

Defense Logistics Agency Instruction



DLAI 7413
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DLA-DO

Special Emphasis Program

References:

1. 29 CFR, Part 1614.102, Revised July 1, 2008
2. DoD Directive 1440.1 amended 21 November 2003
3. DLA Regulation Number 1446.1, dated 18 April 1984, superseded.
4. 29 CFR, Part 1614. See <http://www.eeoc.gov/federal/1614-final.html>

1. PURPOSE

a. The purpose of this process is to support the agency's continuing affirmative action program, to promote equal employment opportunity and to identify and eliminate discriminatory practices and policies affecting the employment of people with disabilities, women, Hispanics, African Americans, Asian-Pacific Islanders, and Native Americans. Title 29 of the Code of Federal Regulations (CFR), Part 1614.102(b)(4) requires agencies to designate such Special Emphasis Program (SEP) Managers as may be necessary to implement an affirmative action program of equal employment opportunity.

b. Typical outputs of the special emphasis programs processes are:

(1) Action agendas, which set the agency's agenda to eliminate identified barriers to the full employment of the employee groups.

(2) Programs and ceremonies designed to increase the awareness of the DLA community of program initiatives, the achievements and contributions of people from diverse cultures and socio-economic backgrounds, and the accomplishments of individual members.

c. The focus of SEP is to provide RIGHT TIME and RIGHT PLACE to the agency's employment and personnel practices.

d. Performance metrics are linked to the Balanced Scorecard's Learning and Growth measure LG-1: deliver the proper knowledge and skills to meet the Agency's commitments to our customers; LG-2: create and manage a customer-focused corporate culture; LG-3: DLA will provide a quality work environment consistent with DLA values. Specific metrics are:

- Distribution of employee groups by grade, occupational grouping (professional, administrative, technical, clerical, other white collar, blue collar (PATCOB)), and major occupational series.
- Distribution of people with disabilities by disability category, grade, occupational grouping (PATCOB).

2. APPLICABILITY: Applies to all HQ DLA and DLA Field Activities.

3. POLICY: It is DLA policy that SEP must operate within the framework of the DLA Equal Employment Opportunity program to assist in the recruitment, selection, development, and advancement of women, minorities, and people with disabilities. Each DLA Field Activity must implement SEPs.

4. RESPONSIBILITIES:

a. Employment barrier identification, resolution, evaluation sub-process: SEP managers analyze employment data, current policies and practices, planned policies and higher-level directives, planned organizational initiatives, and feedback from supervisors, managers, and employees to assess imbalances in the workforce and determine their root causes where they are found to exist. Areas assessed include organization and resources, workforce profiles, recruitment and hiring, employee development, promotion patterns, separation patterns, and accessibility of facilities for people with disabilities. Where imbalances or problems exist or where new initiatives have the potential to create an imbalance or problem, or exacerbate an existing one, the SEP manager recommends measures to appropriate agency officials to reduce or eliminate the contrary effects of the agency's practices. The process continuously functions in a plan-do-check-act cycle, with the SEP manager constantly monitoring and evaluating the work environment to measure the effects of existing practices on the employee group.

b. Publicize programs sub-process. SEP managers develop programs, workshops, recognition devices, media communications, events, and celebrations to increase awareness of the need for special emphasis initiatives to achieve equal employment in the agency; to educate the DLA community of the cultural background of employee groups to promote appreciation of diversity; and to recognize and honor those members of the employee groups who have made significant contributions.

5. PROCEDURES: Special Emphasis Program Process flow chart is at [Enclosure 1](#)

6. EFFECTIVE DATE: May 5, 2003.

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ENCLOSURES

Flowchart

Enclosure 1

Employment Barrier Identification, Resolution, Evaluation

