

Department of the Army
Headquarters Fort Monroe
Fort Monroe, Virginia 23561-6000
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FM Reg 690-3

Civilian Personnel

SPECIAL EMPHASIS PROGRAM

Summary. This regulation provides for the development and implementation of a Special Emphasis Program (SEP) at Headquarters (HQ) Fort Monroe and HQ U.S. Army Training and Doctrine Command (TRADOC) Fort Monroe, Virginia. The SEP is a consolidation of the Federal Women's, Black Employment and Hispanic Employment Program Committees and the Program for Individuals with Disabilities. The development of the SEP reflects changes in the implementation of the Equal Employment Opportunity (EEO) and Affirmative Employment Programs for women, minorities, and individuals with disabilities due to Department of Defense mandated work force reductions. This regulation is to be used in conjunction with AR 690-12 and TRADOC Supplement 1 to AR 690-12.

Applicability. This regulation applies to all activities and tenants serviced by the Fort Monroe EEO Office and the Personnel Management Support Office-Monroe (PMSO-M) of the Peninsula Civilian Personnel Support Activity, and all applicants for employment.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-EEO, Bldg 173, Fort Monroe, VA 23651-6060.

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Chapter 1
Introduction

1-1. Purpose. This regulation provides for the establishment and operation of a Special Emphasis Program Committee (SEPC) at HQ TRADOC and HQ Fort Monroe. The SEPC is a consolidation of the Federal Women's Program (FWP) Committee, the Black Employment Program (BEP) Committee, the Hispanic Employment Program (HEP) Committee, and the Program for Individuals with Disabilities (PID). The SEPC is established to address special employment issues and concerns and to serve in conjunction with all levels of management in designing programs which will further Fort Monroe's affirmative employment goals.

1-2. References.

a. Required Publications.

(1) AR 690-12 (Equal Employment Opportunity and Affirmative Action). Cited in summary paragraph.

(2) TRADOC Supplement 1 to AR 690-12 (Equal Employment Opportunity and Affirmative Action). Cited in summary paragraph.

b. Related publication. Federal Personnel Manual, chapter 720.

1-3. Explanation of abbreviations and terms. The glossary contains abbreviations and special terms used in this regulation.

1-4. Responsibilities.

a. Commanders, directors, or designees will provide leadership in the EEO Program through the approval and implementation of affirmative employment plans and programs to correct the manifest imbalance or conspicuous absence of women, minorities, and individuals with disabilities in the work force.

b. Managers and supervisors, under the leadership of the commander and with the advice and assistance of the EEO officer (EEEO), will ensure fair and equitable treatment of all employees in hiring, training, advancement, and all other personnel management aspects.

c. The EEEO will--

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(1) Develop and coordinate the SEP for approval of the Commander, Fort Monroe.

(2) Provide leadership, advice, and assistance to management and employees in the implementation and evaluation of the SEP.

d. The PMSO-M will--

(1) Provide assistance and advice to management and employees with regard to employment, advancement, training, and promotion of women, minorities, and individuals with disabilities.

(2) Identify and develop removal strategies for employment barriers to affirmative employment in the personnel management system.

e. The SEP manager (SEPM) will work with the EEOO and PMSO-M in advising the commander, managers, and supervisors on the employment status and program requirements for women, minorities, and individuals with disabilities.

f. Labor counselor. The post judge advocate's designated labor counselor will provide legal advice on affirmative employment policy, procedures, and specific actions.

g. Union. The recognized local union will provide advice on matters affecting personnel policies, practices, and conditions of work concerning bargaining unit employees.

Chapter 2
Special Emphasis Program

2-1. Special Emphasis Program policy. Fort Monroe shall ensure equal opportunity in the hiring, advancement, training, and treatment of all employees and strive toward the achievement of a civilian work force in which women, minorities, and individuals with disabilities are represented in every major organizational element, occupational category, and grade level commensurate with their representation in the relevant civilian labor force (CLF). Goals and objectives of the SEP shall be appropriately integrated into all aspects of civilian personnel management. The SEP shall be measured against the program goals and objectives.

