

Blacks In Government



May 2020

National Programs
and Services
Booklet

PREFACE

The purpose of this booklet is to provide you with a description of the major programs by which Blacks In Government (BIG) seeks to accomplish its objectives. The material describes the purpose of the program, how it works to achieve its objectives, and how you

can participate. You will note that each program relates to our overall goal to promote equity, excellence, and opportunity in government.

In addition to the programs, the booklet describes initiatives currently underway that affect our service to the membership and potential members. You must be aware of these initiatives because they provide valuable opportunities for information and benefits for both members and nonmembers. Blacks In Government's programs and initiatives assist us in reaching our vision:

VISION

Blacks In Government will be recognized as a member-focused, World-class enterprise (business-like), with supporting Infrastructures that are competitive and centered around Excellence.

While some of the described programs are for members

only, this fact only underscores the value of BIG membership. It should present no obstacle to persons interested in taking advantage of them. The membership fee is reasonable, and membership in a BIG chapter provides a host of benefits in addition to these specific programs. Not the least of these is the opportunity to become part of a national organization composed of dedicated, committed, and caring people working unceasingly for your interest.

Remember, these are national programs only. The various chapters sponsor a variety of programs to meet local needs and conditions, including tutoring and mentoring programs, employment advisory programs, and skills training programs.

The best way for you to get involved in a BIG program is to contact the chapter in your area. You can also call the BIG National Office to mail you a program kit on the particular program, or you can also download information from our Internet website, BIGNET, listed in the back of this booklet. The address and phone number of the BIG National Office are also printed in the back of this booklet.

If the information in this booklet generates any thoughts about improving the programs or other programs that we should promote, please don't hesitate to contact us. Thank you for your interest.

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BIG NATIONAL PROGRAMS



**Committed to Equity, Excellence,
and Opportunity!**

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BIG/FEEA SCHOLARSHIP

Objective: This scholarship fund will help to open the doors of educational opportunity for BIG members' children, step-children.

Blacks In Government will award a scholarship to one student from each BIG region. The BIG/FEEA Scholarship Awards program will announce \$1,000 cash award winners for the school year.

DARLENE YOUNG LEADERSHIP ACADEMY (DYLA)

Objective: This program is a developmental program designed to develop future public service leaders through providing assessment, experiential learning, and individual development activities and opportunities.

This program provides future public service leaders with solid training and a developmental foundation in leadership skills and team building, enhanced by agency developmental experiences. Throughout the program, you will be challenged to grow and develop personally and professionally. This program requires focus, commitment, and hard work. The tenets of the Leadership Academy are to:

- Encourage public sector organizations to prepare talented employees for leadership and managerial positions at an earlier stage of their careers.
- Provide training and developmental experiences needed to produce leaders in the public sector.
- Provide training and developmental experiences needed by team members, team leaders, supervisors, and managers for successful job performance.
- Provide public sector employees with a solid training and developmental foundation in leadership skills and team building.
- Provide participants with an opportunity to assess their potential and interest in careers as future supervisors, managers, and executives, and to provide the kinds of job-relevant knowledge, skills, and abilities that will enhance their success.
- Assist participants in becoming more effective in their roles within their respective organizations.
- Provide participants with an opportunity to observe supervisors, managers, and executives as role models in the work setting.

DISCRIMINATION AWARENESS PROGRAM (BIG-DAP)

Objective: This program allows members to discuss charges of adverse, disparate, and inappropriate treatment toward them as minorities in the workplace. It also provides documentary evidence of adverse impact and disparate treatment in the workplace.

These charges and documentary evidence are presented during a Discrimination Awareness Forum (DAF). The DAP allows BIG to work with agencies to develop strategies and plans to address issues and concerns of minority employees. It also provides preventive maintenance strategies and awareness against current public policy that may lead to discriminatory practices.

The Affirmative Employment and EEO Committee is responsible for implementing this activity.

FUTURE LEADERS IN AMERICA'S GOVERNMENT (FLAG)

Objective: To establish programs that will expose pre-college and college students to careers in government and develop future leaders.

