United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

OCT 18 2011

CIVIL RIGHTS DIRECTIVE: 2012-01

To: Bureau and Office Equal Opportunity Officers

From: Sharon D. Eller
Director, Office of Civil Rights

Subject: Special Emphasis Observance Committee Charter, Revised

Attached for your information is the revised charter for the Special Emphasis Observance Committee (SEOC). The SEOC is a committee made up of representatives from each Bureau to sponsor and conduct programs and activities in observance of DOI Multi-Cultural Day, Martin Luther King Day, African American History Month, Women's History Month, Holocaust Day of Remembrance, Asian American Pacific Islander Heritage Month, June Pride Month, Women's Equality Day, Hispanic Heritage Month, Disability Awareness Month, American Indian Heritage Month, World Aids Day, and DOI Pre-Conferences as identified on the SEOC annual calendar of events. While there is a lead Bureau to sponsor each Departmental event, SEOC members will provide support to the lead Bureau.

The SEOC Charter is designed to provide structure to the committee and to strengthen the committee's ability to sponsor quality, educational programs for DOI managers, supervisors, and employees. The charter will be reviewed biennially to ensure that it provides flexibility for the SEOC to operate efficiently and effectively. Please share the charter with all SEOC members and your staff members.

This directive supersedes and cancels CRD: 2008-02.

Attachment

Distribution: Bureau and Office Equal Opportunity Officers

Inquiries: Carolyn Cunningham, DOI Special Emphasis Program Manager, (202) 208-3866

Expiration: When superseded

U.S. DEPARTMENT OF THE INTERIOR
SPECIAL EMPHASIS OBSERVANCE COMMITTEE

I. Authority. Title VII of the Civil Rights Act of 1964, Title 29 Code of Federal Regulations Part 1614, and U.S. Equal Employment Opportunity Commission Management Directive 715.

II. Purpose. The purpose of the Special Emphasis Observance Committee (SEOC) is to facilitate, sponsor, and coordinate events for the purposes of educating and promoting a greater understanding and awareness of diverse cultures through the Departmental Special Emphasis Program.

III. Scope. The SEOC's scope of authority extends to special emphasis programs, activities, training and services provided to DOI supervisors, managers, and employees. Independently, Bureaus may conduct programs for the nationally-recognized monthly observances, as deemed appropriate.

IV. Leadership, Coordination, and Funding.

A. SEOC Members. The SEOC consists of a representative from each Bureau. The SEOC will be headed by the Department SEP Manager. Bureau representatives are not limited to EEO staff. Membership also includes representatives from the Office of the Secretary (OS).

B. Ad Hoc Members. Representatives from the Departmentally-recognized employee organizations in the Washington, DC area are ad hoc members of the SEOC and will be consulted in the development of programs and activities.

C. Lead Bureau. Each Department-level event will be led by a Bureau. Lead Bureaus will volunteer to spear-head the planning and coordination of the event, with support from the SEOC. DOI Multi-Cultural Day will be led by the DOI Office of Civil Rights with support from all Bureaus and Offices.

D. Host Officials. Management's commitment in support of the SEOC activities is evidenced by the participation of Bureau management officials. Senior Management Officials will be asked to serve as host officials for planned events.

E. Budget. The Director, Office of Civil Rights, will adopt standard procedures for the multi-bureau transfer of funds. The annual budget will be coordinated through the DOI Working Capital Fund.

F. Meetings. The SEOC will meet once a month and/or as designated by SEOC consensus. The date of the meeting will be set by the Office of Civil Rights.

V. Calendar of Events and Observances

DOI Multi-Cultural Day	
Martin Luther King Birthday	January 15
National African American History Month	February
National Women's History Month	March
Holocaust Day of Remembrance	April
National Asian American Pacific Islander Heritage Month	May
June Pride Month	June
Women's Equality Day	August 26
National Hispanic Heritage Month	September 15-October 15
National Disability Awareness Month	October
National American Indian Heritage Month	November
World Aids Day	December 1
DOI-Sponsored Pre-Conferences (Conferences and host bureaus determined annually.)	

Additional events and observances may be sponsored as determined by the SEOC. An annual calendar of events will be developed and distributed identifying dates and the lead Bureau for each sponsored activity by November 30th for the upcoming calendar year.

VI. Programs and Activities.

A. Activities for each observance will be determined by the SEOC. The sponsored activities must be educational, demonstrate positive contributions in recognition of the subject event, and conducted within the target budget. Appropriate activities for observances may include exhibits, keynote speakers, training workshops, and cultural events.

B. All Bureaus will participate in sponsored activities. Bureaus may sponsor special events within their own organizations. In addition to specifically planned functions coordinated by the SEOC, Bureaus are encouraged to use the talents of their employees and other local talent when possible to provide exhibits, programs, and other activities to enhance cultural awareness throughout the Department.

C. General tasking will be assigned for each event. All SEOC members will participate in the planning process as a member of a subcommittee and/or as the lead Bureau.

D. The SEOC will obtain the participation and cooperation of the National Business Center to assist with facility and logistical accommodations for the program activities.

VII. Requirements.

A. Advertisement. Planned events and activities will be announced to all employees by distributing memoranda, the associated Presidential Proclamation, and commemorative posters, flyers, etc. to maximize attendance. Announcements should be made at least two weeks prior to the event and placed on physical and electronic bulletin boards, to include oneINTERIOR.

B. Special Invitations. Special invitation to programs and events may be extended to the Secretary, Deputy Secretary, Assistant Secretaries, Inspector General, Solicitor, and Bureau Directors. Invitations may also be extended to the DOI recognized employee organizations, special interest organizations, DOI partnership organizations, and/or other Federal agencies.

C. Management Participation. Managers will be invited to attend and to participate in SEOC programs and activities. Attendance at SEOC events may be creditable toward meeting the required annual diversity and equal opportunity training for managers and supervisors.

D. Accommodations. All announcements of SEOC activities to the public and the DOI workforce must notify participants of a contact person for requesting reasonable accommodation (i.e. sign language interpreting).