

U.S. Equal Employment Opportunity Commission
**U.S. ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS
 REPORT**
 EXECUTIVE SUMMARY

715-01 Part A - D

For period covering October 1, 2008, to September 30, 2009.				
PART A Department or Agency Identifying Information	1. Agency		Department of the Army	
	1.a. 2 nd level reporting component		U.S. Army Materiel Command	
	1.b. 3 rd level reporting component		U.S. Army Joint Munitions Command	
	1.c. 4 th level reporting component			
	2. Address		ATTN: AMSJM-EE, 1 Rock Island Arsenal	
	3. City, State, Zip Code		Rock Island IL 61299-6000	
	4. CPDF Code	5. FIPS Code	ARXQ	1960
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		6,501	
	2. Enter total number of temporary employees		54	
	3. Enter total number employees paid from non-appropriated funds		161	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		6,716	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<Name>	
	2. Agency Head Designee			
	3. Principal EEO Director/Official Official Title/series/grade		<Name>/EEO Chief/YA-260-03	
	4. Title VII Affirmative EEO Program Official		<Name>	
	5. Section 501 Affirmative Action Program Official		<Name>	
	6. Complaint Processing Program Manager		<Name>	
	7. Other Responsible EEO Staff		<Name> - Administrative Assistant	
		<Name> - Hispanic Employment Program Manager		
		<Name> - Student Assistant		

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes	
	HQ Joint Munitions Command		ARXQ	1960
	Blue Grass Army Depot		ARXQ	21
	Crane Army Ammunition Activity		ARXQ	18
	Pine Bluff Arsenal		ARXQ	8840
	Tooele Army Depot		ARXQ	49
	McAlester Army Ammunition Plant		ARXQ	40
EEO FORMS and Documents Included With This Report				
*Executive Summary [FORM 715-01 PART E], that includes:		*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]		x
Brief paragraph describing the agency's mission and mission-related functions		x	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatically essential	x
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"		x	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	x
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF		x	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	x
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies		x	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	x
Summary of EEO Plan action items implemented or accomplished		x	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	x
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]		x	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	x

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*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	x	*Organizational Chart	x
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715-01 Part E

EXECUTIVE SUMMARY

Mission and Functions

Description:

The Joint Munitions Command (JMC) is headquartered on the US Army Rock Island Arsenal, Rock Island, Illinois. Arsenal Island is nearly one mile wide and three miles long and covers 946.3 acres. Arsenal Island is bordered by Davenport and Bettendorf, IA across the river to the north, and Rock Island, Moline and East Moline, IL across the river to the south. The overall bi-state metropolitan area is known collectively as the "Quad Cities," comprising a six county commuting area of approximately 300,000 people. The Rock Island Arsenal and its tenants support more than 6000 jobs, making it the second largest employer in the Quad Cities area.

The JMC is responsible for munitions production (ammunition plants) and storage (depots) facilities in 15 states. To accomplish this mission the JMC employs over 6500 civilians and 7160 contractor personnel. JMC provides bombs and bullets to America's fighting forces -- all services, all types of conventional ammo from 500-pound bombs to rifle rounds. JMC manages plants that produce more than 1.6 billion rounds of ammunition per year, the depots that store the nation's ammunition and the transportation of over 300,000 tons of ammo per year for training and combat. JMC is responsible for the management and accountability of \$32 billion worth of conventional munitions throughout 5 Government-Owned and Operated (GOGO) facilities, 3 Munitions Centers (MC) and 11 Government-Owned, Contractor-Operated (GOCO) plants nationwide, and managed over \$5B worth of new ammunition orders in FY 09. (Figure 1)

JMC LOCATIONS

JMC operates a nationwide network of installations and facilities where conventional ammunition is produced and stored:

Production and Storage:

- Crane Army Ammunition Activity, Crane, Indiana
- McAlester Army Ammunition Plant, McAlester, Oklahoma
- Pine Bluff Arsenal, Pine Bluff, Arkansas
- Holston Army Ammunition Plant, Kingsport, Tennessee
- Iowa Army Ammunition Plant, Middletown, Iowa
- Lake City Army Ammunition Plant, Independence, Missouri
- Milan Army Ammunition Plant, Milan, Tennessee

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- Radford Army Ammunition Plant, Radford, Virginia
- Scranton Army Ammunition Plant, Scranton, Pennsylvania
- Anniston Munitions Center, Anniston, Alabama
- Blue Grass Army Depot, Richmond, Kentucky
- Hawthorne Army Depot, Hawthorne, Nevada
- Letterkenny Munitions Center, Chambersburg, Pennsylvania
- Red River Munitions Center, Texarkana, Texas (will relocate to McAlester AAP Sep 2011)
- Tooele Army Depot, Tooele, Utah

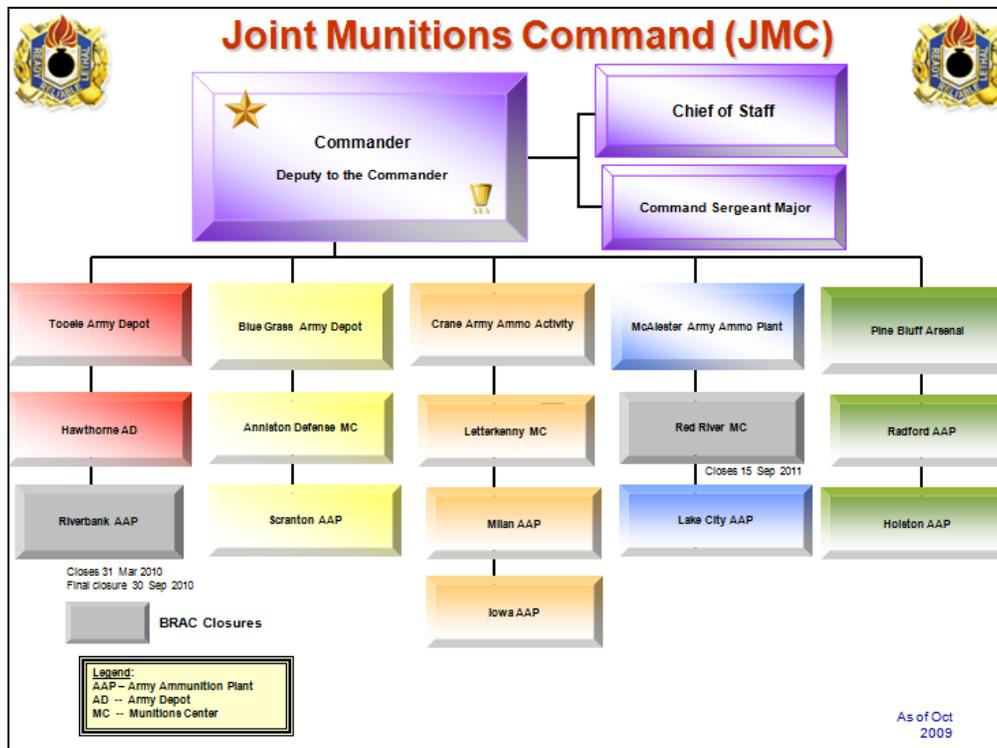


Figure 1

Training and Special Services:

- Defense Ammunition Center, McAlester, Oklahoma

While five JMC facilities and three Munitions Centers are government-owned, contractors operate the 7 production-only facilities and Hawthorne Army Depot.

BRAC – *The following installations were closed as of 30 Sep 2009 as part of the 2005 Base Realignment and Closure Commission findings:*

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- *Mississippi AAP*
- *Lone Star AAP*

The following will close by 2010 as part of the 2005 Base Realignment and Closure Commission findings:

- *Sierra Army Depot*
- *Riverbank AAP*

The following is scheduled to close by 2011 as part of the 2005 Base Realignment and Closure Commission findings:

- *Red River Munitions Center, Texarkana, Texas*

Joint Munitions & Lethality Life Cycle Management Command (JM&L LCMC)

The JM&L LCMC is comprised of the Joint Munitions Command, Program Executive for Ammunition (PEO), and the Armament Research and Development Center (ARDEC). Although PEO, ARDEC, and JMC are closely integrated to provide life-cycle ammunition management, PEO and ARDEC EEO demographics are reported through their respective Major Subordinate Command (MSC) and are not contained in this report.

