

**DEPARTMENT OF LABOR**  
**2016-2017 Agency Plan for the White House Initiative on Asian Americans and Pacific Islanders**

Goal Area	Agency Objective	Strategic Activity	Track/Measure
Capacity Building	Create specific targets of industries and businesses for outreach and education based on the existence of high concentrations of AAPI workers.	Determine if AAPI populations are clustered in certain industries that are likely to have Federal contracts and develop an outreach and education plan to engage those workers.	By April 2016, create a plan and/or commission a study to identify AAPI population clusters. By September 2016, implement a Plan of Action (POA) based on the results of the industry/business study.
Capacity Building	Create streamlined process to ensure appropriate funding opportunities reach AAPI communities.	OSHA will continue to include nail, beauty salon health & safety work for Susan Harwood follow-on and/or targeted topic grants.	For the FY 2016 and 2017 award cycles, include nail and hair salon hazards as a follow-on and/or targeted topic for Harwood grants.
Capacity Building	Improve access to grant funding opportunities and increase technical assistance and outreach to organizations serving Asian American, Native Hawaiian and/or Pacific Islander communities.	DOL sub-agencies with grant funding programs (OSHA, ETA, etc.) will develop outreach and technical assistance plans focused on AAPI community-based organizations.	In FY 2016 and FY 2017, ETA will notify the DOL Office of Public Engagement of all upcoming outreach/technical assistance calls, webinars, and/or other activities that engage/educate prospective applicant organizations about ETA grant funding opportunities, to ensure that AAPI community-based organizations have the opportunity to participate in these activities.
Capacity Building	Improve access and increase technical assistance and outreach to better serve AAPI populations.	Develop outreach and technical assistance plans to allow greater access for AAPI-serving organizations to DOL WB programs and office services.	In FY 2016 and FY 2017, conduct at least 20 (10 each fiscal year) outreach/technical assistance calls, webinars, or other activities that include extensive outreach to AAPI community-based organizations.
Capacity Building	Increase outreach and partnerships with AAPI serving organizations.	Establish and continue to maintain relationships with various AAPI worker advocacy groups and other stakeholders throughout the country.	In FY 2016 and FY 2017, partner with various AAPI organizations to conduct at least 20 (10 each fiscal year) outreach events around the country to educate AAPI workers about their federal workplace rights and protections.

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<b>Capacity Building</b>	Improve access and increase outreach to better serve AAPI populations and Asian American, Native American and Pacific Islanders Serving Institutions (AANAPISIs).	Develop partnerships with AAPI serving entities to increase AAPI access to DOL grants and programs.	In FY 2016 and FY 2017 conduct a total of 10 outreach activities with AAPI community-based organizations.
<b>Capacity Building</b>	Strengthen relationship and improve communication and coordination with the Native Hawaiian community.	Continue to provide consultation and enforcement support to the Hawaii OSHA State Plan per the agreement (renewed September 2013) with the Hawaii State Department of Labor & Industrial Relations (DLIR).	Through FY 2016 -2017, continue support to the Hawaii OSHA State Plan as necessary, including providing supplementary financial support, training, and mentoring opportunities for Hawaii OSHA staff and help developing compliance assistance programs for Hawaii small businesses.
<b>Data</b>	Improve data disaggregation.	Add annual labor force estimates for Asian subgroups to the BLS online database.	Target completion date of December 2016.
<b>Data</b>	Improve data disaggregation.	Examine current data from OSHA Alliance Program, Partnerships, and other cooperative programs to determine which are already reaching AAPIs.	Continue to review and analyze data on OSHA Alliance Program, Partnerships, and other cooperative programs to determine which are already reaching AAPIs. Using this disaggregated data, develop draft action plan for FY 2016-17.
<b>Data</b>	Improve data disaggregation.	Review internal and external data disaggregation practices and explore potential for replication of best practices and systems.	By Jan 2016, identify at least two programs, offices or projects that have the capacity to disaggregate AAPI data by ethnic subgroup. By or before Dec 2016, produce qualitative and quantitative disaggregated Asian and Native Hawaiian/Pacific subgroup data for at least two programs. By June 2017, determine if production or reporting of disaggregated AAPI data can be done annually.
<b>Language Access</b>	Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.	Actively participate with agency LEP Work Group to ensure compliance with Executive Order 13166.	By September 2016, increase translated materials for appropriate AAPI languages by approximately 15%.

