

EQUAL EMPLOYMENT OPPORTUNITY (EEO) ACTIVITY OF THE YEAR

I. PURPOSE AND INTENT OF THE AWARD: The annual DLA EEO Activity of the Year Award recognizes a DLA Primary Level Field Activity (PLFA) that has demonstrated outstanding performance in support of the objectives of the DLA EEO Program.

II. NATURE OF AWARD: A suitably engraved plaque.

III. AWARD ELIGIBILITY: Any DLA PLFA.

IV. AWARD CONSIDERATION PERIOD: One year.

V. AWARD SELECTION CRITERIA: This is a results-oriented award defined by notable progress or improvement above and beyond normal requirements for program effectiveness in three or more of the following categories:

a. EEO Program Support. Demonstrated by command support in carrying out program responsibilities (verbal in public forums and interaction with key staff, written support, adequate budget, equipment, adequate staff support and training).

b. Affirmative Employment Program (AEP).

1. Significant progress or achievement of EEO numerical objectives identified in PLFA AEP Plan.

2. Achievement of DLA EEO parity index (PI) goals. As a general rule, the PLFA must have achieved at least 4 of the 8 (50 percent) PI goals to be considered in this area.

3. Special Emphasis Programs. Demonstrated by direct impact on employment and advancement of minorities and women within the workforce and linkage to overall affirmative employment efforts within the PLFA.

c. Federal Equal Opportunity Recruitment Program.

1. Achievement or institution of unique internal recruitment initiatives and significant outcomes. Specific examples must be provided.

2. Achievement or institution of unique external recruitment initiatives and significant outcomes. Specific examples must be provided.

d. Training/educational awareness. Example: Prevention of sexual harassment in the workplace, cultural diversity initiatives, etc. Must be unique training efforts that contribute to identifiable changes in the work environment. Provide specific examples.

e. EEO complaints. Demonstrated process improvements resulting in the reduction of filing or timeliness in processing EEO complaints.

f. Community relations/outreach and impact on program effectiveness.

g. Other unique/noteworthy activities or initiatives.

VI. AWARD NOMINATION PROCEDURES:

a. All nominations must be processed through the local EEO offices and submitted under the signature of the PLFA Commander.

b. Nominations are to be submitted in the following format:

1. NAME OF PLFA:

2. ADDRESS:

3. POINT OF CONTACT: (Preferably the EEO Office)

4. JUSTIFICATION: (Not more than two pages in length, describing specifically how the PLFA meets the basic award selection criteria described in the paragraph above)

5. Other official comments or observations that attest to the PLFA's achievement/contributions to the DLA EEO program.

VII. The EEO Activity of the Year Award will be presented in conjunction with the Annual DLA Recognition Program.

**DLA AWARD FOR ACHIEVEMENT IN
EQUAL EMPLOYMENT OPPORTUNITY
BY A LINE MANAGER**

I. PURPOSE AND INTENT OF THE AWARD: To recognize the line manager within DLA who has done the most, within his/her sphere of influence, to achieve the basic goal of the DLA Equal Employment Opportunity (EEO) Affirmative Action Plan to fully integrate the workforce at all levels.

II. NATURE OF AWARD: A suitably engraved plaque.

III. AWARD ELIGIBILITY: DLA line managers (civilian or military) of all grades, ranks and occupations employed by or assigned to DLA during the awards consideration period. Emphasis should be placed upon recognizing the line manager who has done the most to establish and make significant progress toward reaching realistic goals in his/her own organization. In this instance, "line manager" means anyone from first line supervisor to head of the activity. **EXCEPTION:** Activity EEO officers normally would not be nominated for this award. They may, however, be nominated for the Ten Outstanding DLA Personnel of the Year Award for their excellence of performance.