FLAG provides guidance and mentorship to junior and senior high school and college students throughout the

nation. It also provides college scholarships annually to build future leaders in government agencies. The program is comprised of five tiers: Mentorship; Training Academy; Career Training and Education; Pre-Professional Career Opportunities (Internships); and College Scholarships.

The Future Leaders in America's Government Committee is responsible for implementing this activity.

LEGAL REVIEW PROGRAM

Objective: This program furthers the National Organization of BIG's important goals, including the promotion of the well-being, education, and professional development of Blacks in government service.

The following services are offered via the Legal Review Program Committee:

Member Support The committee responds to members' inquiries and assists members with their chapter activities.

Special Projects The committee helps develop strategies to define BIG's legal disposition and direction. It provides accurate and comprehensive legal research regarding BIG's initiatives and special projects.

Legal Education Component Online The committee responds to members' requests for information and education about legal subjects.

The Legal Review Committee is responsible for implementing this activity.

LEGISLATIVE REVIEW

Objective: BIG established the Advisory Group on the Future of Governance and the Public Sector to advise the Legislative Review Committee, and the national leadership (i.e., National Executive Committee and Board of Directors, and Regional Council Presidents) on the most effective way to influence public policy on the issue of flexible deregulated government.

The Advisory Board operates as a subcommittee under the National Legislative Review Committee. Members of the Advisory Group would be drawn from prominent business, academic, civic, and professional leaders who are knowledgeable about government, governance, and public service.

The Legislative Review Committee is responsible for implementing this activity.

MILITARY VETERANS EMPHASIS PROGRAM (MVEP)

Objective. The MVEP's objectives are to identify and eliminate barriers encountered by military veterans and their families when receiving resources, products, and services from local and national entities.

The MVEP serves as strategic thinkers, pacesetters, and game-changers for the men and women who served their country as well as their spouses who helped make military life a success for our Servicemen! MVEP focuses on offering military veterans and their families oriented resources and information provided by local and national government/commercial/private organizations to BIG military/veterans and their families.

The Military Veterans Emphasis Program is responsible for implementing this activity.

MONETARY ASSISTANCE PROGRAM (MAP)

Objective: To help chapters conduct meaningful programs in support of BIG's objectives, BIG provides financial help when requested through MAP. In this way, BIG is assured of a consistently high-quality level of activity in support of its goals nationwide.

A chapter or a regional council may request the funds. The program provides funds for any program the chapter or council can relate to a BIG objective. Some applicants have used the funds to conduct tutorial programs, award programs, voter registration, and EEO training.

Requests may be made for refundable or nonrefundable assistance. Monetary assistance that is not to be refunded (grants) may be awarded for up to \$1,500 per chapter or regional council. Monetary assistance that is to be refunded (loans) must not exceed \$3,000 and must be repaid within 24 months. A combination of each type of assistance may be requested, but must not exceed \$4,500.

The Program and Planning Committee is responsible for implementing this activity.

NATIONAL HEALTH AND WELLNESS

Objective: Blacks In Government Health and Wellness Program promotes education, improvement, health care concerns, and generate interest in the health status of African Americans.

The Health and Wellness Committee is responsible for implementing these health activities through national symposiums concerning African Americans. The Health Program helps to raise awareness of the unacceptable level of illness, suffering, actions to ensure healthier lifestyles, and good health among members of Blacks In Government.

The Health and Wellness Committee is responsible for implementing this activity

NATIONAL TRAINING INSTITUTE

Objective: BIG's National Training Institute (NTI) provides training that will enlighten civil servants about the issues that affect the public they serve. At the same time, the training supports professional development and self-improvement that can lead to career advancement and upward mobility.

Participants learn how to deal with common workplace problems creatively and with minimum risk.

BIG's NTI is its major program activity and affords the organization an occasion to make optimum use of its nationwide membership base and diversity of talent. Each year, BIG brings together nationally known experts, policymakers, and administrators, as well as grass-roots leaders to address critical issues of the day that affect government workers in the workplace and community. Workshops, plenary sessions, forums, and Special Enhancement Programs (SEP) provide an opportunity for NTI participants to receive information in a dynamic and interactive environment.