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<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Complete translations of key OSHA publications providing an overview of the laws administered by the agency and the agency's services in Korean, Vietnamese, Simplified Chinese, and Nepali.</p>	<p>Complete and post Korean, Simplified Chinese, and Nepali translations of "All about OSHA," "Workers Rights," and the "It's the Law" poster on OSHA's website by the end of FY 2016. Other AAPI languages for translations will be considered based on need and funding available.</p>
<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Conduct outreach to AAPI community to increase awareness of laws EBSA administers and the services that the agency provides.</p>	<p>By September 2016, regional offices with significant minority populations, including AAPIs, will conduct at least 10 outreach events to local community organizations -- potentially in partnership with the WHIAAPI Regional Network.</p>
<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Conduct outreach to AAPI community to increase awareness of laws WHD administers and the services the agency provides.</p>	<p>September 2016, WHD regional offices (and potentially in partnership with the WHIAAPI Regional IWG) will utilize employees with AAPI language skills to conduct 10 in-language outreach events in local AAPI communities. By September 2017, this total will increase to at least 20 in-language outreach events.</p>
<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Conduct outreach to AAPI community to increase awareness of WB programs.</p>	<p>In FY 2016-2017, conduct at least 20 outreach activities (10 each fiscal year) focused on the AAPI community and utilizing translated materials.</p>
<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Develop a publication providing an overview of the laws administered by EBSA (including the Affordable Care Act) and the agency's services. Translate this publication into at least five AAPI languages.</p>	<p>Complete by September 2016 and utilize AAPI community organizations to disseminate availability of materials.</p>

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<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Develop a translated publication providing an overview of the laws administered by WHD and translate into six AAPI languages.</p>	<p>By September 2016, WHD will translate "We Can Help" booklets and/or other key new publications into six different AAPI languages and utilize ethnic media, social media, and/or AAPI community organizations to disseminate announcement of the new materials.</p>
<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Develop educational materials that focus on workers' rights. Create a plan for disseminating and translating materials into AAPI languages.</p>	<p>By May 2016, all DOL sub-agencies will (1) identify key workers' rights materials that should be translated into key AAPI languages (TBD), AND (2) create an outreach and dissemination plan for worker education materials for the AAPI community.</p>
<p>Language Access</p>	<p>Improve delivery of services to LEP individuals, especially where LEPs directly access agency services.</p>	<p>Develop in-language materials, or replicate existing language access models (e.g. programs within WHD) to better serve these identified communities.</p>	<p>Throughout FY 2016 and FY 2017, WHD will translate five publications per fiscal year in different AAPI languages. WHD will develop glossaries of commonly used WHD phrases (e.g., overtime, minimum wage, etc.) in various AAPI languages for consistency in translation and add new words to the glossaries in FY 2016 and FY 2017.</p>
<p>Language Access</p>	<p>Supplement Agency delivery of services to LEP individuals.</p>	<p>Develop strategies to supplement agency efforts in getting new publications/materials to AAPI communities in multiple languages.</p>	<p>By September 2016, enlarge AAPI outreach list to include 500 AAPI organizations, business associations and small businesses from across the country.</p>

