the next few years.

A key component of the compliance review is a climate survey to help CRC determine how VETS' equal employment opportunity (EEO) efforts affect its employees. The climate survey will be distributed to all VETS employees and managers in mid-November. The survey, printed on green paper, comprises ten questions examining DOL workplace values. It is voluntary and anonymous. We estimate that the survey will take 15 minutes to complete.

Completed surveys should be returned to CRC by December 3, 1999; return envelopes will be provided

Some of you may be concerned about the privacy of your responses to the survey, particularly since the back of the survey form requests demographic information about survey participants. Only CRC's data entry person will see your survey form. Once coded, survey data will be examined and reported in the aggregate. The demographic data respondents provide will be compared to overall VETS data to help assess how representative the survey results are.

As a follow up to the survey, a sample of VETS employees and managers will also be interviewed. CRC will conduct interviews-in person for national office employees and by telephone in the regions-in early January. Interviews are expected to take one hour per interviewee; CRC interviewers will make appointments for these interviews directly with the employees to be interviewed.

In her EEO Policy Statement, distributed in 1998, Secretary Herman stated that DOL, as a model employer, should be committed to the principle that it not only preaches but practices inclusiveness, fairness, and the participation of all employees in all facets of the Department. The success in meeting that goal would be measured by the perceptions of employees and managers. Your participation in the climate survey, and in an interview if you are contacted, will help VETS assess its success and focus its efforts where needed to improve opportunity for all of its employees.

I too have explained my policy regarding diversity and equal opportunity to you in an ASVET Memorandum addressing diversity:

"VETS is fully committed to supporting the Secretary's goal of fostering equal opportunity workplaces throughout the nation. We concur with and support her desire to make DOL a model employer that not only preaches but practices inclusiveness, fairness, and the participation of all employees in all facets of the Department. Diversity and equal employment opportunity are critical elements in both of the above endeavors. VETS' policy will be to take aggressive, appropriate steps to assure that all avenues are explored and implemented that will allow us to achieve full compliance with our targeted recruitment priorities and to assure that all employees have equal employment opportunities."

I expect that all VETS employees will choose to participate in the survey and complete it honestly, enabling the organization address any problems we may have in meeting overall goals. I ask that you take the survey and follow up personal contacts seriously and ask that you candidly address issues of importance to you. I fully expect that VETS will become a better organization based on the results of this effort and assistance from CRC.