

MEMORANDUM FOR CESWL-ALL

SUBJECT: Appointment Memo No. 04-03 for Hispanic Employment Program Manager

1. Nikisha Jakes, Regulatory Branch, has been appointed as Hispanic Employment Program Manager.
2. Authority: 29 CFR and AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 04 March 1988.
3. Purpose: To serve as advisor to both management and employees on EEO matters related to Hispanics, providing advisory services; assisting in the preparation of periodic reports; assisting in the development, implementation and coordination of the EEO Plan of Action; attendance at Hispanic Conferences; and advise the Division Chiefs that are responsible for planning and coordinating activities Hispanic Observance.
4. Period of Appointment: Indefinite.
5. Point of Contact: EEO Manger (501) 324-5534.


BENJAMIN H. BUTLER
Colonel, EN
Commanding

DISTRIBUTION
To Appointee