

# **EQUAL EMPLOYMENT OPPORTUNITY SPECIAL EMPHASIS PROGRAMS**

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## **I. Purpose**

This Directive establishes the Department of Homeland Security's (DHS) Special Emphasis Program (SEP) policy and requirements.

## **II. Scope**

- A. This Directive applies throughout DHS to all civilian employees.
- B. This Directive is subject to collective bargaining obligations as required by law prior to implementation.

## **III. Authorities**

- A. Title 29, U.S.C. Section 206(d), Equal Pay Act of 1963, as amended;
- B. Title 42, U.S.C., Section 2000e et seq., Title VII of the Civil Rights Act of 1964, as amended;
- C. Title 29, U.S.C., Section 621 et seq., Age Discrimination in Employment Act of 1967, as amended;
- D. Title 29, U.S.C. Section 791 et seq., Rehabilitation Act of 1973, as amended;
- E. Public Law 95-454, Civil Service Reform Act of 1978;
- F. Public Law 110-233, Genetic Information Nondiscrimination Act of 2008;
- G. Executive Order (E.O.) 11246 (September 24, 1965) (Nondiscrimination in Employment by Government Contractors and Subcontractors), as amended by E.O. 11375 (October 13, 1967) and E.O.13672 (July 21, 2014);
- H. E.O. 11478 (August 12, 1969) (Equal Employment Opportunity in the Federal Government), as amended by E.O.13087 (May 28, 1998), E.O.13152 (May 2, 2000), and E.O. 13672 (July 21, 2014);

- I. E.O. 13166 (August 11, 2000) (Improving Access to Services for Persons with Limited English Proficiency);
- J. E.O. 13164 (July 26, 2000) (Establishing Procedures to Facilitate the Provision of Reasonable Accommodation);
- K. E.O. 13518 (November 9, 2009) (Employment of Veterans in the Federal Government);
- L. E.O. 13548 (July 26, 2010) (Increasing Federal Employment of Individuals with Disabilities);
- M. E.O. 13583 (August 18, 2011) (Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce);
- N. Title 29, C.F.R., Part 1614, Federal Sector Equal Employment Opportunity;
- O. Equal Employment Opportunity Commission (EEOC) Management Directives 110 and 715;
- P. DHS Anti-Discrimination Policy Statement, June 12, 2014.

## IV. Responsibilities

- A. The **Officer for Civil Rights and Civil Liberties** ensures that DHS complies with all relevant civil rights and civil liberties laws, regulations, executive orders, DHS delegations, and other controlling authority and is responsible for implementing the policies in this directive.
- B. The **DHS Chief Human Capital Officer** coordinates with the Office for Civil Rights and Civil Liberties regarding personnel matters affected by this policy.
- C. The **Component Heads** ensure compliance with this Directive throughout their respective Components.

## V. Policy and Requirements

- A. **Policy:**
  - 1. It is the policy of DHS to maintain a work environment free from discrimination on the basis of an individual's race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age, disability, parental status, genetic information, retaliation, or any other basis protected by law or regulation.

2. Proactive prevention of discrimination is integral to the Department's efforts to ensure diversity, inclusion, and equal opportunity in the workforce. SEPs afford the Department and its Components avenues to specifically address the potential issues and concerns of particular demographic groups within the labor force. The goals and activities for each SEP are governed by the unique needs and concerns of the covered demographic, but broadly include efforts that seek to attract, hire, develop, and retain qualified employees within the Department.

3. In coordination with the Office of the Chief Human Capital Officer, the Equal Employment Opportunity and Diversity Programs, Office for Civil Rights and Civil Liberties (CRCL) implements actions to institutionalize diversity and inclusion with SEP management as a key strategic objective.

**B. Requirements:**

1. As required by public law, DHS supports the following SEPs:

- a. Federal Women's Program (FWP);
- b. Disability Employment Program (DEP); and
- c. Hispanic Employment Program (HEP).

2. In addition, DHS supports other SEPs due to a broader need to ensure equity of opportunity for all employees and applicants. The additional SEPs include, but are not necessarily limited to:


- a. Black Employment Program (BEP);
- b. Asian American/Pacific Islander Employment Program (AAPIEP);
- c. American Indian/Alaskan Native Employment Program (AIANEP); and
- d. Lesbian, Gay, Bisexual, and Transgender Employment Program (LGBTEP).

3. Components are responsible for conducting workforce demographic analyses to identify barriers to recruitment, promotion, and retention of members in identified SEP groups; these barrier analyses should include regular and recurring reviews of organizational policies, procedures, and practices for elements which potentially inhibit equity in the workplace.

4. Each Departmental and Component SEP Committee conducts and/or coordinates educational and community outreach with colleges, universities, and other entities associated with the various SEPs as directed by executive orders.
5. DHS, including each of its Components, recognizes federally identified annual observances related to SEP.
6. Each Component submits to the DHS Director, EEO and Diversity, CRCL, an annual EEOC Management Directive 715 report that summarizes SEP programmatic accomplishments.
7. The Departmental SEP Committees submit to the DHS Director, EEO and Diversity, CRCL, annual reports on SEP activities throughout the Department.

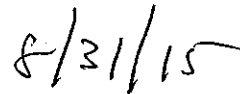
## VI. Questions

Address any questions or concerns regarding this Directive to the DHS Director, EEO and Diversity, CRCL.



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Russell C. Deyo  
Under Secretary for Management



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Date