2-2. Implementation guidance.

a. Commanders will ensure that support and resources are provided to the SEP.

b. Managers and supervisors will ensure the institution of necessary actions and programs that result in the attainment of EEO for women, minorities, and individuals with disabilities.

c. Organizations with ten or more civilian employees will develop and implement, with the assistance and advice of the EEOO, an effective affirmative employment program plan (AEPP). Accomplishment reports will be submitted each January to the EEO Office.

d. The SEPM, under the supervision of the Fort Monroe EEOO, will implement Armywide policies and procedures established by Department of Army and HQ TRADOC for BEP, FWP, HEP, and PID. The SEPM will provide leadership, advice, and guidance to all Fort Monroe activities to work toward achievement of a work force that is representative of the appropriate CLF.

2-3. The SEP Manager. The SEPM is a part of the management team and, therefore, may not function as an employee advocate but will serve as an advocate for the changes necessary to overcome barriers that restrict EEO for women, minorities, and individuals with disabilities. The SEPM should have the knowledges and skills necessary to address various issues affecting women, minorities, and individuals with disabilities.

2-4. Duties of the SEPM. The following duties are neither all inclusive nor presented in any order of priority. The priority and emphasis given will vary depending on local work force needs. The SEPM will--

a. Be familiar with the principles of EEO and personnel management in order to identify and work to resolve employment issues and concerns that affect women, minorities, and individuals with disabilities within the work force.

b. Review recruitment actions to determine whether adequate efforts were made to locate qualified women, minorities, and individuals with disabilities. Assist in locating qualified women, minorities, and individuals who may be considered for such vacancies.

c. Review, in cooperation with responsible officials, the training provided to the work force to determine if women, minorities, and individuals with disabilities are being provided equal consideration for government-sponsored training based on organizational and individual development needs.

d. Review complaints of discrimination in order to identify patterns or practices, supervisory behavior, allegations of sexual harassment, or other problem areas that result in denial of equal opportunity in hiring, advancement, training, status, and recognition. When such problems are identified, inform management and the EEO so they may take corrective action. When appropriate, include the problem and resolution or barrier removal in the AEPP.

e. Monitor and evaluate the effectiveness of the SEP on a regular basis (not less than twice a year). Provide information as requested by higher echelons.

f. Work with government and nongovernment organizations and groups that are concerned with equal employment or are working to eliminate factors that may exclude women, minorities, and individuals with disabilities from mainstream employment or preclude their career advancement.

g. Develop and maintain contact with colleges and universities with a large enrollment of women, minorities, and individuals with disabilities. Take part in job fairs and provide assistance and counselling on preparation of employment applications and interviews.

h. Represent the commander at local and national meetings and conferences on special employment issues that are beneficial to the Army.

Chapter 3
The SEP Committee

3-1. Functions of the committee The SEPC is established to integrate the FWP, BEP, HEP and PID. The SEPC provides an opportunity for more members of the work force to become involved and make a personal commitment and contribution to the EEO Program. Programs sponsored by the SEPC will focus on career development. The SEPC will--

a. Develop SEP action goals based not only on statistical data but also on knowledge of those factors within the work force environment which may limit equal opportunities for women, minorities, and individuals with disabilities.

b. Review and analyze statistical data concerning the composition of the work force in order to identify those areas in which there is a manifest imbalance or conspicuous absence of women, minorities, and individuals with disabilities.

c. Actively participate in the development of the AEPP to ensure that meaningful goals are established to address areas where there is manifest imbalance or conspicuous absence of women, minorities, and individuals with disabilities.

3-2. The SEPC representation. The SEPC will be a working committee which is representative of the Fort Monroe civilian work force (i.e., organization, occupation, grade, and race/national origin). Military personnel may also be included. Members of the SEPC will serve as organizational liaisons to provide information about employment concerns and needs in their respective organizations.

a. The SEPC will be comprised of a primary and two alternates nominated by organizations with ten or more civilian employees. Additional alternates may be nominated based on the size of the organization. Representatives will serve on the SEPC for 1 year.

b. Nominations will be submitted, in writing, to the TRADOC Chief of Staff through EEO (ATZG-EEO).

3-3. Meetings. Meetings will be scheduled on a regular basis and conducted according to an established agenda. The SEPC recommendations will be forwarded to the Commander, Fort Monroe, via the SEPM and the EEEO. Minutes of the meetings will be maintained for record.