JM&L Core Competencies:

- Research, Development, Engineering
- Acquisition / Program Management
- Logistics, Industrial Operations, and Contracting
- SMCA Executor & Field Operating Activity
- Demilitarization and Disposal
- Industrial Base Management & Transformation
- Munitions Readiness Reporting
- Manage World-Wide Assets
- Centralized Ammunition Management
- Integrated Lethality Solutions

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EEO Office - The JMC EEO office is a Headquarters EEO office, i.e., our mission is policy and oversight. Operational support is provided by the Rock Island Arsenal Garrison EEO office and includes day-to-day services in complaints processing, training and special emphasis programs. Consequently, this JMC Management Directive (MD) 715 Plan and Report reflects the JMC as a whole rather than a distinct headquarters element. JMC's EEO office is responsible for Affirmative Employment program management and reporting. In addition, we advise the JMC Commanding General on all matters affecting the execution of the EEO policy and programs throughout the Command. We coordinate with Commanders, executives and managers concerning the implementation of command policies and monitor all reporting EEO programs for compliance and efficacy. We report to the Commanding General on a regular basis and to the HQ, AMC on all suspense items directed from their office.

This report is a compilation of current state of the EEO program at the Joint Munitions Command and any proposed corrective actions. This command is committed to continuous improvement. We intend to use Lean Six Sigma when appropriate as a primary corrective actions tool for the coming year. This report has been prepared for inclusion into a consolidated AMC report in response to a requirement from the Equal Employment Opportunity Commission (EEOC).

The JMC EEO office has a full time staff of 4 at the headquarters in Rock Island, as well as full time installation EEO managers at all but one of our GOGO installations (Crane Army Ammunition Activity (CAAA), located in Crane, IN). Crane's EEO program is serviced by RIA Army Garrison EEO office and is included in Crane's Intra Service Support Agreement.

The EEO office is comprised of the EEO Officer (YA-0260-03), <Name>, EEO Director and two EEO Specialist (YA-0260-02); <Name>, who serves as the Command Complaints Processing and Training Manager and <Name>, who serves as the Affirmative Employment and the MD 715 Compliance Program Manager, one student assistant, <Name>, and one Administrative Support Assistant (GS-303-07), <Name>. In addition, JMC appointed a collateral duty Hispanic Employment Program Manager (HEPM) during FY 2009. See Figure 2.

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HQ JMC EEO Support Structure

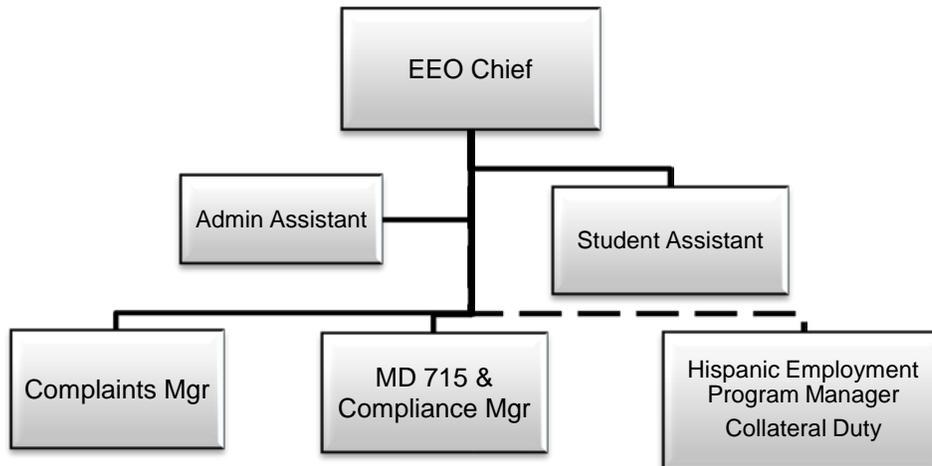


Figure 2

Data base info

Data for this report is derived from the Defense Personnel Civilian Data System (DPCDS), via the Business Objects Application (BOAxi) interface. Additionally, we derive complaints data from the iComplaints reporting universe in Business Objects and/or the iComplaints database. The Business Objects Application (BOAxi) program allows users to access, analyze, and share information. It also provides powerful query, reporting, and analysis functionality. One new feature is Army's ability to track applicant pool data. This will enable the JMC to specifically determine the RNO or gender makeup of applicants for specific positions. In all, the data set is complete enough to draw conclusions using commonly acceptable statistical methods and principles. The data is calculated through the use of the Fed Nine Occupational Groupings and OPM Standard Occupational Categories.

Race, ethnicity, and disability information contained within DCPDS is submitted voluntarily by employees. As a result, the data contained in this report is largely dependent on the employee's willingness to correctly self-identify under a specific category. Regardless, this information is complete enough to analyze and evaluate JMC's efforts towards achieving equal opportunities for all employees throughout JMC.

We utilize a Federal Information Processing Standards (FIPS) code of 1960, which represents the Davenport, Moline, Rock Island IL/IA metropolitan statistical area, because that is the primary recruiting area for the HQ JMC. However, we have determined that the

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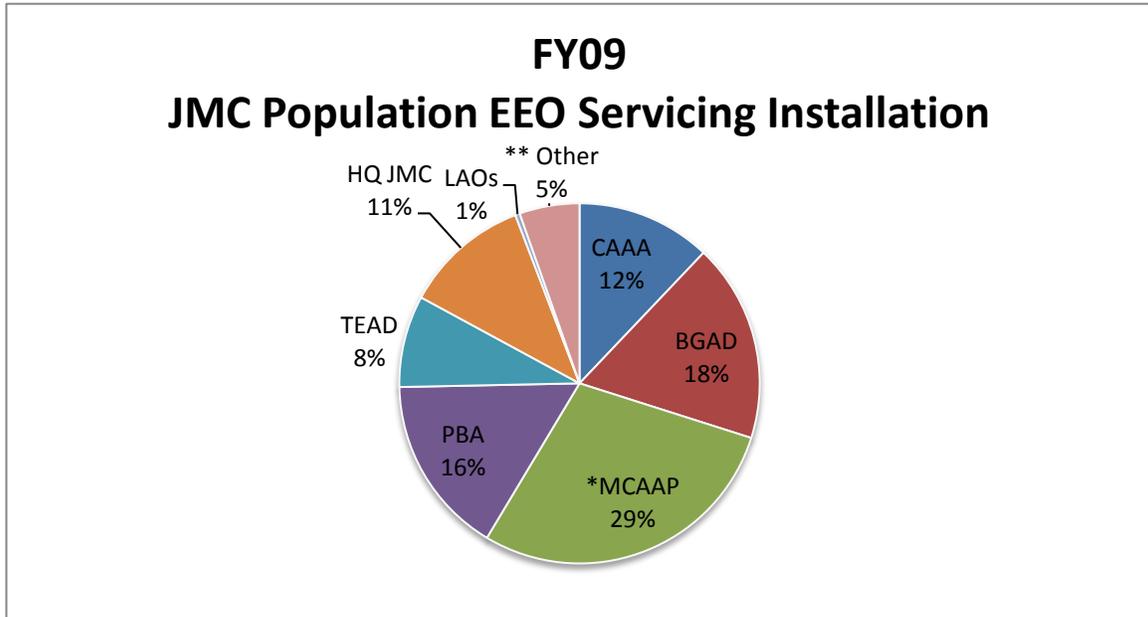
use of the national CLF for our overall workforce (as well as for Special Occupational Codes (SOC), Federal Nine Categories (Fed Nine), and most populous occupational series) is appropriate due to the size, geographic dispersion and diversity of the JMC workforce.

Statistical analyses are conducted to reflect organizational policy on each RNO group and gender group as compared to the Civilian Labor Force (CLF) statistics. These statistics were developed by the U.S. Department of Labor Census Bureau and issued for use to federal agencies by the EEOC. Where analyses indicate a trigger in participation rates of RNO and gender groups, EEOC directives require development of specific action plans to correct and eliminate any identified barriers as appropriate. A Model EEO Program as defined by MD 715 instructions does not define success by setting numeric goals. Resources and strategies must be directed towards developing proactive prevention initiatives that specifically address the cause and effects of low participation rates of RNO groups.

Summary Analysis of Workforce:

As of the end of September in Fiscal Year (FY) 2009, the Command-wide JMC workforce included 6,716 civilian employees which include 6501 permanent and 54 temporary employees who are compensated by Appropriated Funds (AF) while 161 employees are compensated by Non-Appropriated Funds (NAF). Of these, 740 were assigned to the Headquarters in Rock Island, IL with the remainder of (5,976) assigned to subordinate activities located in Kentucky, Indiana, Utah, Oklahoma, Georgia, Florida, North Carolina, Washington, Texas, New York Colorado, Louisiana, Arkansas, Hawaii, Germany, Korea, and Italy. (Figure 3) As illustrated, McAlester AAP, Crane Army Ammunition Activity, Pine Bluff AD, and Blue Grass AD make up over 70% of JMC workforce. JMC is the premiere logistics arms for the US Army. Central to our mission is hands-on storage, demilitarization, transportation, and manufacturing of ammunition. Therefore, it is of no surprise that over 50% of the work force is employed in blue-collar positions such as Explosive Operators, Motor Vehicle Operators, Material Handling and Fork Lift Operators series in which the majority of employees are men.

