



TEXAS MILITARY FORCES
JOINT FORCE HEADQUARTERS
TEXAS MILITARY DEPARTMENT
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NGTX-JHE

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.

- a. DoDD 1440.1, dated 21 May 1987, Incorporating Change 3, 17 April 1992.
- b. DoDD 1350.2, dated 18 August 1995, Incorporating Change 1, 7 May 1997.
- c. NGR 600-21, dated 14 September 2001.
- 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.
- f. NGB Technician Handbook, dated November 2009.

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).

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 This memorandum will expire 2 years from the date of publication unless sooner rescinded or superseded.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

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