

Special Employee Recognition

1.0 PURPOSE, APPLICABILITY, SCOPE, AND EFFECTIVE DATE

1.1. This Process Chapter is authorized under sub-paragraph E2.1.1.16. of Enclosure 2 to Department of Defense Directive (DoDD) 5105.22, Defense Logistics Agency.

1.1.1. This Process Chapter does not supersede a DLA Regulation.

1.1.2. This Process Chapter applies to all HQ DLA and DLA Field Activities.

1.1.3. This Process Chapter establishes and implements policies, processes and procedures necessary to the effective, efficient and economical conduct of official Agency business.

1.1.4. Effective Date: May 5, 2003, Last review: February 6, 2008.

2.0 INTENT

2.1. The purpose of this process to promote equal employment opportunity (EEO) in the Agency.

2.2. Typical outputs of this process are:

2.2.1. Achievement in EEO by a line manager award.

2.2.2. Achievement in EEO by a non-manager award.

2.2.3. EEO Activity of the year award.

2.2.4. Department of Defense outstanding employee with a disability award.

2.2.5. Federal Asian/Pacific American Council (FAPAC) outstanding achievement award.

2.2.6. National Association for the Advancement of Colored People (NAACP) meritorious service award.

2.2.7. Black engineer of the year award.

2.2.8. Benjamin L. Hooks distinguished service award.

2.2.9. Roy Wilkins renowned service award.

2.3. Title 29 of the Code of Federal Regulations (CFR), Part 1614.102 (a) requires agencies to maintain a continuing affirmative program to promote equal opportunity. In support of this program, agencies are required to provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity.

2.3.1. The focus of the special employee recognition process is to provide RIGHT ITEM to EEO accomplishments at the RIGHT TIME.

2.3.2. Performance metrics are linked to the DLA Strategy LG3: DLA will provide quality work environment that optimizes employee performance.

2.3.2.1. Specific metrics are:

2.3.2.1.1. Number of nominations received for each award category each calendar year.

2.3.2.1.2. Quality of the nomination packages received each calendar year for each award category. Award criteria are used as the benchmark to measure nomination quality.

2.3.3. The special employee recognition process is linked to DLA Strategic Goal 3, Learning and Growth: Ensure a diverse, enabled, empowered and motivated workforce that delivers and sustains supply chain excellence.

3.0 POLICY

3.1. It is DLA policy that the special employee recognition program recognizes employees, supervisors, managers, and units that demonstrate superior accomplishment in EEO.

4.0 PROCESS AND RESPONSIBILITIES

4.1 Process Inputs

4.1.1. Award criteria.

4.1.2. Award nominations.

4.2 Subprocesses

4.2.1. Solicit award nominations.

4.2.2. Produce award nominations.

4.2.3. Select award winners.

4.2.3. Recognize award winners.

4.3 Process Mechanisms

4.3.1 Analysis; award criteria officials, nominating officials, nomination review officials, award selection officials, recognition officials.

4.4 Process Controls

4.4.1. See <http://www.dla.mil/do/awardshome.asp>.

4.5 Process Flowchart

See eWorkplace folder for this process.

4.6 Subprocesses, Descriptions, and Responsibilities

4.6.1. Solicit award nominations: Award criteria officials determine the criteria and nomination requirements for each award category. The award is announced to HQ DLA and DLA Field Activities.

4.6.2. Produce award nominations: Each HQ DLA and DLA Field Activity determines if it has employees or organizational units that meet the criteria for each award category. For those employees or organizational units that meet the criteria, the HQ DLA/DLA Field Activity determines which it will nominate for an award. The HQ DLA/DLA Field Activity prepares award nominations in accordance with the criteria and requirements set forth in the solicitation announcement. The HQ DLA/DLA Field Activity sends its award nominations to the DLA Corporate Equal Employment Opportunity Office.

4.6.3. Select award winners. The DLA Corporate Equal Employment Opportunity Office assembles a panel of qualified and knowledgeable people to analyze the nomination packages. If the award is a DLA award, the analysis is forwarded to the DLA HQ Recognition and Awards Board (the Board). The Board recommends award recipients to the DLA Director. The DLA Director approves the award winners. If the award is a non-DLA award, the panel convened by the DLA Corporate Equal Employment Opportunity Office recommends a DLA nominee(s). The recommendation(s) are forwarded to the DLA Director of EEO. The DLA Director of EEO approves the nominations. Nominations are sent to the appropriate sponsoring office for further consideration.

4.6.4. Recognize award winners. Award winners are recognized through the mechanisms of formal ceremonies, recognition devices, and publicity. All nominations received by the DLA Corporate Equal Employment Opportunity Office are recognized by official correspondence.

5.0 ADDITIONAL INFORMATION

5.1. See "Recognition and Awards."

6.0 COMPETENCIES / CERTIFICATIONS

6.1. Competencies: creativity and innovation; flexibility; service motivation; conflict management; vision; cultural awareness; team building; human resources management; interpersonal skills.

6.2. Certifications: none.

7.0 ACTIVITY BASED COSTING / REPORTING CODES

7.1. ABC process codes: A4.9.2. and A4.9.3.

7.2. Process unit count:

7.2.1. Product definition: award.

7.2.2. Data sources:

7.2.2.1. Input: Nominations received; award winners.

7.2.2.1.1. Input recorded by: DLA Corporate Equal Employment Opportunity Office.

7.2.2.1.2. Input to: DLA Today and Tomorrow via DLA Public Affairs Office.

7.2.2.1.3. Method of recording: manual.

7.2.2.1.4. Data elements recorded: award identification; DLA award winner (if applicable).

7.2.2.2. Aggregated data:

7.2.2.2.1. Records of data are stored in the DLA Corporate Equal Employment Opportunity Office.

7.2.2.2.2. Period of aggregation: one year.

8.0 POINT OF CONTACT

8.1. Process owner:

Famia J. Magana, Director, Equal Employment Opportunity

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9.0 AUTHENTICATION

9.1. BY ORDER OF THE DIRECTOR

Richard J. Connelly
Director, DLA Support Services