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	CAAA	BGAD	*MCAAP	PBA	TEAD	HQ JMC	LAOs	**Other
Total #	792	1168	1880	1054	540	740	27	353
Total %	12%	18%	29%	16%	8%	11%	0%	5%

Note:
 * Includes Defense Ammo Center
 **Other includes Letterkenny Munitions Center, Milan AAP and Camp Stanley

Figure 3

The Civilian Labor Force (CLF) is used to compare JMC overall demographics to the national civilian labor force. Generally, JMCs installations use a local CLF as a comparator as it gives a more realistic snapshot of CLF percentages in their local recruitment area.

The JMC workforce is split into three main categories of pay plans; Wage Grade 49% (3238), General Schedule or equivalent 38% (2467), and Pay Bands of National Security Personnel System (NSPS) 13% (850). The work performed across JMC varies from explosive operator to security guards to engineers to computer programmers. Figure 4

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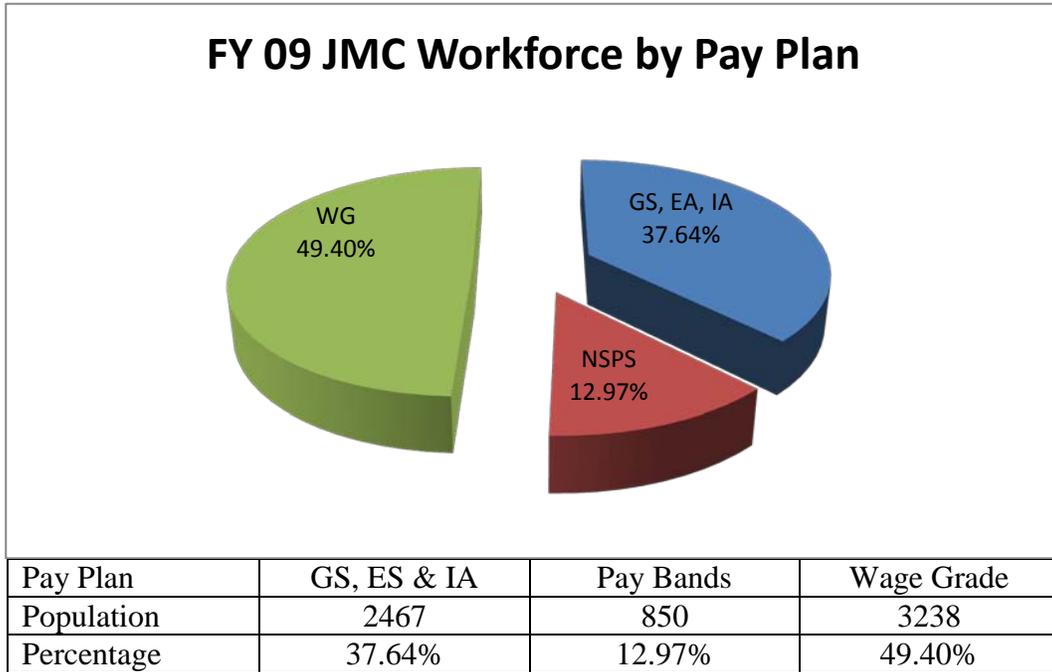


Figure 4

The JMC civilian appropriated workforce consists of a diverse population that is 73.25% men and 26.74% women. The preponderance of men in the overall workforce is understandable because JMC Wage Grades represent 49% of the workforce, 85% of which are men. Analyses of available workforce data indicate that a majority of Race National Origin (RNO) Groups are substantially below the National CLF with the exception of White and Black men and Native American men and women, and women and men with 2 or more races. See table 1 below.

Overall, the JMC workforce has shortfalls of White Women, Black Women, Hispanic Men & Women and Asian Men & Women, Native Hawaiian or Pacific Islander and Individuals with Targeted Disabilities when compared to the national CLF as shown in Figure 5 below. Due to the remoteness and geographic dispersion of the locations for our production and storage mission, each installation will analyze and evaluate their respective demographic profile against the appropriate local CLF and submit it within their specific annual MD715 report.

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Overall JMC WORKFORCE Demographics (a/o 30 Sep 2009)

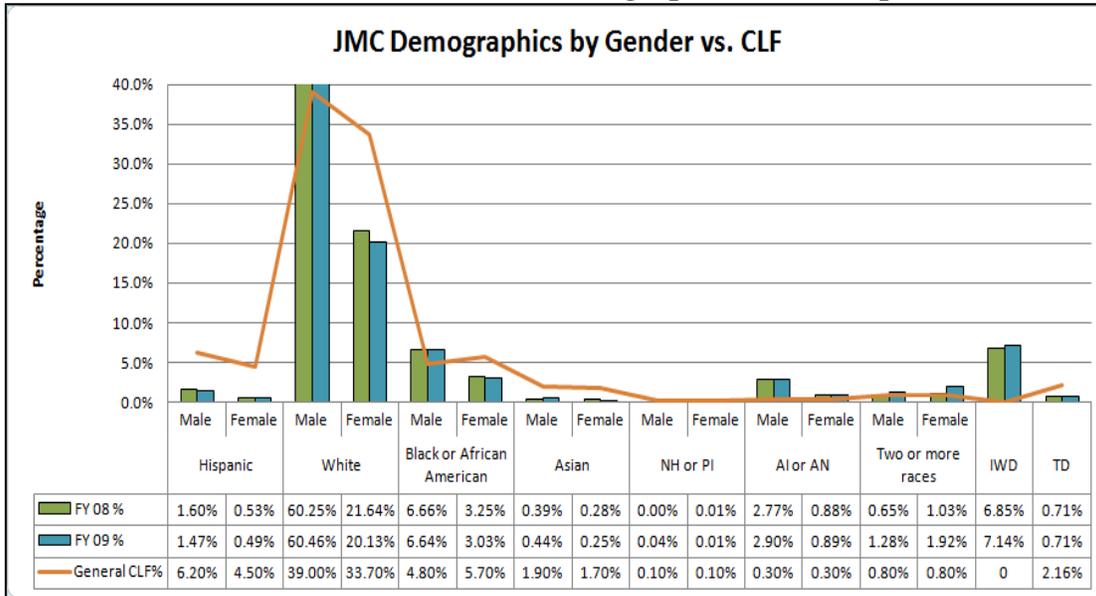


Figure 5

Employment Tenure		Total FY 09 #	Total FY 09 %	National CLF % (2000)	
Total Employees	All	6716	100.00%	100.00%	
	Male	4920	73.25%	53.20%	
	Female	1796	26.74%	46.80%	
Hispanic or Latino	Male	99	1.47%	6.20%	
	Female	33	0.49%	4.50%	
RACE/ETHNICITY (Non-Hispanic or Latino)	White	Male	4061	60.46%	39.00%
		Female	1352	20.13%	33.70%
	Black or African American	Male	446	6.64%	4.80%
		Female	204	3.03%	5.70%
	Asian	Male	30	0.44%	1.90%
		Female	17	0.25%	1.70%
	Native Hawaiian or Other Pacific Islander	Male	3	0.04%	0.10%
		Female	1	0.01%	0.10%
	American Indian or Alaskan Native	Male	195	2.90%	0.30%
		Female	60	0.89%	0.30%
	Two or more races	Male	86	1.28%	0.80%
		Female	129	1.92%	0.80%

Table 1: Highlighted RNO/Gender are underrepresented

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Summary of Fed9 and Occupational Series by RNO and Disability:

Employee Pool	FY 08	FY 09	% of JMC
Fed9:			
Officials and Managers	1455	1608	24.53%
Professionals	571	590	9.00%
Technicians	129	132	2.01%
Administrative Support Workers	482	514	7.84%
Craft Workers	2155	2290	34.94%
Operatives	871	922	14.07%
Laborers and Helpers	8	13	0.20%
Service Workers	465	486	7.41%

Table 2

FY 2009: Occupational categories across JMC are shown in Table 2 above. As an aggregate, JMC experienced increases in each major job category. The largest increase was in the Officials and Managers category with a 10.5% (153) person increase over last year.