IV. AWARD CONSIDERATION PERIOD: The last full rating cycle prior to the awards nomination.

V. AWARD SELECTION CRITERIA:

a. Persons nominated should normally be line managers who have achieved results which are measurable in terms of the Agency's various indices for judging progress toward numerical goals. Merely being assigned to or head of an organization which shows up well during a particular period in one or more of these quantitative standards of rating performance should not be the sole criterion. There should be a demonstrable cause and effect relationship between the actions of the nominee and the results achieved.

b. In organizations with a Parity Index (PI) below 100, recognizable achievements may be in the form of substantial increases in the PI; significant progress in the "upward mobility" of minority and female employees; "historic breakthroughs"; ingenious, constructive, novel, original program actions; effective contributions to community programs or community relations which have a favorable effect upon EEO programs; or a combination of all of the above.

**DLA AWARD FOR ACHIEVEMENT IN
EQUAL EMPLOYMENT OPPORTUNITY
BY A NON-MANAGER**

- I. PURPOSE AND INTENT OF THE AWARD:** To recognize the person in a non-managerial position within DLA who has done the most, within his/her sphere of influence, to achieve the basic goal of the DLA Equal Employment Opportunity (EEO) Affirmative Action Plan to fully integrate the workforce at all levels.
- II. NATURE OF AWARD:** A suitably engraved plaque.
- III. AWARD ELIGIBILITY:** DLA personnel, military and civilian, of all grades, ranks, and occupations employed by or assigned to DLA in a non managerial position during the awards consideration period. Emphasis should be placed upon recognizing the employee who has done the most to establish and make significant progress toward reaching realistic goals in his/her organization.
EXCEPTION: Activity EEO officers normally would not be nominated for this award. They may, however, be nominated for the Ten Outstanding DLA Personnel of the Year Award for their excellence of performance.
- IV. AWARD CONSIDERATION PERIOD:** The last full rating cycle prior to the awards nomination.
- V. AWARD SELECTION CRITERIA:** Those nominated should normally be persons who have contributed significantly toward the attainment of the DLA goals to fully integrate the workforce at all levels. This contribution might be in the form of involvement in community programs or relationships which have a favorable effect upon the EEO program; ingenious, constructive, novel, and original ideas for improving the program; the display of leadership in encouraging other employees to give the EEO program full and sincere support; or a combination of the above or similar noteworthy actions. Employees who serve, as an additional voluntary assignment, as EEO counselors, Federal Women's Program Managers, or Hispanic Employment Program Managers are eligible for this award. Personnel technicians and other non-supervisory employees who make extraordinary contributions to the effective recruitment of qualified minorities and women who are available to fill DLA vacancies would also merit consideration.

VI. NOMINATION PROCEDURES:

a. Each DLA activity should submit one nominee for consideration to receive this award. Field Activities may use EEO committees to identify worthy nominees for the Commander's final selection.

b. Nominations are to be submitted in the following format:

1. NAME:
2. GRADE AND OCCUPATIONAL SERIES/RANK AND PRIMARY MILITARY OCCUPATIONAL SPECIALITY:
3. POSITION TITLE:
4. ORGANIZATIONAL TITLE:
5. ACTIVITY:
6. ORGANIZATIONAL LOCATION:
7. NAME, TITLE, AND OFFICE TELEPHONE NUMBERS OF IMMEDIATE SUPERVISORS:
8. LENGTH OF SERVICE WITH DLA:
9. TOTAL LENGTH OF FEDERAL SERVICE: _____ MILITARY
_____ CIVILIAN
10. DESCRIPTION OF DUTIES DURING AWARDS CONSIDERATION PERIOD (Not more than 50 words)
11. AWARDS/HONORS RECEIVED DURING SERVICE WITH DLA:
12. OTHER SIGNIFICANT ACHIEVEMENTS/RECOGNITION/ AWARD (Non Government Organizations, i.e., Civic, Fraternal, Technical, Professional, etc.):
13. JUSTIFICATION (Not more than one page in length, describing specifically how nominee meets basic award selection criteria):
14. Other official comments or observations that attest to nominee's achievements/contributions:

VII. The DLA Award for Achievement in Equal Employment Opportunity by a Non-Manager will be presented in conjunction with the Annual DLA Recognition Program.