

SPECIAL EMPHASIS PROGRAM MANAGER (SEPM)

VACANCY ANNOUNCEMENT

**Positions available:**

- Federal Women's Employment Program**
- Asian American/Pacific Islander Employment Program**
- American Indian/Alaska Native Employment Program**

The Civilian Personnel Section is currently recruiting for the Federal Woman's, Asian American/Pacific Islander, and American Indian/Alaska Native Special Employment Program Managers (SEPM). SEPM's meet quarterly and work with the Civilian Personnel Section in a collateral duty capacity, spending up to **24% of their duty time**. SEPM's work to enhance the employment, training, and advancement of minority groups, women or people with disabilities to achieve the objective of a civilian work force in which the representation of minorities, women, and people with disabilities at all grade levels, in every occupational series, and in every major organizational element is commensurate with the representation specified in EEOC and OPM guidance.

The overall objective of the Special Emphasis Program is to enhance the employment and advancement of minorities, women, and people with disabilities on a nondiscrimination basis, by insuring they are afforded an equal opportunity in every personnel management policy and practice. Within this framework, some of the more specific objectives include:

- a. Provide advice and assistance to management officials who have program responsibility for, or interest in, employment and advancement matters. Have a strong commitment to Equal Opportunity for all employees and work as part of a team.
- b. Work with managers and supervisors to identify underrepresentation and employment and advancement problems, architectural and/or transportation barriers affecting selection or advancement of minorities, women, and people with disabilities; be actively involved in the development of innovative programs that lead to the elimination of the underrepresentation of their particular group.
- c. Assist employees in career counseling and encouraging participation in self-development and continuing education. Develop ways to inform potential candidates and students of opportunities in Federal service careers and help identify qualified applicants
- d. Effectively communicate to commanders and key personnel program goals, objectives and accomplishments.

If you are interested in applying for any of the SEPM positions, please complete the attached application and submit it to the Civilian Personnel Section. **The employee selected for this position will need his/her supervisor's approval since he/she may spend up to 24% of his/her duty time working special emphasis program issues.**

Please complete and return the application below to the Civilian Personnel Section **NLT than 12 Sept 2016 at 4475 England Ave, Ste 137 (BLDG 20) or scan and e-mail to [rose\\_marie.stone.1@us.af.mil](mailto:rose_marie.stone.1@us.af.mil)**

Thank you and have a great day!

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