The NTI is a unique training experience and has been endorsed by federal, state, and local agencies around the country as an authorized government-training venue. For

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more information on the annual training institute, log on to www.bignet.org.

The NTI Planning Committee is responsible for implementing this activity.

NOW GENERATION

Objective: To focus programming for young professionals of BIG under the age of 40 looking to enhance their success and become leaders in the workplace.

NOW Generation is a professional development program for members of BIG under the age of 40 looking to enhance their skills to become leaders in the workplace. This program seeks to provide professional development opportunities and resources, host networking events, and develop membership and recruitment strategies to continue to develop future leaders. Its premise is to develop future leaders within BIG at the local, regional, and national levels.

OFFICER LEADERSHIP TRAINING (OLT)

Objectives: The Officer Leadership Training (OLT) objectives are to (1) help members to maximize their potential and reach their professional, and personal goals; (2) increase members'

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understanding of the organizational structure and functions of BIG; (3) provide members with the tools and techniques needed to serve better BIG members and our constituents; (4) increase members' awareness of the services and programs offered by BIG; and (5) increase members' ability to motivate others to join BIG.

This training is designed to ensure that BIG fulfills its commitment to equity, excellence, and opportunity. It also encapsulates the vision of the organization, in which, BIG will be recognized as a member-focused, world-class enterprise (business-like), with supporting infrastructures that are competitive and centered around excellence.

Officer Leadership Training covers personal and professional development, the history, philosophy, and goals and objectives of BIG. The training also encompasses BIG policies and procedures, programs and operations, and services provided by BIG.

The Program and Planning Committee is responsible for implementing this activity.

PRESTIGE AWARDS PROGRAM

Objective: This program recognizes members, chapters, regional councils, and external individuals, organizations, and businesses for their outstanding contributions to the furtherance of BIG's goals and objectives.

Awards for distinguished service, meritorious service, and special achievement are presented at the Annual National Training Institute.

The National Board of Directors is responsible for implementing this activity.

SCHOLARSHIPS TO ACQUIRE CAREER KEYS (STACK) PROGRAM

Objective: The STACK Program provides BIG members an opportunity to jump-start their careers with additional education and training, and thus become more competitive for promotions and career advancement. The program underwrites specific training expenses associated with a specific government job or promotional opportunity.

Applicants must be able to show that (1) employer funds are not available for the training/education and that (2) the desired training relates to current or potential employment. The funds may be applied to tuition or associated costs including room and board, books, instructional or lab fees, travel to the training site, or other training-related expense to an accredited institution which can be documented.

Awards must be used within the fiscal year or one school

term. When funds are used for a continuing course of study, a minimum of 2.00 grade point on a 4.00 point system, or 1.50 on a 3.00 point grading scale is required.

The Program and Planning Committee is responsible for implementing this activity.

SCIENCE, TECHNOLOGY, ENGINEERING, MATH ACADEMY

Objective: To provide academic and social support to high school students so that they have the competencies to become successful STEM professionals.

The ultimate goal of the STEM Academy is to encourage and help prepare high school students to pursue a college education in Science, Technology, Engineering, and Math. The expected outcomes are:

- Nurture curiosity.
- Encourage students to take advanced courses.
- Challenge students with advanced procedures.
- Provide active learning projects that combine ideas with technical skills.
- Prepare participants for rigorous and competitive scientific scholarships.

Chapters are encouraged to hold competitions within their

communities and present awards to the winners. Chapter winners participate in the regional competition, and regional winners then compete at the national level during the National Training Institute.

The Program and Planning Committee is responsible for implementing this activity.

TRAINING IN COMMUNICATIONS (TIC) ACADEMY

Objective: This program is aimed at helping young people acquire the communication skills they need for success in the workplace as well as in life. The Training in Communications Program gives students a quality learning experience and a challenge in which they can develop life skills. The project also provides youth role models and support systems through one-on-one mentorships with BIG members.

The program is aimed at grades 9-12. It is composed of two parts, a Communications Academy and an Oratorical Contest. The Communications Academy provides youth an eight-session program (1 to 2 hours per session) of workshops and seminars on various communication skills. Topics include public speaking, use of audiovisual aids, and effective listening. Chapters are encouraged to work with local public speaking organizations, such as the Toastmaster's Clubs.

