



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-EE

19 AUG 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu and Area IV Policy Letter # 20, Collateral Duty Special Emphasis Program (SEP)

1. REFERENCES:

- a. Department of Defense (DOD) Directive 1440.1., 21 May 1987, DoD Civilian Equal Employment Opportunity (EEO) Program
- b. 29 Code of Federal Regulation (CFR) 1614.102(b) (4)., Federal Sector Equal Employment Opportunity
- c. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988 and IMCOM Supplemental 31 Mar 2011
- d. Management Directive 715, 1 October 2003

2. PURPOSE:

a. Establish the following Special Emphasis Programs (SEPs), Federal Women's Program (FWP), the Hispanic Employment Program (HEP), and the Program for People with Disabilities (PPD), the Asian/Pacific Islander Employment Program (AEP), the American Indian/Alaskan Native Employment Program (AIEP), and the Black/African-American Employment Program (BEP) as an integral part of the USAG Daegu Civilian Equal Employment Opportunity (EEO) program in compliance with DoD Directive 1400.1 and AR 690-12.

b. Monitor, develop, and implement affirmative action programs capable of achieving a civilian workforce in which the participation rate of minorities, women, and individuals with disabilities at all grade levels, in every occupational series, and in every major organizational element is commensurate with the participation levels of the National Civilian Labor Force (NCLFO provided by the Census Bureau.

3. APPLICABILITY AND SCOPE:

a. Applies to USAG Daegu civilian employees and applicants for civilian employment in Appropriated and Non-appropriated fund positions.

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b. These procedures do not apply to uniformed members of the military, persons employed or applying for positions in the Army and Air Force Exchange (AAFES) System, Army National Guard technicians, uniformed members of the military working part-time for non-appropriated fund activities or AAFES, for whom equal opportunity is covered by DoD Directive 1350.2.

4. KEY TERMS AND DEFINATIONS:

a. Affirmative Employment - A goal setting tool used to achieve equal employment opportunity milestones through self-analysis, problem identification, data collection, policy statements, reporting systems, and proactive elimination of discriminatory policies and practices. These goals are achieved through integration of the six essential elements of a Model EEO Program.

b. Special Emphasis Programs (SEPs) - Programs established as an integral part of the USAG Daegu EEO program to enhance employment, training, and advancement of minority groups, women, and individuals with disabilities.

c. Special Emphasis Program (SEP) Managers - SEP Managers work with the EEO Officer in advising commanders, managers, and supervisors on the employment status and program requirements for each SEP program.

d. Special Emphasis Program Committee (SEPC) - Working group representative of the workforce in regards to organization, occupation, grades, and ethnic diversity.

5. SEP MANAGERS RESPONSIBILITIES:

a. SEP Managers and other program staff shall develop, coordinate, implement, and recommend to managers, other officials, and covered groups the policy, guidance, information, and activities necessary to attain the goals of the Special Emphasis Programs.

b. Spearheads SEP committee meetings and ensures mission, goals, and objectives of SEP programs are implemented in an effective and expeditious manner.

c. Monitors the progress of the USAG Daegu affirmative action program elements through the use of barrier analysis and provides recommendations to the EEO Officer for inclusion in Command's mid-year and annual Management Directive 715 Reports.

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6. SEPC MEMBERS RESPONSIBILITIES:

a. Participates in identifying barriers to employment for demographic groups with consistent low participation rates as noted in the organization's annual MD 715 report.

b. SEPC members will spend no more than 5% of their normal duty day on SEP objectives. Additionally, members must coordinate with first level supervisors before leaving their assigned duties to perform SEP collateral duties.

c. Supervisors of SEPC members will ensure members are allotted a reasonable amount of time (no less than 5% of official time) to perform SEPC collateral duty requirements. Supervisors should also request input from the EEO Officer regarding the employee's performance while serving as an SEPC member, prior to finalizing the employee's performance rating.

d. SEPC members will receive a minimum of 24 hours training prior to being assigned to a SEPC working group.

e. SEPC members will be expected to provide input on topic agendas, participate in discussions, vote on implementation of SEP initiatives, and serve on ad hoc committees in furtherance of the SEP goals.

7. SELECTION CRITERIA FOR SEPC MEMBERS:

a. This command recognizes the Equal Employment Opportunity program, which includes affirmative employment programs as essential elements of readiness that are vital to the accomplishment of the USAG Daegu mission.

b. I expect leaders to embrace and illustrate their support of EEO by allowing willing and motivated individuals who meet the criteria identified below every opportunity to participate in USAG Daegu SEPs:

a) US AF/NAF, GS-07 equivalent or above and/or a military supervisor of DAC's.

b) Must have at least one year remaining in their overseas assignment after completion of the required 24 hour training.

c) Must possess good oral/written communication and analytical skills.

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8. Point of contact for this action is the USAG Daegu EEO Manager at 768-7174 or by
email at madonna.l.lachman.civ@mail.mil.



K TED STEPHENS
COL, AR
Commanding

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