Top 10 Occupational Categories in JMC:

Employee Pool	FY 08	FY 09	% JMC
6502 - EXPLOSIVES OPERATING	682	726	11.08%
6501 - MISC AMMO,EXPLOSIVES,& TOXIC MTS WK	575	605	9.23%
85 - SECURITY GUARD	458	480	7.32%
1910 - QUALITY ASSURANCE	316	343	5.23%
301 - MISCELLANEOUS ADMINISTRATION & PROGRAM	249	281	4.29%

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346 - LOGISTICS MANAGEMENT	212	233	3.55%
5703 - MOTOR VEHICLE OPERATING	222	226	3.45%
6907 - MATERIALS HANDLING	150	214	3.26%
5704 - FORK LIFT OPERATING	205	210	3.20%
2005 - SUPPLY CLERICAL AND TECHNICIAN	157	168	2.56%

Table 3

What may be more telling across the JMC are demographics by occupational series. The top ten major occupancies for 2009 are as shown in Table 3 above. Overall top occupational series for men was Series 5703 Motor Vehicle Operating representing 96% of series and for women the 2005 Supply Clerical and Technician jobs where women represent 67% of series.

Demographic Profile Summary:

The top job series for African American men was series 0085, Security Guards at 16.87% (81). African American men's top 5 job series populations fall within expected participation rates except Explosive Operators (34) which is about 44% below the expected number of (61). The population of African American men with a college degree is 24.09% (107). Median months to be promoted: 96 months.

The top occupational series for African American women was 6501 Misc Ammo at 8.09% (49). A review of the top five occupations indicates that all but Security guards were at expected numbers. The population of African American women with a college degree is 31% (63). Median months to be promoted: 80 months.

Asian men top occupational series was 801 General Engineering at 7.76% (8). All of the top five series exceeded the expected number. The population of Asian men with college degree is 79% (23). Median months to be promoted: 116 months.

Asian women most popular occupational series was 18 Safety and Occupational Health; all are within expected numbers. The population of Asian women with a college degree is 53% (9). Median months to be promoted: 97 months.

White men most populous occupational series is Series 6502 Explosive Operator at 67% (484). All five of the top occupation series exceed the expected number. Population of white men with a college degree is 27.6% (1116). Median months to be promoted: is 65 months.

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White women most popular occupational series is Series 301 Miscellaneous Administrative at 46% (128). All populations of the top five job series exceed their expected number. The population of white women with a college degree is 33% (438). The median time to be promoted is 55 months.

The top occupational series for Hispanic men is 6502 Explosive Operating at 2% (15). All top job series are well **below** the expected number. The population of Hispanic men with a college degree is 19% (19). The median time to be promoted is 104 months.

The top occupational series of Hispanic women is a 301 Miscellaneous Administrative 1.4% (4). All top job series are **below** the expected number. The population of Hispanic women with a college degree is 36% (12). The median time to be promoted is 84 months.

American Indian or Alaska Native (AI/AN) men top occupational series is 6502 Explosive Operating 5.2% (38). The population of their top five series exceeds expected number. The population of AI/AN men with a college degree is 25% (49). The median time to be promoted is 105 months.

AI/AN women top occupational series is 6502 Explosive Operating at 2.3% (17). All top series are above the expected number. The population of AI/AN women with a college degree is .2% (12). The median time to be promoted is 78 months.

A synopsis of the above is that the most severe imbalance or under representation in top job occupation is found within Hispanic men and women across JMC. White men are being promoted, on average, every 5 years while Hispanic men every 8.5 years; a rate of 70% faster. Asian men's promotion rate appear slower. This may be because the majority of Asian men enter jobs at higher pay levels under Science and Engineering pay plans. Likewise, Hispanic women are promoted about every 7 years while white women are about every 5 years.

High Grades:

High grade employees are comprised of SES, GS14, and the Pay Band Grade 3. During FY 09 the total population of JMC high grades was 132, of which 100 (76%) are men and 32 (24%) are women.

The average grade for permanent and temporary General Schedule employees was a 9.8 (\$50.7k per annum), Hispanic or Latino 9.9 (\$51.4k per annum), Black or African American 9.4 (\$45.0k per annum), Native Hawaiian/Pacific Islander 9.8 (\$50.4k per annum), American Indian/Alaska Native 9.5 (\$46.1k per annum), employees with two or more races 9.7 (\$49.5k per annum) and Individual with Target Disabilities 9.4 (\$45.4k per annum). All groups had average grades lower than the government-wide average of \$65.9k

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per annum). The average General Schedule for women was a 9.2 (\$42.6k per annum), more than one grade below the average grade level for men of 10.3 (\$48.2k per annum). For population and percentage at each grade level see Table 4.

Pay Plan	Population	%
GS14	15	0.23%
GS13	228	3.48%
GS12	424	6.47%
GS11	488	7.44%
GS10	25	0.38%
GS9	255	3.89%
GS8	51	0.78%
GS7	286	4.36%
GS6	191	2.91%
GS5	445	6.79%
GS4	42	0.64%
GS3	9	0.14%
GS1	1	0.02%
ES,ST,IP	7	0.11%
Band 1	121	1.85%
Band 2	612	9.34%
Band 3	117	1.78%

Table 4

The average Wage Grade hourly rate for women is \$15.7, 26% lower than the hourly rate for men at \$21.33/hr. Source: Except as noted, U.S. Office of Personnel Management, US Census Bureau 2007

Veterans/Individuals with Disabilities:

The JMC workforce is comprised of 37.03% Veterans, with 9.01% (592) disabled veterans. The number and percentage of the workforce who receive veteran’s compensation is actually somewhat larger than the number and percentage 7.14% (468) of employees who have self-identified as having a disability. Additionally, 1.19% (78) employees chose not disclose information on a disability. See Figure 6 and 7.

Veterans Disabilities Demographics

a/o Aug 09

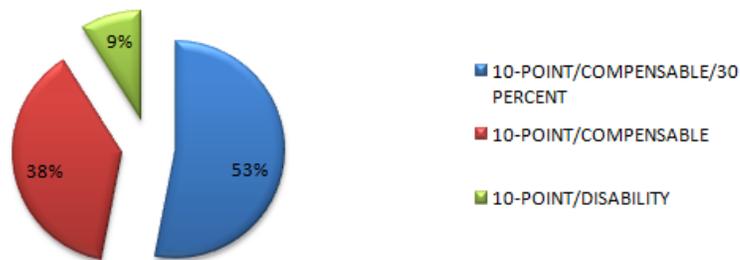


Figure 6

JMC employees with disabilities increased from 6.85% (432) in FY 08 to 7.14% (468) in FY 09. This increase may potentially be due to the command emphasis of review and updates of personal information found via web based “My Biz”. Due to this increase, JMC has reached the unofficial 7% Individuals with Disabilities (IWD) goal. However, Individuals with Targeted Disabilities (TD) are far below its 2% goal, remaining at 0.71% of the overall JMC workforce. Although the Workforce Recruitment Program (WRP) is alive and active at the headquarters, we still have much to accomplish in this area across the command. See Figure 7.

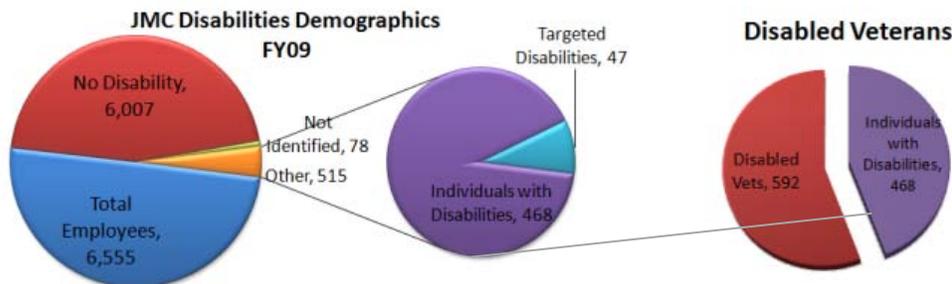


Figure 7

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Promotions:

Beginning in FY 09, JMC will report aggregate promotion status across the command. This is a relevant and leading indicator of our ability to attract and retain a diverse workforce. The data is reported across all grades and pay plans, therefore, promotion of minority groups is indicative of active and effective upward mobility program emphasis across the command.

As indicated in figure 8, table 5 below, the overall number of promotions has decreased in the last three years by almost half. During FY 09, most of the promotions found throughout Race and National Origin are proportional to respective representation. The exception was white men, two or more race women, Individuals with Disabilities (IWD) and those with Target Disabilities (TD) which fell below their respective population percentage.

