



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA  
FORT HUACHUCA, ARIZONA 85613-6000

ATZS-CG (600)

14 February 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 122 -- Special Emphasis Program Committee (SEPC)

1. I fully support the Special Emphasis Program (SEP) and consider it a matter of high priority.
2. On 22 May 1998, the Hispanic Employment, Black Employment, Federal Women's, Asian American/Pacific Islander, American Indian/Alaskan Native and Program for Individuals with Disabilities were combined under the auspices of a single SEPC. The Fort Huachuca SEP has led the way setting an outstanding example for all TRADOC SEPCs. In May 2001, the Fort Huachuca Equal Employment Opportunity (EEO) Office was recognized at the National Image Conference for having one of the Best Practices in the Hispanic Employment Programs in the federal government.
3. The SEP is designed to assist management in assuring that equal employment opportunity is present in all aspects of employment and that affirmative action is being taken to address under-representation of women, minorities, and individuals with disabilities when such under-representation exists.
4. The SEPC is a working group, representative of the work force (organization, occupation, grade, and ethnic diversity) and will include one primary and one alternate representative from the US Army Intelligence Center and Fort Huachuca (USAIC&FH).
5. The SEPC's goals are as follows:
  - a. To transcend the boundaries of gender, race, and disability.
  - b. To ensure equal employment opportunity in the hiring, advancement, training, and treatment of women, minorities, and individuals with disabilities.
  - c. To strive to achieve a civilian work force in which these groups are represented in every major organizational element and occupational category.
6. The SEPC objectives are as follows:
  - a. To strive toward achieving a civilian work force in which women, minorities, and

ATZS-CG

SUBJECT: POLICY 122 -- Special Emphasis Program Committee (SEPC)

6. The SEPC objectives are as follows:

a. To strive toward achieving a civilian work force in which women, minorities, and individuals with disabilities are employed at all levels, occupations, and segments of the organization.

b. To assist in the development and implementation of organizational processes and programs which foster and are responsible to women, minorities and individuals with disabilities in their pursuit of employment, development and career progression. To develop strategies and recommendations that when carried out will contribute towards the elimination of work force under-representation of women, minorities and individuals with disabilities.

c. To be a resource for management so as to better understand the needs and roles of women, minorities, and individuals with disabilities in employment.

7. We seek help to make this important mission as positive as it can be. Please ask your best people to consider serving on the SEPC. The SEPC meets monthly on the second Tuesday of the month.

8. The point of contact is Ms. Joan A. Street, SEP Manager, 538-0276 or by email: [joan.street@hua.army.mil](mailto:joan.street@hua.army.mil).

9. This memorandum supersedes USAIC&FH memorandum, ATZS-CG, 11 Jul 01, subject: POLICY 01-47 -- Special Emphasis Program Committee (SEPC).

///original signed///  
JAMES A. MARKS  
Brigadier General, USA  
Commanding

DISTRIBUTION:  
Commander,  
USASC  
USAISEC  
11<sup>th</sup> Sig Bde  
USAWSMR-EPG  
MEDDAC  
(CONT)

314<sup>th</sup> TRS  
ARNG, Tng Site  
JITC  
902d MI Gp  
5<sup>th</sup> Bn (MI), 104<sup>th</sup> DIV (IT)

ATZS-CG

SUBJECT: POLICY 122 -- Special Emphasis Program Committee (SEPC)

DISTRIBUTION: (CONT)

DENTAC  
MARDET  
NAVTECHTRACENDET  
504<sup>th</sup> Signal Bn

ITRADS  
JTUAV

Director,  
DECA  
AMSA#18  
IEWTD  
DAPS  
DFAS  
CECOM SEC  
DIA/DHM-3B  
OL-C, 3 WS  
INS RDFO  
AMSEL-RD-IW-SPO  
CECOM LAT-SW  
AAFES  
WCPOC  
OTC

ARL  
GSA FMC  
USAF, Aerostat Site  
AFC  
AMC LAO  
USATMDE  
DRMO  
LA Dist CE  
CID  
USAAA  
DSS  
CCSLA

USAF Liaison Office  
Canadian Liaison Office  
French Liaison Office  
German Liaison Office  
Korean Liaison Office  
NSA Liaison Office

US ARMY INTELLIGENCE CENTER AND FORT HUACHUCA,

CG	CDR				
AG	EO	IM	ME	RE	SO
AS	ES	IO	MI	RG	
BD	FD	IR	PA	RM	
CH	GB	IS	PR	RT	
CP	MW	JA	PS	TP	
DK	IG	JS	RA	UA	