

31 January 2001

**U.S. ARMY CORPS OF ENGINEERS, LOUISVILLE  
EQUAL EMPLOYMENT OPPORTUNITY  
AFFIRMATIVE EMPLOYMENT PROGRAM**

**CHARTER**

**ARTICLE I. NAME OF COMMITTEE**

The committee shall be called the Corps of Engineers, Louisville District Equal Employment Opportunity (EEO) Affirmative Employment Program Committee (AEPC). The effective date for establishment of the AEPC is 1 June 1994.

**ARTICLE II. AUTHORITY**

Authority is referenced in the following: 29 CFR 1614, dated 10 April 1992, AR 690-12, dated 4 March 1988, and ER 690-1-969, dated 24 October 1988, establishes policies and procedures governing Equal Employment Opportunity and Affirmative Action in the Department of the Army.

**ARTICLE III. MISSION**

The mission of the Louisville District Affirmative Employment Program Committee is to assist the district leadership in meeting established EEO objectives, and identifying the special needs and concerns of management, employees, and applicants.

**ARTICLE IV. PURPOSE**

The purpose includes advising the District Commander, EEO Officer and Human Resources Officer concerning the development and implementation of programs which enhance the District's capabilities in reaching the Affirmative Employment Plan objectives. In conjunction with the goals and intent of the Black Employment Program, Federal Women's Program, Hispanic Employment Program and Asian Pacific Employment Program, this committee will serve as organizational liaisons to provide

information, promote awareness, and eliminate barriers concerning the needs of minorities, people with disabilities, and women.

## **ARTICLE V. MEMBERSHIP**

### **1. GENERAL:**

- a. This committee shall be composed of a number which is representative of the diversity of the work force.
- b. There will be two kinds of members: Executive Board members and Subcommittee members.

### **2. APPOINTMENT:**

Members of the AEP committee will be appointed by the District Commander. The EEO Officer and three subcommittee chairpersons have responsibility for making recommendations for subcommittee appointments to the District Commander. The EEO Officer will also prepare notification to the approved selectees and make general announcements to all employees.

### **3. TERMS OF OFFICE:**

- a. The Chairpersons of the three subcommittees will be Division/Office Chiefs. The Vice-Chairpersons will be a member of the various subcommittees. The Special Emphasis Program Managers will also serve as advisors to the committee.
- b. The total number of members of each AEP Subcommittee will be no more than 9 members who represent various divisions and offices. Members will serve threeyear rotating terms (i.e. 1/3 up for election each year). Members may serve additional terms, but are limited to two consecutive terms (6 years in a row).
- c. Membership representation. Division/Office Chiefs of the following division/offices will each recommend to the District Commander through the EEO Officer and subcommittee chairperson, the names of three persons who will represent their division/office as follows:

Division/Office

# of Representatives

Engineering Division	3 (1 per subcommittee)
Operations & Readiness	3 (1 per subcommittee)
Construction	3 (1 per subcommittee)
Real Estate	3 (1 per subcommittee)
Planning	3 (1 per subcommittee)
CPAC	3 ( 1 per subcommittee)
Programs & Project Mgmt.,	3 (1 per subcommittee)
Logistics Mgmt., Safety	
Information Mgmt., Office	3 (1 per subcommittee)
Of Counsel, Public Affairs	
Resource Mgmt., Contracting	3 (1 per subcommittee)
Internal Review	

#### **4. ATTENDANCE:**

a. Members serving on subcommittees will: be present at all meetings or notify the Chairperson if unable to attend, be committed to the objectives of the AEP, have the ability and willingness to participate in a working group, make recommendations for AEP actions, and provide the services required to implement the AEP activities.

b. In the event of death or resignation of the Chairperson, the Vice-Chairperson will assume the duties of the Chairperson until a new appointment is made. If the Vice-Chairperson or Secretary position becomes vacant, the Chairperson will appoint an interim Vice-Chair or Secretary until a new appointment is made.

#### **5. RESIGNATION:**

Members of the subcommittee who find they are not able to support the principles of this Charter or the working requirements of their committee responsibilities due to transfer, termination of employment, or for any other reason may submit their resignation in writing through their supervisor and the EEO Office to the subcommittee.