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The Program and Planning Committee is responsible for implementing this activity.

BIG Services



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AGENCY COMPLIANCE AND REVIEW

Objective: The Agency Compliance and Review program is designed to monitor affirmative action efforts of agencies/employers; in key employment areas of concern to Black government employees to include: rates of hiring, firing, training, assignment and details, distribution of authority and responsibility, adverse actions awards, merit pay, and disciplinary actions.

The focus is on reviewing agencies at the national level to determine where, if any, an imbalance or absence of Blacks may exist in their workforce. Agencies showing such absence or imbalance are targeted for monitoring to ensure they comply with equal employment opportunity (EEO) regulations, directives, and laws.

Another focus of this program is to train Blacks In Government (BIG) chapters to monitor/evaluate federal and non-federal agency EEO programs in their immediate locale to ensure compliance with EEO laws, directives, and regulations. This can be accomplished through visits by BIG chapters to local agencies to address the employment mentioned above areas of concern that adversely impact Black government workers. Because of these visits by chapter representatives, identified problems may be addressed to the proper officials through appropriate leadership levels to resolve matters in dispute.

The Affirmative Employment and EEO Committee is

responsible for implementing this activity.

ATTORNEY ASSISTANCE PROGRAM

Objective: This program helps members to exercise their rights guaranteed to them as government employees according to law.

The Attorney Assistance Program provides one-time \$2,500 grants to BIG members to retain legal counsel to address adverse employment actions based on race or color.

Individuals are often unprepared to respond to acts of discrimination in the workplace. Employment discrimination claims require extensive financial resources, and claimants are often under great pressure because of the financial strain placed on the complainant and his or her family. To assist BIG members with the costs of litigation, BIG created the Attorney Assistance Program. Members must meet the following requirements to qualify for the grants:

1. Hold membership in BIG for at least two years.
2. Allege adverse employment action as a result of discrimination based on race or color.
3. Receive the grants after a Report of Investigation is completed in a federal complaint or at a similar point in time in a non-federal claim.
4. Allege facts that suggest a meritorious claim and

- support those facts with documentation.
5. Provide for payment of the \$2,500 grant to a law firm, attorney, or bona fide legal clinic or legal assistance program.
 6. Agree to repay the grant if his or her claim is successful.

The Legal Review Committee is responsible for implementing this activity.

BIG VOTE

Objective: The program's objective is to promote education, registration, and voting in a way that will result in public policies that support the needs, aspirations, and progress of African Americans.

This project is BIG's vehicle for participation in the political process in a way that assures maximum impact. BIG VOTE is designed to mobilize the resources of the organization as a national force behind Black America's need for political empowerment.

Chapters that participate in BIG VOTE become involved in voter registration on a year-round basis, not just before elections. The idea is to raise public awareness of the issues and the need to vote as a part of the process of responsible living. Education is provided to help voters define their interests in the competition for their votes. On Election Day, transportation to the polls is available to help people fulfill their good intentions.

The Legislative Review Committee is responsible for implementing this activity.

COMPLAINT ADVISORS AND ASSISTANCE PROGRAM

Objective: This program trains BIG members to help other members and potential members fight discrimination in the workplace. Specifically, members are trained to advise and counsel government workers on how to win their EEO cases under CFR 29, Section 1614, which is the federal government's primary vehicle for resolving discrimination complaints.

Members of BIG who have experience in EEO issues present training, and the training draws upon the nationwide experience of BIG members and chapters in dealing with discrimination in the workplace. Members have been trained from all 11 regions within BIG, and they are available to train and assist other members.

The program is under the auspices of the Affirmative Employment and EEO Committee. Chapters interested in finding out how they can arrange for training should contact the committee through the national office: Blacks In Government, ATTN: Affirmative Employment and EEO Committee, 3005 Georgia Ave., NW, Washington, DC 20001-5015.

Individuals interested in receiving the training should

contact their nearest chapter. Call the BIG National Office at 202-667-3280 to find the chapter nearest you.

The Affirmative Employment and EEO Committee is responsible for implementing this activity.