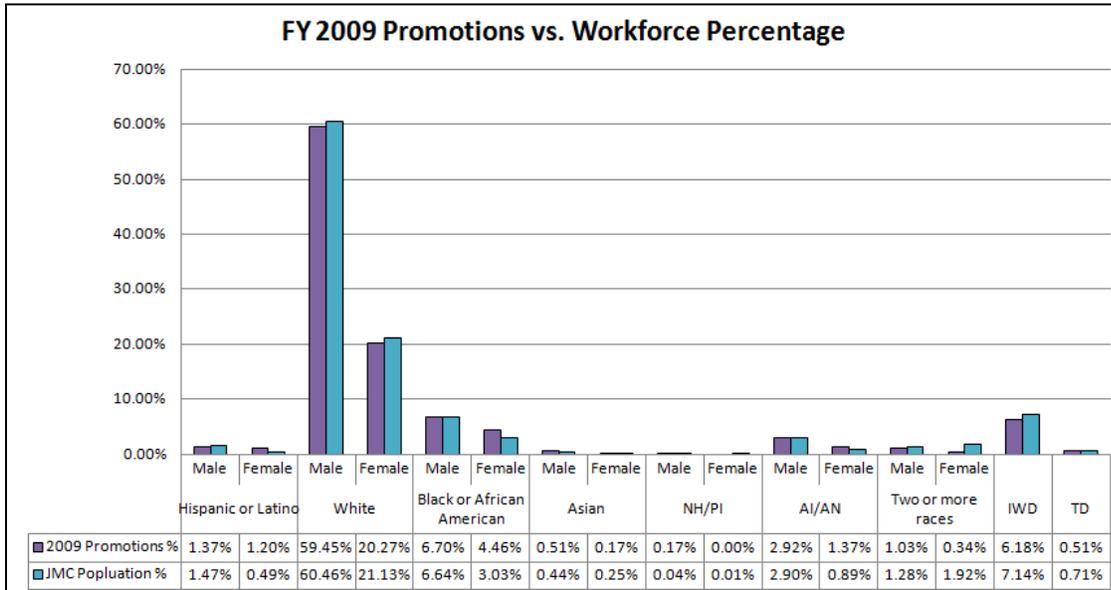


Figure 8: Promotion percentages in FY09.

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		*2007	2008	2009
Hispanic or Latino	Male	17	9	7
	Female	7	6	3
White	Male	478	437	301
	Female	312	182	100
Black or African American	Male	72	52	37
	Female	73	48	20
Asian	Male	6	6	3
	Female	7	5	1
NA/PI	Male	1	1	1
	Female	0	1	0
AI/AN	Male	13	24	13
	Female	15	1	8
Two or more races	Male	0	8	4
	Female	1	4	2
IWD		23	33	36
TD		0	1	3

* FY 08 Pine Bluff Arsenal joined JMC workforce
Table 5: Promotion Trends all Pay Plans

Performance Awards:

An analysis of the number of cash award across JMC revealed that a total of 3,810 employees received some form of cash award last year. 76.1% (2900) of the awards went to men, and 24% (910) went to women. The percentage of women receiving performance awards was slightly less (3%) than would be expected by their workforce percentage. Also, Black men received a performance award at a rate of 2% below their represented population. All other RNO and Disabilities appeared proportionate.

Also noteworthy is the median award amount received by RNO and Disability. Although award amounts are proportional to grade, Black men and women award amounts are considerably less than the balance of RNOs. See table 6.

		Median GS Performance Award Amt.
Total Employees	All	\$1,014
	Male	\$1,078
	Female	\$1,000
Hispanic or Latino	Male	\$973
	Female	\$1,005
White	Male	\$1,113
	Female	\$1,010

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Black or African American	Male	\$753
	Female	\$677
Asian	Male	\$1,300
	Female	\$1,275
NA/PI	Male	\$750
	Female	0
AI/AN	Male	\$1,384
	Female	\$1,100
Two or more races	Male	\$1,150
	Female	\$723
IWD		Not avail
TD		Not avail

Table 6

Applicant Pool:

Applicant Flow analysis for FY 09 is a first for JMC. As directed and instructed by higher headquarters, the number of applicants per “group” should be commensurate with the Civilian Labor Force pool. While this may be relevant compared to a local geographic regions, this is less true as a comparator across JMC because of the diversity across our installations and regions. Therefore, please use caution when reviewing this data at the command level. It will be more meaningful when evaluated at the individual installation level.

Expected to Apply by RNO and Disability:

JMC was evaluated across all FED 9 job occupancy categories against the FY 2000 National Civilian Labor Force 2000. Ideally, the percentage of total applicants from each of the represented groups should approximate the percentage applying for jobs in the JMC. Again, regional analysis per installation may reveal more meaningful information than aggregately across JMC. With the National CLF as a frame of reference to total applicants, under representation occurs in applicants for the following groups: Hispanic men and women, White and Black women, Asian men and women, Native Hawaiian women, and two or more race men and women, and Targeted Disability. See Table 7

Percentage Applied by CLF:

	% Applied	% Referred	% Selected	National CLF
Hispanic M	2.45%	2.54%	1.66%	6.20%
Hispanic F	1.02%	0.94%	0.92%	4.50%
White M	56.97%	59.08%	60.88%	39.00%
White F	18.75%	17.84%	18.26%	33.70%
Black M	5.50%	7.37%	8.30%	4.80%
Black F	3.17%	3.46%	3.69%	5.70%

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Asian M	0.75%	0.83%	0.92%	1.90%
Asian F	0.29%	0.35%	0.73%	1.70%
NH/PI M	0.09%	0.18%	0.18%	0.10%
NH/PI F	0.01%	0.02%	0.00%	0.10%
AI/AN M	1.24%	1.63%	1.47%	0.30%
AI/AN F	0.39%	0.57%	0.73%	0.30%
2 more M	6.57%	3.67%	1.84%	0.80%
2 more F	2.74%	1.44%	0.36%	0.80%
IWD	6.83%	7.70%	4.60%	7%
TD	.70%	.70%	.80%	2.16%

Table 7: Highlighted RNO are underrepresented

An interpretation of the applicant rates would be as follows using Hispanic men as an example: Hispanic men are applying on 2 (2.45%) out of every 100 job applications when we would expect 6 (6.2%) out of 100 to apply. Likewise, Hispanic women are applying 1 (1.02%) out of 100 jobs. This is below the 4.50% of the CLF. In contrast, White men are exceeding the expected application rate, applying for 57 (56.97%) out of 100 jobs, when it should approximately be 39 (39.0%) out of 100 jobs.

One conclusion we might draw is that there is a shortage of applicants across the FED 9 of women, Hispanic men and women, Asian men and women and Individuals with Targeted Disabilities (TD). This will be a weakness that will be addressed in FY10.

Current Challenges:

Presently major challenges are:

- Full and open access to data that ensures quantifiable analyses which will reduce agency risk and liability. Data necessary includes: recruitment and retention; selection and referrals; career development and training. By obtaining such data, EEO Officials will be better able to provide both strategic and tactical advice on employment policies, practices, and procedures.
- Work to improve recruitment in the area of Hispanic, Asians, Women, Individuals with Targeted Disabilities and Disabled Veterans. Currently individuals with targeted disabilities represent only 0.71% (47) of the JMC total workforce. This representation is below the Federal High of 2.16%. Federal standard for Individuals with Disabilities (IWD) is 7%. In FY 09, JMC reported 468 persons (7.14) with disabilities. JMC will continue to make every effort towards increasing representation of individuals with disabilities by educating hiring officials and taking advantage of the Workforce Recruitment Program (WRP).
- JMC began educating supervisor on Reasonable Accommodations in FY09. The servicing EEO office, Rock Island Arsenal Garrison EEO office has inserted an

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introductory course into Employee Assistance Program (EAP) training. Last year, three offices of Workforce Recruitment Students were trained on the Reasonable Accommodations process. In FY10, JMC EEO office plans to provide the Reasonable Accommodations Process to remaining offices, document, and expand the reporting systems across the headquarters to track efficiency and effectiveness of the process.