### **ARTICLE VI. EXECUTIVE BOARD**

The Affirmative Employment Program Steering Committee (District Commander, Deputy Commander, EEO Officer, Chief CPAC, Special Emphasis Manager, Subcommittee Chairpersons, Union Representative) shall constitute the Executive Board. The District Commander will serve as chairperson and the District EEO Officer will serve as Vice-Chairperson of the Executive Board.

## **1. OFFICERS:**

The following officers of the Executive Board are:

Chairperson, Vice-Chairperson

## **2. RESPONSIBILITIES:**

- a. Chairperson: Oversees and monitors overall District Affirmative Employment Program.
- b. Vice-Chairperson: Assists the Chairperson in monitoring the program initiatives as they relate to the goals and objectives of the AEP.

## **ARTICLE VII. SUBCOMMITTEES**

The following subcommittees are established:

- a. Outreach and Recruitment: This subcommittee reviews the projected district workforce recruitment needs for each FY and advises the commander on various initiatives and resources needed to assist in meeting Affirmative Employment Planning outreach and recruitment. Based on future workforce needs and in conjunction with the affirmative employment plan, the subcommittee recommends areas for Affirmative Employment Program outreach and recruitment for the district that will assist managers in their efforts in accomplishing the affirmative employment goals and objectives.
- b. Employee Development: This subcommittee reviews recommendations for leadership-training opportunities to ensure training is provided to a diverse group of employees. This sub-committee monitors training to ensure opportunities are provided to a diverse group as well as relates to the goals and objectives of the Affirmative Employment Plan. Serves as the commander's advisor concerning the barriers in obtaining diverse classes in the various District, USACE and Army-wide courses/programs. Develops and oversees initiatives as directed by the district commander which enhance the affirmative employment initiatives of the district in the workforce development area.
- c. Career Opportunities and Retention: This subcommittee monitors programs that enhance the retention and advancement of a diverse workforce. This subcommittee oversees the implementation and operation of the District Mentoring Program. Develops and oversees initiatives as directed by the district commander which enhances employee retention and advancement.

d. Special Emphasis/Observances: There will not be a standing committee of representatives from Division/Offices. The awareness and observance activities will be the responsibility of the Special Emphasis Program Managers. Special

Emphasis Program Managers plan and carry out the events/observances personally or through ad hoc Committees.

## **1. OFFICERS:**

The following officers of the subcommittees are:

a. Employee Development Subcommittee:

Chairperson, Vice-Chairperson

b. Career Opportunities/Retention Subcommittee:

Chairperson, Vice-Chairperson

c. Recruitment Subcommittee:

Chairperson, Vice-Chairperson

## **2. RESPONSIBILITIES:**

a. Special Emphasis Program Managers: Advises and assists the District Commander, the Equal Employment Officer and the Chair-persons of the three subcommittees. Serves as subject-matter expert on various issues relative to the needs of employees within their area of speciality. The SEPM is the link between the District Commander and outside agencies (i.e. FWPM Interagency Committee, 1BHC, KFEEOC, etc.) Provides input to budget for the Special Observances Subcommittee and is means of communication for employees within the Louisville District.

b. Chairperson: Appointed by District Commander, presides at all meetings, provides leadership, and monitors subcommittee activities, and works with the subcommittee in the development and implementation of the overall program in relationship to the AEP.

c. Vice-Chairperson: Assists the Chairperson and in the absence of the Chairperson shall preside at regular meetings.

## **ARTICLE VIII. MEETINGS**

Chairs will provide quarterly feed back to the Executive Board and SEC at a designated SEC Meeting. Subcommittees shall meet monthly with an established agenda and order of business. Members should be present at all meetings. Fifty-one percent (51 %) of the Committee membership present at any meeting shall constitute a quorum. Notice of meeting and agenda will be distributed prior to each meeting.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Executive Board and Subcommittees to the extent to which they are applicable and in which they are not inconsistent with the Bylaws of this committee.

## **REVISION**

Bylaws are effective as of date of signature and will be reviewed annually. Revisions will be accomplished by an adhoc Bylaws Committee. The Executive Board Chairperson shall appoint at least three Executive Board members. The Bylaws Committee shall be empowered to develop the necessary changes a ' nd make recommendations to the Executive Board for acceptance. The Bylaws Committee should poll the three subcommittees to determine that all changes needed are considered.