



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

0 6 AUG 2012

IMSG-ZA

MEMORANDUM FOR Civilian Employees of USAG Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #5, Special Emphasis Programs (SEP)

1. REFERENCES:

- a. Executive Order 11478
- b. 29 Code of Federal Regulation, Part 1614.102(b)(4); Federal Sector Equal Opportunity, 9 November 1999.
- c. EEO Act of 1972
- d. Civil Service Reform Act of 1978
- e. AR 690-12, Equal Employment Opportunity and Affirmative Action Plan, 4 March 1988.

2. The United States Army Garrison Stuttgart is committed strengthening the organization's EEO Program by addressing concerns of targeted groups. Federal law requires certain Special Emphasis Programs (SEPs). These include the Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program. Other programs include Asian American/Pacific Islander, Black Employment Program, and the Native American Program.

3. The success of an EEO Program is everybody's responsibility. USAG Stuttgart is looking to established Special Emphasis Program (SEP) committees to provide support to the EEO Program. The EEO Special Emphasis Program Committee membership may include representation from diverse members of the United States Army Garrison such as Director's, Managers and Supervisors, employees, and family members.

4. The Special Emphasis Program Manager (SEPM) positions is a collateral duty and is open to all interested permanent employees who are able to spend the necessary time to performing the duties and implementing the objectives of the position. There is no grade or occupational series requirements for collateral duty SEPM positions. Employees will be appointed without regard to race, gender, age, color, national origin, religion, or disability.

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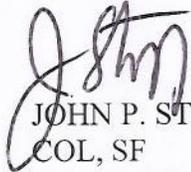
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5. To avoid conflict with official duties and responsibilities, no employee should hold more than one collateral duty special emphasis program appointment. Collateral duty assignments as an

SEPM account for 20 percent of the SEPM's full time position. The anticipated length of appointment is at least two years.

6. You are a part of the EEO team and your commitment to the EEO Program is essential. There are several benefits from assuming the SEPM responsibilities -- personal satisfaction, leadership and management experience, training and networking. These positions bring high visibility and opportunities within the Army, other government agencies, as well as local community organizations.

7. Your EEO Officer is responsible for managing the EEO Program and can use your assistance. The POC for this Program is Ms. Eshe Faulcon at DSN 314-430-5312.

  
JOHN P. STACK  
COL, SF  
Commanding

This memorandum is available at  
<http://www.stuttgart.army.mil/sites/commander/policyletters.asp>