- In general, we note low participation of women, White and Black women, Hispanic men and women, and Asian men and women throughout the JMC. This trend is consistent throughout major occupational categories and generally across all grade levels, with even lower representation at higher-grade levels (i.e., 14 and above and/or pay bands 3). The Minority College Relations Program (MCRP) is a strong recruitment sources for potential job placement throughout JMC. Last year was another successful year for JMC for participation. Unfortunately, this may not be the case in FY10. Funding cuts have put this program at risk for some of our Army Working Capital Fund (AWCF) installations.
- Documentation. JMC EEO Office has bridged MD 715 to Lean Six Sigma principles. Processes are defined with performance indicator, but must work to documented and write Standard Operating Procedures in FY10.
- Training. Effective training is a cornerstone to proactive prevention of discrimination and elimination of barriers to equal employment opportunity throughout JMC. Island wide EEO training is available from the servicing Garrison EEO office. A problem experienced last year was that insufficient training sessions or seating availability to HQ JMC. Namely, in Reasonable Accommodation training. Training capacities had reached their limit in advance of JMC registration. Additionally, EEO training lacks an objective and thorough training evaluation/feedback for proper evaluation of the quality of the training. JMC and USAG-RI will work to correct this challenge.

MODEL PROGRAM SUMMARY

ELEMENT A – DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Strengths:

- JMC leadership is firmly committed to equality of opportunity for all employees and applicants for employment. EEO objectives and principles are a part of the JMC culture and are communicated from the top down and embraced at all levels.
- All HQ JMC supervisors and managers were briefed on their Race, National Origin and Disabilities demographics per office. Also, on succession plans per office, various different recruitment sources and strategies and the importance of diversity and equality in the workplace. Scorecards of progress are reported biannually to Directors and overview status to senior leaders.

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- DA Reasonable Accommodation SOP in place.
- JMC developed an EEO website for improved information sharing throughout JMC.

Deficiencies:

- Reasonable Accommodation Procedures still need to be developed and implemented and roles and responsibilities clearly communicated throughout JMC.
- JMC will work closer with USAG-RI to ensure new supervisor and new employees receive EEO policy letters signed by our JMC commander. This should be captured as a quality indicator in our feedback evaluation form.

ELEMENT B – INTEGRATION OF EEO INTO THE AGENCY’S STRATEGIC MISSION

Strengths:

- EEO is recognized in the JMC Strategic Plan with lagging and leading performance metrics to improve HQ JMC demographics within the Human Capital objective.
- EEO serves as a resource to the leadership by monitoring key workforce activities and providing advice, assistance and guidance in areas of employment.
- JMC EEO programs are organized and structured in accordance with EEOC 29 Code of Federal Regulation 1614.102; Department of Defense Directive 1440.1; EEOC Management Directives 715 and 110, and Army Regulations 690-600 and 690-12.
- EEO Officials serve on the JMC Commander’s special staff as principal advisors on all matters pertaining to EEO program operation and management.
- JMC EEO provides oversight and assures program implementation at reporting installations with EEO offices.
- The HQ EEO Office has sufficient monetary resources to accomplish the EEO Mission.
- A HQ JMC Hispanic Employment Program Manager (HEPM) was appointed as collateral duty in July 2009.
- An additional EEO Specialist is now in place as an emergency hire at McAlester AAP.
- The EEO Officer vacancy at Blue Grass Army Depot (BGAD) was filled in March 2009.

Deficiencies:

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- Some JMC EEO officials still do not participate in discussions/decisions on installation recruitment strategies, vacancy projections, succession planning, and selections for training and other career development opportunities, or overall strategic planning initiatives across the command. We will emphasize this requirement during training and on-site program evaluation/staff assistance visits.

ELEMENT C – ENSURING MANAGEMENT AND PROGRAM ACCOUNTABILITY

Strengths:

- The overall JMC, HQ AMC and Army culture is solidly based on accountability.
- Reporting EEO Offices are providing regular EEO briefings and/or informational updates to all serviced commanders, directors and other key officials.

Deficiencies:

- Most of JMC reporting EEO offices have worked with their CPAC officials to establish time-tables to review the impact of NSPS on merit promotion program policies and procedures. Some still have not. Additionally, they need to review employee recognition and awards programs and procedures.
- Although HQ JMC has established performance metrics on the Compliance side of the program, they still need to build and document the Complaints side of the program. Additionally, HQ needs to roll this out across JMC EEO offices.
- Workforce Recruitment Programs Reasonable Accommodation requests are documented with tracking systems in place. This needs to be rolled out to all hiring officials at the HQ then across JMC.

ELEMENT D – PROACTIVE PREVENTION

Strengths:

- The JMC culture is based on a top-down commitment to maintain a work free from discrimination in management policies, practices and procedures. Policy letters, complaint procedures and reasonable accommodation procedures are posted on official bulletin boards and web sites and distributed to employees via electronic media. The JMC workforce is regularly provided information regarding changes to laws, mandates, policies, regulations, and training materials, to ensure workforce awareness.
- Managers and supervisors at all levels are held accountable for promoting EEO by ensuring that all employees attend training, are provided developmental opportunities, receive awards and are afforded the opportunity to openly compete for competitive promotions.

ELEMENT E – EFFICIENCY

Strengths:

- An agency complaints tracking system (iComplaints) is in place and utilized in a timely and efficient manner by reporting JMC EEO offices.
- JMC EEO plans to conduct a regular schedule of program evaluation/staff assistance visits to review JMC EEO operations for overall compliance and efficacy. These visits provide an opportunity for periodic examinations of program operations as well as an opportunity to review the quality of services provided to customers.
- Four complaints utilized ADR during the pre-complaint stage in FY 08. Fifteen complaints were offered ADR during the formal stage and twelve accepted (80% ADR acceptance rate). Of the twelve ADR that were accepted and conducted, eight resulted in resolution for a 67% resolution rate. All of the ADR conducted during the formal stage were conducted by IRD mediators.
- HQ JMC has established tracking system of recruitment and selection Request for Personnel Action (RPA) through the R2B process.

Deficiencies:

- 85% of JMC pre-complaints were processed in accordance with the required time-frames. This is an improvement from 66% in FY 08. Even though there was an improvement of almost 20% in processing pre-complaints, EEO offices need to monitor the processing times and adhere to the DA specified requirements. Three of our subordinate and servicing EEO offices held DA certified counseling training during this FY and increased their number of counselors. Expect to see another improvement next year in this area based on the availability of counselors.
- 82% of Acceptance/Dismissal letters were timely. This was an improvement from last FY but again EEO offices need to monitor and work with their respective legal office to comply with DA regulatory guidelines. 77.8 % of requests for IRD investigators were timely. This stayed relatively the same as last year (76%). The percentage of timely request for investigators should at least be the same as the percentage of acceptance/dismissal. The request for investigator should be requested simultaneously with the issuance of the acceptance letter.
- Recruitment/Referral Actions – Inconsistency exist across JMC on access to recruitment actions that permit data analyses of employment trends by race, national origin, gender and disability.
- Not all reviews for legal sufficiency are handled by a functional unit that is separate and apart from the unit that handles agency representation in EEO complaints. Some reporting installations have only one attorney. Some installations that have only one attorney, forward their documents for review to the HQ legal office.

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ELEMENT F – RESPONSIVENESS AND LEGAL COMPLIANCE

Strengths:

- The JMC EEO Program is in overall compliance with the EEO laws and EEOC, AMC, JMC regulations, policy guidance, and other written instructions.

Deficiencies:

- No deficiencies noted

ANALYSIS OF THE Joint Munitions Command (JMC) FY 09 462 REPORT

(Annual Report of JMC's Complaint Processing Activity to the US Equal Employment Opportunity (EEOC))

FY 09 Complaints filed by Installation

JMC Complaints				
<i>Processing Installation</i>	<i># of FY 09 Pre-Complaints</i>	<i># of FY 09 Formal Complaints</i>	<i># of FY 08 Pre-Complaints</i>	<i># of FY 08 Formal Complaints</i>
Pine Bluff Arsenal	41	19	26	19
McAlester	8	4	4	3
Crane	3	1	10	7
Tooele	3	1	9	2
HQ, JMC	3	1	5	1
Blue Grass	3	1	1	0
Camp Stanley	3	1	0	0
Holston AAP	2	1	0	0
DAC	1	1	1	1
Letterkenny MC	1	0	0	0
Lake City AAP	1	0	0	0
Total	69	30	56	33

FY 09 Top 5 Bases (Pre-Complaint)

<i>FY 09 Bases Filed</i>	<i>Total Complainants Filing</i>	<i>FY 08 Bases Filed</i>	<i>Total Complainants Filing</i>
<i>Race (Black)</i>	26	<i>Race (Black)</i>	19
<i>Sex (F)</i>	21	<i>Sex (F)</i>	13
<i>Disability (Physical)</i>	16	<i>Disability (Physical)</i>	12

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<i>Age</i>	<i>16</i>	<i>Age</i>	<i>10</i>
<i>Reprisal & Color</i>	<i>14</i>	<i>Reprisal</i>	<i>10</i>

FY 09 Top 5 Complaint Issues (Pre-Complaint)

<i>FY 09 Issues Filed</i>	<i>Total Complainants Filing</i>	<i>FY 08 Issues Filed</i>	<i>Total Complainants Filing</i>
<i>Promotion/Non-Selection</i>	<i>32</i>	<i>Promotion/Non-Selection</i>	<i>24</i>
<i>Harassment (Non-Sexual)</i>	<i>16</i>	<i>Harassment (Non-Sexual)</i>	<i>8</i>
<i>Other</i>	<i>5</i>	<i>Appt/Hire</i>	<i>7</i>
<i>NSPS Eval/Appraisal</i>	<i>3</i>	<i>Other</i>	<i>6</i>
<i>Appt/Hire</i>	<i>3</i>	<i>Training & Termination</i>	<i>5</i>

Bases and Issues of Complaints:

The bases and issues filed by JMC employees during FY 09 were constant with FY 08. The top five bases and issues remained the same as the previous year.