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<p>Language Access</p>	<p>Make outreach and education material available in AAPI languages based on the language needs identified in the LEP needs survey.</p>	<p>Ensure that language resources are appropriately distributed based on demonstrated language needs in an area/district/region.</p> <p>Ensure that translated materials are offered through the agency's publication catalogue, website and through worker rights organizations.</p>	<p>By March 2016, all DOL sub-agencies will create a strategic distribution plan for FY 2016 based on the agency's own LEP survey results and other relevant information.</p> <p>Execute a Blanket Purchase Agreement to secure language services (resources allowing) in FY 2016.</p> <p>Develop an inter-office directory of multilingual employee that are available to serve as translators or interpreters in FY 2017.</p>
<p>Workforce Diversity</p>	<p>Improve data access and analysis of AAPI employees at DOL.</p>	<p>Identify sub-agencies whose recruitment of AAPIs is below the 9th Grade Labor Workforce Distribution and provide them with quarterly analysis of their recruitment pools to utilize in discussions of targeted AAPI outreach.</p>	<p>By September 2016, provide sub-agencies with low percentages of AAPI applicants with (1) first quarterly report containing analysis of their respective onboard and separation data related to AAPIs, and (2) an outline of best recruitment practices of those agencies who have higher percentages of AAPIs.</p>
<p>Workforce Diversity</p>	<p>Increase participation rate of AAPIs in Student Pathways programs.</p>	<p>Develop recruitment partnerships with AANAPISI-designated colleges and universities.</p>	<p>In FY 2016-2017, have at least five partnerships in each region in places with a local AANAPISI college/university.</p>
<p>Workforce Diversity</p>	<p>Increase participation rate of AAPIs in Student Pathways programs.</p>	<p>Develop recruitment partnerships with AANAPISI-designated colleges and universities.</p>	<p>Partner with OASAM HRC and CRC to ensure that WHD vacancy announcements for Pathways students are distributed to AANAPISI colleges and universities.</p> <p>In FY 2016, participate in at least one job fair or AAPI event to recruit student interns.</p>

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<p>Workforce Diversity</p>	<p>Increase pipeline for AAPI applicants to managerial and SES positions.</p>	<p>Assess numbers of AAPIs in managerial positions at OSHA and strengthen plan to increase pipeline to upper-level and SES positions.</p>	<p>Through FY 2016-2017, continue to review findings of the OSHA Workforce Diversity Taskforce to assess numbers of AAPIs in managerial positions; update plan if necessary and increase pipeline to upper-level and SES positions through the OSHA OTI Assessment Center and the OSHA Executive Development Program.</p>
<p>Workforce Diversity</p>	<p>Increase pipeline for AAPI applicants to managerial and SES positions.</p>	<p>Strengthen plan to increase number of AAPIs in SES, or through partnership with Asian American Government Executive Network's (AAGEN) SES Development program.</p>	<p>In FY 2016-2017, continue to outreach to AAGEN and Asian Pacific American Labor Alliance (APALA) to explore partnership opportunities.</p>
<p>Workforce Diversity</p>	<p>Increase pipeline for AAPI applicants to managerial and SES positions.</p>	<p>Strengthen plan to increase number of AAPIs in SES, or through partnership with Asian American Government Executive Network's (AAGEN) SES Development program.</p>	<p>Partner with OASAM HRC to advertise WHD's opportunities in managerial and SES positions to increase pipeline for AAPI applicants. Review outreach and hiring practices of supervisors and managers.</p>
<p>Workforce Diversity</p>	<p>Increase employment opportunities to qualified AAPI candidates.</p>	<p>Promote employment opportunities and conduct analysis of AAPI applicants at the GS 11-13 levels.</p>	<p>By April 2016, identify issues and propose recommendations for all DOL sub-agencies regarding gaps in current recruitment strategies, problems with retention and career development of AAPI employees.</p>
<p>Workforce Diversity</p>	<p>Increase employment opportunities to qualified AAPI candidates.</p>	<p>Promote employment opportunities and conduct analysis of AAPI applicants at the GS 11-13 levels.</p>	<p>Coordinate recruitment activities with OASAM CRC. By June 2016, participate in at least five job fairs designed to recruit AAPI candidates. By September 2016, increase this total to 10 job fairs.</p> <p>Analyze applicant flow data provided by OASAM HRC.</p>

