

DC 672-2-3

DEPARTMENT OF THE ARMY
St. Louis District, Corps of Engineers
St. Louis, Missouri 63103-2833

CEMVS-EE
District Circular
No. 672-2-3

30 November 2001

EXPIRES 31 March 2002
Decorations, Awards, and Honors
DISTRICT COMMANDER'S AWARD FOR OUTSTANDING ACHIEVEMENT
IN EQUAL EMPLOYMENT OPPORTUNITY

1. Purpose. The purpose of this District Circular is to outline procedures and policies for submitting nominations for the District Commander's Award for Outstanding Achievement in Equal Employment Opportunity and to prescribe procedures for administering this award. This award is to give special recognition to St. Louis District personnel who have contributed significantly to the furtherance of the Equal Employment Opportunity Program which has as its goal a positive program to assure full opportunity in employment for all persons regardless of race, color, religion, sex, national origin, age, and physical or mental handicap.
2. Applicability. All District personnel.
3. Eligibility for Award. All military and civilian personnel of the St. Louis District are eligible. Groups of employees are also eligible; however, each member of the group must have made a significant contribution to the EEO program.
4. Criteria. The District Commander's Award for Outstanding Achievement in Equal Employment Opportunity may be granted annually to employees whose contributions to the EEO program were significant during the preceding calendar year by their personal efforts. Nominees must meet one of the following criteria:

a. Achieved outstanding success in working in support of equal opportunity and who clearly excelled in promoting EEO.

b. Achieved outstanding success in formulating policy changes or corrections that resulted in significant results or improvements to the Army EEO mission.

c. Initiated, developed, or administered programs that resulted in significant improvements in the employment status of minorities, women, or handicapped individuals.

d. Accomplished substantially more than their required program responsibility in fostering affirmative action for minorities, women, and handicapped individuals.

e. Initiated programs that have resulted in significant and demonstrable contributions either to the Federal Women's Program, Hispanic Employment Program, or Individuals with Disabilities, or for programs directed at other protected groups (such as Asian Americans or Blacks).

5. Nomination and Selection. Nominees will be classified in one of four categories.

First Category: Employees occupying the position of Division and Office Chiefs.

Second Category: All other employees occupying supervisory or team leader type positions not included in the first category.

Third Category: Employees occupying non-supervisory type positions.

Fourth Category: EEO Personnel (EEO Manager, EEO Specialist/Assistant, Special Emphasis Program Managers, and Counselors).

Nominations for the first category will be submitted by the Deputy Commander. A panel consisting of the Chair (Special Emphasis Program Manager), Special Emphasis Program Managers Committee, and EEO Manager, will screen the first category. Division Chiefs, Office Chiefs and other Managers will submit nominations for the second category. **The Deputy Commander, EEO Manager, and the Special Emphasis Program Manager will screen nominees in the second category. Any St. Louis District employee may submit nominations for the third category.** An ad-hoc panel composed of members of the Special Emphasis Program Managers Committee will screen the third category. Each of the above panels will submit its recommendation (along with justifications stating why the individuals nominated should receive this award) to the Commander. Nominations for the fourth category will be submitted by the Division Chiefs. The Deputy Commander will screen the fourth category. Nominations for the District Commander's Award for Outstanding Achievement in Equal Employment Opportunity should be forwarded to reach the EEO Office NLT COB 01 March 2002. Nominations should be coordinated through the Chiefs of Divisions, Area Offices, or other Separate Staff elements in which the nominee is employed before submission to the EEO Office. The Commander will make the final selection. There is no limit to the number of nominations that can be made.

6. Content of Nominations. Nominations for this award will include an original and one copy containing the following information:

a. Name, grade, classification, and organizational title of nominee, and a brief statement of officially assigned duties typed on a separate page entitled "ASSIGNMENT".

b. A description of the achievement on which the nomination is based specifying which category under paragraph 4 it falls. This information will be typed on a separate page with "ACHIEVEMENT" centered in capital letters at the top.

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c. A 75 to 90 word citation suitable for inclusion on a certificate to be presented by the Commander. This page will be headed by the word "CITATION" centered at the top.

d. Part I of DA Form 1256 completed and attached as a cover sheet to nomination.

7. Minimal Paperwork. Care will be taken at all levels of award review to keep paperwork at a minimum. The person making the nomination should be required to submit only the information necessary to arrive at a decision that the achievement justified nomination for this award.

8. Presentation of Award. Finalists selected by the District Commander will be presented with a plaque and an award (non-monetary) presented by the Commander during the Annual Diversity Week Observance and Awards Program.

9. Division and Separate Office Chiefs are encouraged to submit at least one nomination from the second and third categories.

MICHAEL R. MORROW
COL, EN
Commanding

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