Pre-Complaints:

In FY 09, there were a total of 69 pre-complaints filed against Joint Munitions Command organizations. This is an increase of 18.8% (13) increase from FY 08 total of 56. There was a significant increase in the number of complaints filed at Pine Bluff Arsenal (PBA) (+15) and significant decreases at Crane Army Ammunition Activity (CAA) (-7), Tooele Army Depot (TEAD) (-6), and McAlester Army Ammunition Plant (MCAAP) (-4). There were a few small activities that didn't have any complaint activity in FY 08 but had 1 or 2 complaints this FY 09. More than half of the pre-complaints filed against the JMC were filed at PBA (41, 59%).

Of the total processed pre-complaints in the JMC Command, 55 were processed using traditional counseling and 14 utilized alternative dispute resolution (ADR). The utilization of ADR increased 13.2% from FY 08. With respect to the 55 complaints that utilized traditional counseling, 46 (83.6) were processed within the regulatory timelines. This is an increase of 16.6% from FY 08. The average processing time for processing traditional counseling complaints was 27.9 days and the median was 24 days (against a requirement of 30 days). In FY 09, the average processing time for traditional counseling decreased by 6.8 days from FY 08. Of note, PBA had 30 of the 55 pre-complaints that were processed using traditional counseling. All but 1 of the PBA complaints were counseled within the regulatory timelines. With respect to the 14 pre-complaints utilizing ADR, (13) 93% were processed timely. The average processing time for pre-complaints utilizing ADR was 43.2 days and the median was 37 days (against a regulatory requirement of 90 days). FY 08, only 4 complaints used ADR in which all were processed timely.

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Twelve out of the 14 pre-complaints that used ADR were at PBA. All PBA complaints utilizing ADR were processed timely.

Formal Complaints:

Of the 69 pre-complaints filed against JMC organizations, 30 (43.5%) resulted in formal complaints during FY 09, over half (19) of which were filed at Pine Bluff Arsenal.

This represents a 13% increase in the resolution rate when compared to FY 08. When we look into the 30 formal complaints actually filed in FY 09, 27 were accepted for investigation, 1 complaint was dismissed, 1 complaint was withdrawn, and 1 was awaiting a decision on whether to accept/dismiss at end of the fiscal year. When we check the timeliness of the 28 complaints that were accepted/dismissed for investigation during FY 09, 23 (82.1%) were accepted/ dismissed within regulatory guidelines of 15 days (Of note, all formal complaints accepted/dismissed for investigation at Pine Bluff Arsenal (18) were timely). This represents an overall improvement in processing timeliness of 5% from FY 08. Since the establishment of the JMC Command in FY 07, we have seen an improvement in this area each year.

Alternative Dispute Resolution (ADR):

Pre-Complaints - ADR was offered 22 times with 8 offers being rejected (and referred for traditional counseling). The 14 complaints utilizing ADR resulted in 10 Negotiated Settlement Agreements for a 71.4% resolution rate.

Formal Complaints – ADR was offered 13 times for complaints at the formal stage. Of the 9 complaints that utilized ADR, 5 resulted in Negotiated Settlement Agreements, 2 were withdrawn during the mediation and the remaining 2 were forwarded for traditional investigations for a 77.8% resolution rate. It is noted that DoD IRD Mediators continue to conduct all the mediations at the formal stage, and their resolution rate demonstrates the effectiveness of the ADR process.

Even though FY 09 showed an increase in the utilization of ADR at the pre-complaint stage, the numbers are still low and the EEO offices need to continue to aggressively market and train employees of the benefits on the benefits of using ADR.

Investigations:

There were twenty (27) requests for investigation during FY 09. Twenty-one (77.8%) met the regulatory time-frame of fifteen days, representing a 2% increase over last year. Similar to acceptance/dismissals, the timeliness in requesting investigators has been improving each year since the establishment of the JMC as a separate command.

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Fourteen investigations were actually conducted during FY 09. Nine of these were requested during the fiscal year, while 5 were carryovers from FY 08. Seven of the fourteen were conducted timely and seven were untimely. It is noted that six of the seven untimely investigations were initiated by untimely requests by the processing JMC EEO Offices. The average time to complete investigations was 190.6 days.

While investigations are not handled by our reporting/supporting EEO Offices, we need to ensure that the request for investigations is submitted to DoD Investigations and Resolutions Division in a timely manner.

The total FY 09 cost for IRD investigations whether completed, resolved before investigation, or pending was \$8,775.00. The total cost of court reporters was \$13,270.83.

Even though we demonstrated some improvement, it is recognized that there are still complaint processing timeliness issues. HQ JMC EEO office will continue to provide guidance and emphasize timeliness requirements in an effort to ensure that all JMC EEO complaints are processed in a timely manner. Further, we will continually monitor iComplaints and provide guidance to ensure that required data is reported accurately in the iComplaints data system.

Remands:

During FY 09, only one complaint was remanded back to the JMC reporting EEO Offices for further processing (compared to 5 in FY 08). The remanded complaint was a complaint that was dismissed in FY 08. The reduction of remands indicates that JMC reporting/supporting EEO Offices are becoming more accurate in acceptance/dismissal decisions.

Monetary and Non-monetary corrective Actions:

The JMC paid significantly less in monetary benefits during this FY compared to FY 08. The total cost for settlements with monetary benefits during the pre-complaint stage and formal stage was only \$1,000.00 compared to \$73,119.24 during FY 08.

There were however, numerous non-monetary corrective actions that were given to settle complaints to include: promotion, reassignment, disciplinary action rescinded meetings w/mgmt officials to discuss selection process, and change in supervisory rating chain.

During FY 09, there were a total of 49 JMC formal complaints open (including 18 that remained open from FY 08). Of these complaints, 26 were closed during this FY. The table below depicts how these complaints were closed.

JMC Complaint Closures in FY 2009					
Settlements (non ADR)	Settlements (ADR)	Withdrawals	Dismissals	Final Army Decision	Final Army Action
5	5	8	2	5	1

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At the end of the fiscal year, 23 formal complaints remained open at various stages of the complaint process, in the JMC. There were 10 complaints awaiting investigation/report of investigation (ROI), 12 awaiting EEOC Hearing, and 1 awaiting a Final Army Decision.

Minority College Relations Program (MCRP):

During FY 2009, JMC/ASC partnered with Vista Corporation, a firm that specializes in assisting recruitment through Minority Serving Institutions. The Minority College Relations Program (MCRP) regained recognition as a valued means of obtaining well qualified college students. The JMC MCR team was successful in obtaining eighteen students in the spring/summer session and sixteen students in the summer session. The JMC permanently hired a graduate from the MCRP program in spring of 09. The JMC plans to continue participating in the MCRP program in FY10. We are also building relationships with National Association for Equal Opportunity (NAFEO) as an additional means to reach minority students.

Currently MCRP college participants are: University of Texas, at El Paso, New Mexico State University, Tennessee State University and Alcorn State University. This program targets outreach to institutions of higher education with significant representation of all students to satisfy the White House Executive Orders directed at Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities.

Workforce Recruitment Program (WRP):

During FY 09, HQ JMC participated in the WRP program by obtaining four students during the summer 2009. One graduated student joined our staff in the fall of 2009. The HQ JMC plans to build relationships with local colleges and universities, Iowa and Illinois vocational rehabilitation centers, veteran recruitments services and Community Based Warrior Transition Unit (CBWTU) to offer on-the-job training for potential placement of individuals with severe disabilities in FY10. We will continue to impress the importance of this program to the JMC installations and encourage them to strengthen relationships with similar partners.