3-4. Subcommittees of the SEPC. Each SEPC member will serve on one of the following subcommittees:

a. Affirmative employment. This subcommittee will assist in monitoring affirmative employment statistics in employment, promotions, disciplinary actions, recognition, grade distribution, and other personnel actions affecting women, minorities, and individuals with disabilities. Input will be provided to the AEPP.

b. Training. This subcommittee will assist in monitoring training opportunities available for women, minorities, and individuals with disabilities. The subcommittee will recommend training for the work force and the SEPC representatives.

c. EEO recognition. This subcommittee will assist in planning and implementing the annual EEO Awards Program. The subcommittee will also recommend ongoing recognition initiatives for the work force.

d. Issues and concerns. This subcommittee will assist in gathering and analyzing issues and concerns provided from organizational representatives to determine trends and recommend resolutions. Representatives of the SEPC will inform their appointing authority of issues and concerns before they are addressed by this subcommittee.

e. Publicity. This subcommittee will assist in developing media articles, pamphlets, fliers, and electronic mail messages to inform the work force of matters relating to the SEPC.

Section I
Abbreviations

- AEPPAffirmative Employment Program Plan
- BEP.Black Employment Program
- CLF.Civilian Labor Force
- EEO.Equal Employment Opportunity
- EEOOEqual Employment Opportunity Officer
- FWP.Federal Women's Program
- HEP.Hispanic Employment Program
- HQHeadquarters
- PID.Program for Individuals with Disabilities
- PMSO-MPersonnel Management Support Office-Monroe
- SEP.Special Emphasis Program
- SEPCSpecial Emphasis Program Committee
- SEPMSpecial Emphasis Program Manager
- TRADOCTraining and Doctrine Command

Section II
Terms

Affirmative action

Specific, results-oriented strategies designed to increase the utilization of women, minorities, and individuals with disabilities where there is manifest imbalance or conspicuous absence in occupational categories and grade levels.

Barrier

Personnel principle, policy, or practice which restricts or tends to limit the representative employment of applicants and employees, especially women, minorities, and individuals with handicaps.

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Civilian labor force

Persons, 16 years of age or over, excluding those in the armed forces, who are employed or seeking employment.

Conspicuous absence

Particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the work force.

Discrimination

Illegal treatment of a person or group based on race, color, national origin, religion, sex, age, or mental/physical handicap.

EEO groups

Black males/females, white males/females, Hispanic males/females, Asian/Pacific Islander males/females, American Indian/Alaskan Native males/females, and males/females with disabilities.

Employee

Permanent, full or part-time, members of the work force including those in excepted service positions. Does not include temporary or intermittent individuals.

Equal employment opportunity

The right of all persons to work and advance on the basis of merit, ability, and potential, free from social, personal, or institutional barriers of prejudice and discrimination.

Individuals with disabilities

Persons who have a physical or mental impairment that substantially limits one or more major life activity(ies), have a record of such impairment, or are regarded as having such an impairment.

Issue

A timely allegation which is specific, personal, and verifiable.

Manifest imbalance

Representation of EEO groups in a specific occupational category or grade level in the work force that is substantially below its representation in the appropriate CLF.

Minorities

All persons classified as Black (not of Hispanic origin), Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race), Asian/Pacific Islander (China, India, Japan, Korea, Philippine Islands and Samoa), or American Indian/Alaskan Native (origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition).

National origin

An individual's place or origin or his/her ancestor's place of origin or the possession of physical, cultural, or linguistic characteristics of a national origin group.

Objective

Statement of a specific end product or condition to be attained by a specific date.

Occupational category

The major occupational categories for the white collar and wage grade pay systems include: Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB).

Problem

A situation that exists in which one or more EEO groups do not have full EEO.

Race

A prohibited basis for discrimination. For purposes of this regulation, persons included are classified as black, white, Hispanic, Asian/Pacific Islander, or American Indian/Alaskan Native.

Responsible officials

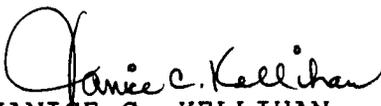
Commanders, executives, managers or supervisors who are accountable for accomplishing an objective.

Special Emphasis Program

Program established as an integral part of the overall EEO Program to enhance the employment, training, and advancement of a particular minority group, women, or individuals with disabilities.

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FOR THE COMMANDER:


JANICE C. KELLIHAN
Administrative Officer

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