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Workforce Diversity	Increase employment opportunities to qualified AAPI candidates.	Promote employment opportunities and conduct analysis of AAPI applicants at the GS 11-13 levels.	In FY 2016 and FY 2017 disseminate vacancy announcements to AAPI serving organizations. Analyze applicant flow data on a quarterly basis and adjust outreach initiatives accordingly.
Workforce Diversity	Collaborate with DOL's Asian Pacific American Council (APAC) affinity group on outreach and recruitment.	Promote employment opportunities.	In FY 2016 and FY 2017 continue sharing department vacancy announcements to increase awareness of agency and employment opportunities.
Workforce Diversity	Utilize multilingual employees for translation and interpretation purposes.	Determine the method and policies for assessment of multilingual employees and a plan for how and when they can be used and shared within the agency to provide language services.	WHD will continue to update the internal multi-lingual database as new investigators are hired to shift resources as needed to meet the needs of the AAPI workforce.
Workforce Diversity	Expand AAPI federal employment opportunities through increased recruitment, retention, and promotion efforts.	Conduct barrier analysis on the advancement of AAPI employees and develop a focused strategy to address those issues.	By June 2016, complete barrier analysis and implement strategic plan to reduce barriers.
Agency Specific	Increase protection of immigrant workers and address relevant health and safety violation and wage and hour violations.	Co-host with WHIAAPI a community briefing on exploitation of AAPI immigrant workers, their challenges with safety and health regulations enforcement and wage and hour regulations enforcement. Protect AAPI workers through WHD enforcement initiatives in various industries.	WHD and OSHA will co-host at least one community briefing with WHIAAPI in both FY 2016 and FY 2017. WHD will implement at least five enforcement initiatives each fiscal year in industries where there is a high percentage of AAPI workers including restaurants, hotels/motels, garment, residential care, etc.
Agency Specific	Rigorously enforce civil rights statutes/laws that prohibit federal contractors from engaging in employment discrimination and requiring federal contractors to take affirmative action to ensure equal employment opportunity.	Evaluate trends and patterns of compliance and enforcement activity for AAPI population and subpopulations.	By September 2016, based on feedback from the Vulnerable Workers Project Interagency Working Group listening sessions, partner with EEOC and DOJ to identify and propose new goals and recommendations for each agency's respective programs to improve outreach and services for AAPI communities.

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<p><b>Regional Network</b></p>	<p>Build lasting relationships between the AAPI community and federal regional offices and increase access to key federal regional officials across the country.</p>	<p>Work with WHIAAPI's Regional Network to engage in effective and meaningful outreach to the AAPI community.</p>	<p>In 2016 -2017, partner with the Regional Network to convene at least 4 RN engagement activities across the regions (two each year) focused on educating immigrant business owners and vulnerable workers about their rights and responsibilities under U.S. labor laws.</p>
<p><b>Regional Network</b></p>	<p>Build lasting relationships between the AAPI community and federal regional offices and increase access to key federal regional officials across the country.</p>	<p>Expand the capacity and participation of WHIAAPI's Regional Network members.</p>	<p>By June 2016, identify at least 5 regional staff members to serve on the Regional Network.</p>
<p><b>Regional Network</b></p>	<p>Build lasting relationships between the AAPI community and federal regional offices and increase access to key federal regional officials across the country.</p>	<p>Support efforts to institutionalize the Regional Network across the regions.</p>	<p>By December 2016, incorporate Regional Network best practices, models, tools, and goals into the agency's own outreach strategies and planning for the AAPI community.</p>
<p><b>Pacific Islander Taskforce</b></p>	<p>Collect and disseminate data on Pacific Islander labor force participation.</p>	<p>Determine whether unemployment data can be calculated for the region.</p>	<p>Release available data on unemployment in the Pacific Island territories.</p>