



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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NTCGLAKESINST 12720.3A
HRO-PEN
20 Dec 02

NTC GREAT LAKES INSTRUCTION 12720.3A

From: Commander, Naval Training Center, Great Lakes

Subj: SPECIAL EMPHASIS PROGRAM (SEP) OBSERVANCES

Ref: (a) SECNAVINST 12720.5A
(b) OPNAVINST 12720.8
(c) CPI 720

1. Purpose. To establish procedures and assign responsibilities for the conduct of six annual observances in support of the Special Emphasis Program.

2. Discussion. References (a), (b) and (c) encourage the development and implementation of programs, special events and ceremonies to observe nationally proclaimed activities that support goals and objectives of the Department of Navy (DoN) Equal Employment Opportunity (EEO) Program. EEO Special Emphasis Program observances include events focusing on African-American Heritage, Women's History, Asian-Pacific Islander Heritage, Hispanic Heritage, Disability Employment Awareness, American Indian and Alaskan Native Heritage.

3. Action. In order to provide appropriate SEP observances for the diverse number of commands within the Great Lakes community, a Special Emphasis Program Advisory Council (SEPAC) will be established. The SEPAC will be chaired by the Deputy Commander, Naval Training Center (DCNTC), Great Lakes and will have responsibility for planning, coordinating, and presenting the six base-wide SEP events. The SEPAC membership shall consist of two members from each command, one civilian (personnel liaison) and one Command Managed Equal Opportunity (CMEO) member. The SEPAC will commence its meetings in January 2003.

4. Responsibilities

a. Commander, Naval Training Center (CNTC) shall sponsor the base-wide observances for the six designated SEP events. The DCNTC shall chair the SEPAC and will

provide the SEPAC with guidelines for the planning and implementation of each SEP observance event.

b. The SEPAC shall meet bimonthly. It will focus its efforts on proposing a slate of candidates to speak at a midday event, as well as identifying the appropriate facility for the event. Additionally, a date and an appropriate ethnic menu shall be recommended for all base galleys during the SEP observance month. The SEPAC recommendations shall be forwarded by the Chair for review and approval by the CNTC.

c. The SEPAC Chair may establish a task force comprised of SEPAC members to coordinate the details of presenting any of the SEP observances, i.e. prepare programs, publicity, correspondence. The task force will report to the Chair on a regular basis.

d. All NTC commands shall be responsible for establishing their own in-house SEP educational events and for nominating two individuals (one civilian liaison and one CMEO) to participate on the SEPAC.

e. The SEPAC command representatives shall provide SEP information and guidance to volunteers in their respective commands; advise the SEPAC about their command events for inclusion in the base-wide publication of SEP events; and ensure that the appropriate recognition is proposed for the efforts of the command volunteers at the conclusion of each of the command SEP observance events.

5. Meetings. Members of the SEPAC shall be expected to attend all meetings. If an appointed member cannot be present, a qualified alternate shall be designated. The meetings will be held in January, March, May, July, September, and November of each year at a time and place designated by the SEPAC Chair.


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