

DEPARTMENT OF THE ARMY
ST. LOUIS DISTRICT, CORPS OF ENGINEERS
210 TUCKER BOULEVARD NORTH
ST. LOUIS, MISSOURI 60101-1986

CELMS-EE

Regulation
No. 690-1-452

2 February 1990

Civilian Personnel
ANNUAL EEO AWARD

1. **PURPOSE.** To establish a District-wide Equal Employment Opportunity Award Program.
2. **APPLICABILITY.** This regulation is applicable to all personnel within the St. Louis District.
3. **POLICY.** It is the policy of the Lower Mississippi Valley Division to recognize annually one employee from each District and one employee from the Division Office who have contributed significantly to the EEO Program during the past year.
4. **PROCEDURES.**
 - a. The District EEO Awards Committee will review nominations received and recommend one employee, subject to the District Commander's approval, to the Division Commander for the Division-wide Annual EEO Award NLT 28 February.
 - b. A proposed citation of not more than 90 words and four copies of DA Form 1256, Incentive Award Nomination and Approval, will accompany the nomination.
 - c. A Review Board, composed of the Black Employment Program Manager, EEO Officer, Federal Women's Program Manager, Handicapped Employment Program Manager, Hispanic Employment Program Manager, Personnel Officer, and Public Affairs Officer, will convene as soon as practicable after the 15th of February each year to consider nominations.
 - d. Recommendations of the EEO Awards Committee will be made to the District Commander not later than 28 January, and the nomination made to the Division Commander not later than 28 February. Employees selected by the Division Commander will be presented awards at their respective District Commander Day ceremonies.

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e. District and Division Office finalists will receive a Certificate of Achievement signed by the Division Commander. The nominee selected for the USACE EEO Award will receive the LMVD Certificate of Appreciation. The DA Form 1256 will be filed in the Official Personnel Folder of each recipient.

5. SELECTION CRITERIA. The following general criteria will be considered in evaluating nominations:

a. Participation in recruitment activities designed to reach and attract job candidates from all sources.

b. Provide employee with the opportunity to fully utilize present skills.

c. Participation in the development of training and educational programs to support upward mobility for low-level employees.

d. Participation in the community efforts to improve conditions which affect employability in the Federal Government.

e. Participation in employment and training programs for the economically or educationally disadvantaged and the worker-trainee opportunities program.

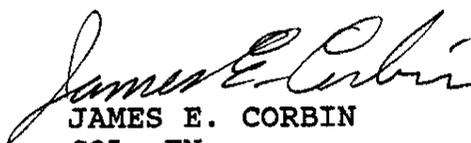
f. Participation in the Black Employment Program.

g. Participation in the Federal Women's Program.

h. Participation in the Handicapped Employment Program.

i. Participation in the Hispanic Employment Program.

j. Fully supports the principle of Equal Employment Opportunity for all employees regardless of race, color, religion, age, national origin, or handicap and provides leadership and affirmative action in the EEO Program.



JAMES E. CORBIN
COL, EN
Commanding

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