BIGNET

Objective: BIGNET is the Blacks In Government (BIG) membership direct access to the Internet. Its web pages are linked to relevant government agencies, including those dealing with jobs and employment (OPM, Labor, and DOD) and to the major federal, state, and local job announcements; to other Black-oriented websites, to the news of the day, and to the activities of the BIG organization and the various programs it offers.

BIGNET plays a major role in the communication infrastructure of the national BIG organization. Since BIG established its website in 1995, a whole new world of information and communication has opened up for the Blacks In Government members and the African-American community.

The Telecommunications Committee is responsible.

BIG REPORTER

Objective: This publication publicizes and projects the positive image of BIG.

The BIG Reporter is published bi-annually by BIG. It serves to promote BIG as a world-class training organization.

The Communication/Public Relations Committee is responsible for implementing this activity.

COMMUNICATIONS AND PUBLIC RELATIONS

Objective: To increase the awareness of BIG among Federal, State, and Local government, as well as to publicize and projecting the organization through the media.

The Communications and Public Relations Committee does the following:

1. Promotes the National Training Conferences and creates a medium of what BIG is about for distribution (delete period)
2. Generates media coverage for all major organizational events
3. Promotes the interests of BIG members
4. Keeps members updated on current issues affecting government workers
5. Expands the knowledge of BIG through the media
6. Creates a process for special interest advertising

7. Publishes the BIG Reporter and BIG Bulletin

The Communications/Public Relations Committee is responsible for implementing this activity.

DISTINGUISHED SERVICE HALL OF FAME

Objective: To be the highest honor that can be bestowed upon any single member of Blacks In Government (BIG).

The Distinguished Service Hall Of Fame (DSHOF) is reserved for active and financial members, who shall have been active in BIG for a minimum of fifteen (15) consecutive years. These individuals shall have distinguished themselves as making exceptional contributions at the National, Regional, and Chapter levels of BIG or their respective communities. Members receiving this high honor must be recommended by their Chapter, their Regional Council and verified for eligibility by the National Board of Directors, respectively. -

The National Board of Directors is responsible for implementing this activity.

EEO INSTITUTE

Objective: Its purpose is to increase awareness of EEO complaint processes and policy issues.

During the National Training Institute, BIG facilitates a collage of workshops centered specifically on issues of EEO

as it relates to the federal, state, and local EEO complaint processes and policy issues that impact public servants.

The Affirmative Employment and Equal Employment Opportunity Committee is responsible for implementing this activity.

EVALUATIONS

Objective: To develop a mechanism by which BIG programs, services, initiatives, and operations can be assessed to maximize organizational effectiveness.

The National Evaluation Committee is responsible for implementing this activity.

MEMORIAL WALL

Objective: The purpose of the Memorial Wall is to provide formal recognition of deceased members at the National Training Institute.

Regions and chapters submit names of deceased members who have passed since the previous National Training Institute. The names of the deceased members are memorialized and placed in the national archives of BIG. The Memorial Wall is displayed at every National Training Institute.

The National Executive Committee is responsible for implementing this activity.

NATIONAL TRAINING INSTITUTE REGISTRATION ASSISTANCE

Objective: This program is designed to help members to attend the National Training Institute.

This program provides assistance annually to help some members to attend the National Training Institute. The National Organization pays the NTI registration fee for one member per chapter based on selection criteria.

The National Executive Committee is responsible for implementing this activity.

PROTOCOL

Objective: This program is designed to communicate contemporary, universally accepted etiquette, and protocol procedures.

Protocol is responsible for planning, organizing, directing, and controlling the itineraries of distinguished visitors and internal and external officials of BIG and maintaining openness and order at the official functions of the organization.

The Protocol Committee is responsible for implementing this activity.

STRATEGIC PLAN

Objective: Blacks In Government's plan of milestones and timelines that will allow it to meet its stated vision of being recognized as a member-focused, world-class enterprise (business-like), with supporting infrastructures that are competitive and centered around excellence.

The National Board of Directors is responsible for implementing this activity.

WHY BIG



**Committed to Equity, Excellence,
and Opportunity!**

GOALS AND OBJECTIVES

BIG functions as an employee support group, an advocacy group and a resource group for Black civil servants.

