

AI/AN

BEP

Special
Emphasis
Program
Overview

HEAP

A/PI

Disability Program

FWP

SEP VISION

Multi-cultural organizations

Positive work environment

Training opportunities

Respected employees

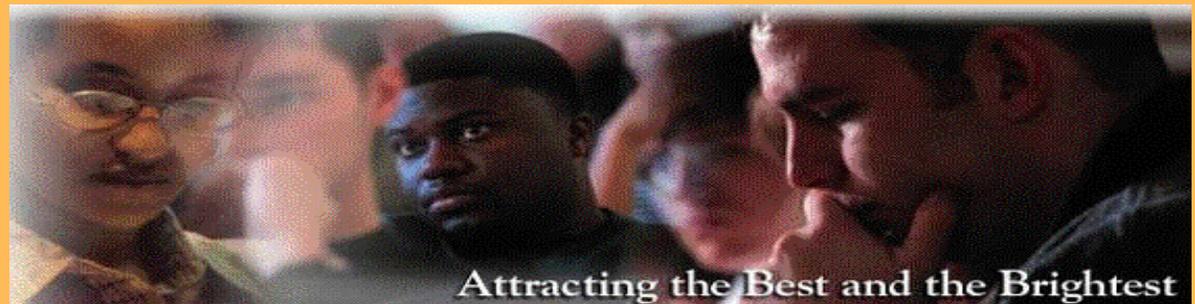
Complaints minimized

Customer satisfaction



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The Special Emphasis Program (SEP) exists to address “special” problems and concerns of minorities, women, and individuals with disabilities

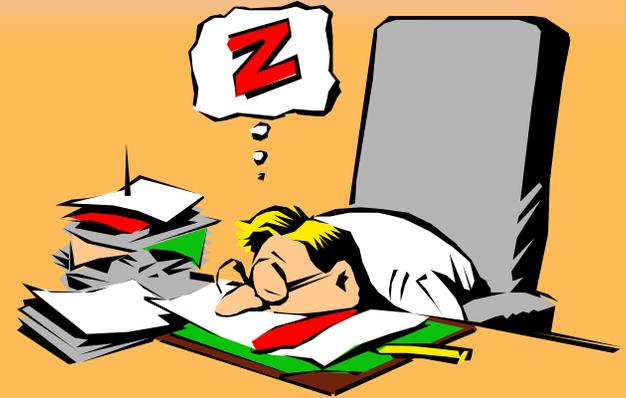


Attracting the Best and the Brightest

LAGOS PMS

To provide means for minorities, women, and individuals with disabilities to obtain equal opportunity in all aspects of employment through creation and maintenance of organizational processes and programs which foster and are responsive to their pursuit of employment, development, and career progression

AUTHORITY



DOD Directive 1440.1 dated May 21, 1987, The DoD Civilian Equal Employment Opportunity (EEO) Program, authorized the establishment of the Federal Women's Program (FWP) and Hispanic Employment Program (HEP).

DOD Directive 1440.1, Change 2, dated March 11, 1991, authorized the establishment of the Black Employment Program (BEP), Asian/Pacific Islander Employment Program (A/PIEP), and the American Indian/Alaskan Native Employment Program (AI/ANEP).

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Who's In

Who's Out

Change Agents	----->	Business as usual
Diversity Specialists	----->	Numbers focus
Empowerment	----->	Passing the buck
Customer Focus	----->	Indifference to customers
Team Builders	----->	Traditional management
Leaders	----->	The "Boss"
Benefit Focus	----->	Problem stators
Mediators	----->	Litigators
Technology Oriented	----->	Pencil pushers

Program managers must be...

Visible

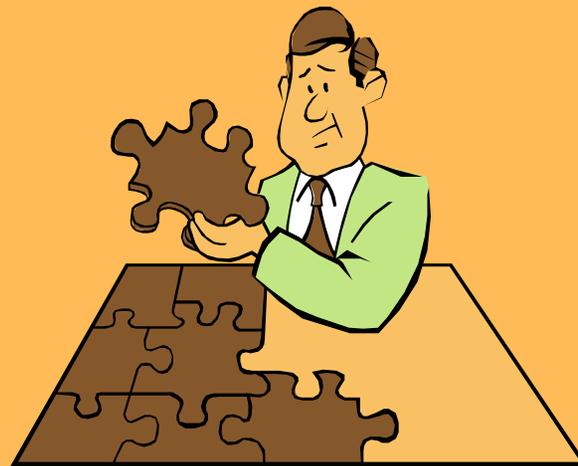
Politicians

**Team
Players**

**Valued
Assets**

Trained

**Task
Oriented**



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Study what has been accomplished

Organize yourself

Assess local opportunities

Develop plan

Brief management on plan

Ensure work force involvement

Market program

Network

Share





RESPONSIBILITIES

Assess the climate and monitor the EEO posture

Identify issues, barriers, and installation policies

Develop proposals, recommendations, strategies, and/or positions directed toward solving/resolving specific issues

Advise managers about their responsibilities and assist as needed

WHAT IT TAKES!

Support from leadership

Professionalism

Knowledge of your organization and workforce

Ability to deal with management

Knowledge of EEO program

Community involvement

Team approach



**Organization
structure/relationships**

Organization mission

Understand role



EFFECTIVE TOOLS AND KNOWLEDGES

Monitor/advise

**Become a part of other
functions/staff**

Climate surveys

Trend analysis



COMMITTEE SHOULD...

Represent the workforce

Help stay in touch with all levels throughout their activity

**Be a working committee – eyes and ears for the organization -
rather than an advisory one**

**Show diversity and reflect the talent of its members to benefit
the program**

**Support the SEPM position and ensure that SEP actions are
public knowledge - not “something that happens behind closed
doors”**

REQUIREMENTS FOR COMMITTEE MEMBERS

Acceptance of goals and objectives

Willingness to work on achieving goals and objectives

Promote “program” for everyone

Understand concepts and perceptions



**EEO IS NOT A SECRET SOCIETY FOR MINORITIES,
WOMEN, AND INDIVIDUALS WITH DISABILITIES**

DATA ANALYSIS



Awards

Appraisals

Disciplinary Actions

EEO Complaints

Hires/Gains

Promotions

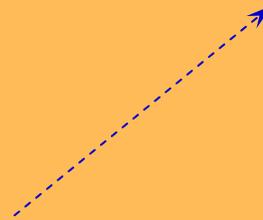
Selections

Separations

RIF

Training

**Workforce
Profiles**



VISION INSURANCE DOING THE RIGHT THING

Involve all people

**Express support for total H/R & EEO
programs**

Build, don't burn bridges

Forgiveness: they may not know

Empower your constituents

If you need help, call somebody



Talented SEP
committee
members
needed -- for
additional
information,
contact your
local SEP
Manager or
EEO Office!





Additional information is contained on note pages in the original PowerPoint presentation. If you would like a copy, please contact the TRADOC EEO Office.