NGTX-JHE

TENAS MILITARY FORCES
JOINT FORCE HEADQUARTERS
TEXAS MILITARY DEPARTMENT
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
512-782-5001

10 September 2013

MEMORANDUM FOR All Texas Military Forces (TXMF) Personnel

SUBJECT: (JFTX P13-12) Special Emphasis Programs (SEPs), Special Emphasis Program Committees and Annual Observances

1. References.
   
   
   
   
   d. NGB Memorandum for the Adjutants General, Establishment of Special Emphasis Programs, dated 13 February 2012.
   
   e. NGB-DIV Information Paper, Diversity & Special Emphasis programs Office and Affirmative Employment, dated 2 December 2011.
   

2. Purpose. The goals for the SEPs are to eliminate discriminatory practices, ensure the targeted groups are appropriately represented throughout the workforce, and sponsor annual observances designed to enhance diversity awareness.

3. Policy.

   a. Effective immediately, SEPs and SEP Committees will be established to assure that equal opportunity is present in all aspects of employment and that affirmative employment efforts are being taken to address under-representation. Program committees will plan, implement, and conduct annual observances.

   b. Examples of programs/committees include but are not limited to the following:

      1) Federal Women’s Program (FWP).

      2) Hispanic Employment Program (HEP).
NGTX-JHE
SUBJECT: (JFTX P13-12) Special Emphasis Programs (SEPs), Special Emphasis Program Committees and Annual Observances

3) Program for People with Disabilities (PPD).

4) Asian/Pacific Islander Employment Program (AEP).

5) American Indian/Alaskan Native Employment Program (AIEP).

6) Black Employment Program (BEP).

c. All uniformed personnel, technician and federal civilian members of TXMF desiring to become members of the SEP committees and/or participate in annual observance activities will be given reasonable opportunity to do so by their first level supervisors.

4. This memorandum will expire 2 years from the date of publication unless sooner rescinded or superseded.

5. Point of contact for policy is the Equal Employment Opportunity Office at (512) 782-5325 or DSN 954-5325.

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

DISTRIBUTION:
A
CAROLYN SMALLWOOD
CW3/GS, TXANG
TXMF Policy Branch