Its stated goals are:

To be an advocate of equal opportunity for Blacks in government.

To eliminate practices of racism and racial discrimination against Blacks in government.

To promote professionalism among Blacks in government

To develop and promote programs which will enhance ethnic pride and educational opportunities for Blacks in government.

To establish a mechanism for the gathering and dissemination of information to Blacks in government

To provide a nonpartisan platform on major issues of local, regional, and national significance that affect Blacks in government.

TOP TEN REASONS WHY YOU SHOULD JOIN BIG!

BIG WORKS FOR YOU

BIG is the only organization dedicated to the interests of the African American public servant. Other organizations may touch upon the problems that impact you, but BIG is made up of people who share your interests, your concerns, and your problems.

BIG IS AN ADVOCATE

BIG speaks out on issues affecting the government workplace. BIG testified before the Congress on legislation reforming the EEO process, racial discrimination in government, and affirmative employment. BIG also spoke out on the disparate rate of discharge of African Americans from the federal service, the national performance review, and downsizing. BIG had a public hearing on the assault against affirmative action.

BIG IS AN EMPLOYEE SUPPORT GROUP

If you have a problem on the job, our BIG chapter can be an excellent resource for help and counsel. Many BIG members have dealt with similar problems and can suggest strategies for combating them. BIG also has a list of attorneys experienced in handling the type of problems BIG members may encounter.

BIG IS A PROFESSIONAL DEVELOPMENT ORGANIZATION

Every year BIG sponsors a national training institute which brings together national leaders and experts from around the country to address Black government workers. The NTI is a unique training experience for government workers, providing you an exposure to issues often overlooked in the day-to-day workplace.

BIG IS A COMMUNITY RESOURCE

Your BIG chapter can be a strong force in the community helping to fight such community problems as drug abuse, teenage pregnancy, AIDS, illiteracy, and voter registration. The skills you develop on the job can be invaluable in promoting community activities through your BIG chapter.

BIG IS NETWORKING

By becoming a member of BIG, you are becoming a part of an organization that includes workers from all levels of government and all areas of the public workforce. The national training institute provides opportunities to meet experts from around the country, employers from other agencies, and pick up information and resources that can help you professionally and in your personal growth.

BIG IS A CHANCE TO MAKE A DIFFERENCE

We can accomplish together what you cannot do alone. With BIG you can work toward your goals with people who have similar goals. You can do something about the institutional and socioeconomic problems you face in the

workplace and in the community. You can use your skills and talents in a setting in which they are needed.

BIG KEEPS YOU INFORMED

BIG keeps you up to date with the latest developments affecting the African American government employee. From the Washington, D.C. headquarters, we publish the monthly BIG Bulletin, and a quarterly magazine, The BIG Reporter. Regions and chapters also publish newsletters that focus on local issues.

BIG RECOGNIZES YOUR ACHIEVEMENTS

Each year BIG gives out awards to those who have made a major contribution to the goals and objectives of the organization. Regional councils and local chapters also recognize such achievements. These awards set role models for excellence in government service.

BIG IS AN OPPORTUNITY

BIG is the chance you have been waiting for to step up and take your place in the loop. To be a part of the fast-moving events that affect your world as a government employee, you need an organization like BIG that can speak for you and through which you can voice your views. If you are concerned about equity, excellence, and opportunity in government, you should consider BIG.

BIG NATIONAL CONSTITUTION PREAMBLE

We believe that Blacks in government should have the opportunity for full, complete and equitable access to jobs, education, advancement, housing and health services, and that they must have recourse in adverse situations without discrimination because of race.

We further believe that Blacks should unite in order to obtain and secure the rights and privileges of full citizenship participation. It is necessary to develop a mechanism for inclusion, growth and power for all present and future Black employees in Federal, State and local governments.

Therefore, we, the members of Blacks In Government (BIG), in order to act as an advocate for the employment and general welfare of Blacks employed in Federal, State and local governments and to establish a national network of Black Federal, State and local government employees, do hereby establish this constitution for a national organization of Blacks In government.

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**Committed to Equity,
Excellence, and
Opportunity!**

THINK BIG!

JOIN BIG!