Defense Logistics Agency Instruction

DLAI 7414
September 24, 2009
DLA-DO

Special Employment Recognition

References: 29 C.F.R. Part 1614.102(a), Revised July 1, 2008
DLA Regulation 1446.1, dated April 18, 1984

1. **PURPOSE:** The purpose of this Instruction is to establish and implement processes to promote equal employment opportunity (EEO) in the Agency through the use of a viable EEO Awards Recognition Program.

1.a. Typical outputs of this process are:

1.a.(1) Achievement in EEO by a line manager award.

1.a.(2) Achievement in EEO by a non-manager award.

1.a.(3) EEO Activity of the year award.

1.a.(4) Department of Defense Outstanding Employee with Disabilities Award.

1.a.(5) Black Engineer of the Year Award (BEYA).

1.a.(6) Benjamin L. Hooks Distinguished Service Award.

1.a.(7) The National Image, Inc. Meritorious Service Award

1.a.(8) Federal Asian Pacific American Council (FAPAC) Military Meritorious Service Award

1.a.(9) The Society of American Indian Government Employees (SAIGE) 2009 Meritorious Service Award

1.a.(10) The League of United Latin American Citizens (LULAC) “Excellence in Military Service Awards”

1.a.(11) The National Association for the Advancement of Colored People (NAACP) Roy Wilkins Renown Service Award

1.a.(12) The Blacks in Government (BIG) Meritorious Service Award

1.a.(13) The 2009 National LATINA Symposium Distinguished Service Award
1.a.(14) The National Organization for Mexican American Rights (NOMAR) 2009 Meritorious Service Award

1.a. (15) The DoD African American History Month Recognition Award

1.a.(16) The Department of Defense (DoD) Women's History Month Foreign Language and Science, Technology, Engineering, and Math (STEM)

1.b. The focus of the special employee recognition program is to provide a venue whereby DLA employees and managers can be recognized for outstanding accomplishments in promoting the tenants of equality of opportunity in agency business practices and personnel decisions.

2. APPLICABILITY. This process applies to HQ DLA employees and supervisors and DLA Primary Level Field Activities (PLFA) and establishes and implements policies, processes and procedures necessary to the effective, efficient and economical conduct of official Agency business.

3. POLICY It is DLA policy that the special employee recognition program recognizes employees, supervisors, managers, and Primary Level Field Activities that demonstrate superior accomplishment in EEO.

4. RESPONSIBILITIES Title 29 of the Code of Federal Regulations (CFR), Part 1614.102 (a) requires agencies to maintain a continuing affirmative program to promote equal opportunity. In support of this program, agencies are required to provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity.

5. PROCEDURES

5.a. Award criteria officials determine the criteria and nomination requirements for each award category. The award is announced to HQ DLA and DLA PLFAs to solicit award nominations.

5.a.(1) Each HQ DLA and DLA PLFA determines if it has employees or organizational units that meet the criteria for each award category. For those employees or organizational units that meet the criteria, the HQ DLA/DLA PLFA determines which it will nominate for an award. The HQ DLA/DLA PLFA prepares award nominations in accordance with the criteria and requirements set forth in the solicitation announcement. The HQ DLA/DLA PLFA sends its award nominations to the DLA Corporate Equal Employment Opportunity Office.

5.a.(2) The DLA Corporate Equal Employment Opportunity Office assembles a panel of qualified and knowledgeable people to analyze the nomination packages. If the award is a DLA award, the analysis is forwarded to the DLA HQ Recognition and Awards Board (the Board). The Board recommends award recipients to the DLA Director. The DLA Director approves the award winners. If the award is a non-DLA award, the panel convened by the DLA Corporate Equal Employment Opportunity Office recommends a DLA nominee(s). The recommendation(s) are forwarded to the DLA Director of EEO. The DLA Director of EEO
approves the nominations. Nominations are sent to the appropriate sponsoring office for further consideration.

5.a.(3) Award winners are recognized through the mechanisms of formal ceremonies, recognition devices, and publicity. All nominations received by the DLA Corporate Equal Employment Opportunity Office are recognized by official correspondence.

6. EFFECTIVE DATE: July 9, 2002

Col. Thomas Laffey
Director, DLA Enterprise Support

ENCLOSURES

SER Flowchart
**Special Employee Recognition**

1. **Determine criteria and nomination requirements.**
2. **Issue solicitation for award nominations.**

   - **Does the HQ DLA or DLA Field Activity have nominations?**
     - **No**
     - **Yes. Nominations submitted to the DLA Corporate Equal Employment Opportunity Office (DO-P).**

       - **Is it a DLA award?**
         - **Yes. DO-P panel provides analysis to the HQ DLA Recognition and Awards Board (Board).**

           - **Does Board recommend award recipient(s) to the DLA Director?**
             - **Yes. Does the DLA Director approve an award recipient(s)?**
               - **Yes. DLA nominee(s) submitted to the appropriate office.**
                 - **Is the DLA nominee(s) selected as an award winner?**
                   - **Yes. Recognize the award winner(s) and other nominees.**
                   - **No. Recognize the nominees.**
             - **No. Recognize nominees.**
           - **No. Recognize nominees.**
         - **No. DO-P panel recommends DLA nominee(s) to the DLA Director of EEO (DO).**

           - **Does DO approve a DLA nominee(s)?**
             - **No. Recognize nominees.**
             - **Yes. DLA nominee(s) submitted to the appropriate office.**
               - **Is the DLA nominee(s) selected as an award winner?**
                 - **Yes. Recognize the award winner(s) and other nominees.**
                 - **No. Recognize the nominees.**