The following pages contain summaries from each of the JMC installations from FY 09 MD 715 reports.

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EXECUTIVE SUMMARY for Pine Bluff Arsenal

Pine Bluff Arsenal (PBA) is a US Army military installation and one of the top three employers in southeast Arkansas employing approximately 2,300 government and contractor personnel. PBA was established in 1941 in support of the nation's WWII efforts. The mission of the Arsenal included the manufacturing of incendiary grenades and bombs, and the manufacturing, loading, and storage of war gases; and production and storage of pyrotechnic, riot control and white phosphorous munitions. PBA became the only U.S. site for the full-scale production of biological munitions in 1953 and continued this mission until 1969. The arsenal was selected as the sole site for the Binary Chemical Munitions Production Facility in 1978; this program was active until 1990. In the 1980s, PBA served as the primary site for chemical defense equipment recertification. Approximately 12% of our nation's chemical weapons stockpile was stored at the Arsenal. The chemical weapon inventory consisted of 3,848 tons of lethal nerve agents, blister agents, and associated munitions. Demilitarization operations began in 2003 and are scheduled to end in December 2010. More than 350 government and 700 contractor jobs will be displaced. The estimated economic impact of the chemical weapon storage and disposal missions to the surrounding community is \$100M annually.

Today, PBA's core mission includes the production of non-lethal ammunition and chemical-biological defense equipment with supporting functions in engineering and technical support; maintenance of mobile and powered hospital and shelter systems; and base operations for tenant activities. Many of PBA's ammunition and chemical and biological defense products are solely produced at PBA and are unavailable anywhere else in the U.S.

Pine Bluff Arsenal's vision statement as America's Arsenal is serving the needs of the joint warfighter and the citizen; a full-spectrum logistics center providing expertise and specialized munitions and chemical-biological defense products and services. The Pine Bluff Arsenal Material Readiness Center supplies specialized production, storage, maintenance and distribution of readiness products, and delivers technical services to the warfighter and homeland defender, providing quality and value by responding to customer's needs.

PBA satisfies the Department of Defense's peace time and replenishment requirements by providing the U.S. and allied forces with critical products and services that are primarily unavailable from other sources. PBA also provides specialized training and logistical support for the Department of Homeland Security. Also a conventional depot, PBA has 1.3 million square feet of storage. PBA operates under the Army Working Capital Fund (AWCF); a revolving fund that receives revenue from customer orders and pays expenses from the AWCF. An AWCF facility operates in a business-like environment; maintaining financial statements, balance sheets and income statements that are used as measuring tools to monitor the fiscal health of the business entity.

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The majority of the PBA workforce specializes in the manufacturing, maintenance, storage and distribution of readiness products and delivery technical services to the war fighter and homeland defender. The PBA EEO Office provides services to all employees of the Pine Bluff Arsenal and its tenant activities to include Pine Bluff Chemical Activity under Chemical Materials Agency (CMA). The service population totals 1,335 federal civilian employees. PBA Federal Information Processing Standards (FIPS) code is 8840. The Pine Bluff Arsenal web address is www.pba.army.mil.

Some major strengths and deficiencies are noted below from AMC's model EEO program include:

- creating an atmosphere of respect for diversity that provides equality for all
- equal opportunity to employees and applicants for employment without discrimination on the basis of the protected groups as detailed in Title VII and the Rehabilitation Act;
- requiring all managers, supervisors, and leaders to undertake necessary measures to ensure proactive prevention of unlawful harassment;
- development and retention of a quality workforce to include individuals with disabilities;
- having employment decisions and management actions based solely on merit principles;
- requiring zero-tolerance for sexual harassment;
- maintaining a hostile-free work environment;
- managers, supervisor, leaders, and employee expectation to exhibit appropriate behavior conducive to a productive work place;
- full and fair consideration to disabled individuals, including veterans for employment training, advancement, and retention.

EEO Policy statements are included in the New Employee Orientation packet. Employees and supervisors have access to copies of all EEO policy statements on the installation's website. Adequate fiscal resources were available to administer a comprehensive EEO program for the installation. Funding was used to provide training to improve the EEO initiative within the installation.

The EEO Officer and Staff had appropriate authority to administer all aspects of the EEO program. Various elements implemented included having resources available for training in conducting effective barrier analysis, ensuring the professional skills and abilities of EEO were implemented.

Strength – EEO remains an essential part of PBA's strategic mission. The EEO staff serves as a valuable resource to PBA leadership by monitoring vital work place activities and providing advice, assistance, and guidance in areas of anti-discrimination. The EEO Officer is a member of the Commander's senior team of advisors and attends each Transition Workshop, in which upper management discuss any issues at PBA; participates on a variety of boards, councils and committees; and is fully engaged in community outreach efforts.

Strength – PBA maintains clearly defined, consistently applied and fairly implemented personnel policies, selection and promotion procedures, evaluation procedures, rules of conduct and training systems. The senior staff at PBA has taken a proactive approach to ensuring that allegations of

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discrimination are resolved at the earliest level possible by training all supervisors on the importance of Alternative Dispute Resolution (ADR). The EEO Office works in conjunction with senior staff to ensure compliance with settlement agreements and orders issued by the agency. EEO Training is provided annually to the entire installation workforce. PBA continues to ensure effective coordination between the agency's EEO programs and related human resource programs. During FY09, the agency received a total of 10 (ten) Reasonable Accommodations. All requests were promptly processed and 100% of requests were granted.

Deficiencies – Desired level of management participation is not easily achieved nor is there a system in place for evaluating leadership on their commitment to the Commander's EEO program. The EEO office is not closely involved with management officials to identify and review employees' request for reasonable accommodations. Special Emphasis Program activity participation has decreased.

Strength – Policy letters addressing Equal Employment Opportunity, Sexual Harassment, and the Prevention of Unlawful Harassment have been issued to the PBA workforce. The EEO Office has conducted mandatory EEO and POSH training for new employees. These actions will continue indefinitely. PBA has emplaced a process of having all selections reviewed by an EEO Official to ensure that all selections are based solely upon merit.

Deficiency - Managers and supervisors have not been trained on the United States Army's Procedures for Providing Reasonable Accommodation for Individuals with Disabilities made effective March 17, 2009 and the Americans with Disabilities Act Amendments Act (ADAAA) which became effective January 1, 2009. As of September 2009, only 23% of the PBA workforce has currently received mandatory bi-annual refresher training on the Prevention of Sexual Harassment (POSH).

Strengths – The use of Alternative Dispute Resolution (ADR) is encouraged both by upper management and the EEO Office/Counselors. The PBA EEO complaints program ensures neutrality, timely processing, and meets all the requirements of Army Regulation 690-600 and 29 CFR 1614 as a result, 98% of informal complaints processed by the PBA were processed within the timeframe. The Agency continues to use the MicroPact iComplaints System which enables staff to create, track, manage, and report on EEO complaint cases at any stage in the EEO process up to resolution and/or closure. The PBA EEO Office has highly skilled EEO Specialists who are fully proficient in the processing of class complaints. The EEO staff shares best practices with other EEO colleagues to provide assistance to other installations as needed. EEO Collateral duty counselors receive annual refresher training. The EEO office has access to data collection and analysis systems in order to analyze Applicant Flow Data to better track recruitment efforts. PBA continues to be actively involved in the Workforce Recruitment Program (WRP) to hire and retain qualified students with targeted disabilities.

In FY 09, EEO had 51 contacts of which 48 (94.12%) filed informal complaints and 25 (49.02%) filed formal complaints which resulted in a cost avoidance of an estimated \$92,000. An analysis of the contacts the EEO Office received show that minority females contacted the office most frequently, and race and color were the most elected bases.

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Ethnicity/Gender	#	%
Black Male	13	25.50%
Black Female	17	33.33%
White Male	5	9.80%
White Female	14	27.45%
Hispanic Male	0	0%
Hispanic Female	0	0%
Asian Male	0	0%
Asian Female	0	0%
Amer Indian Male	0	0%
Amer Indian Female	2	3.92%
TOTALS	51	100.00%

Complaint Basis	#	%
Race		
Black	19	29.69%
White	3	4.69%
Color	17	26.56%
Sex		
Female	12	18.75%
Male	3	4.69%
Reprisal	9	14.06%
Religion	1	1.56%
TOTALS	25	100.00%

Directorates	Contacts	Formal Complaints	%
Law Enforcement and Security	9	2	8%
Public Works	9	4	16%
Material Management	7	6	24%
Chemical Biological Defense	7	4	16%
Chemical Activity	6	4	16%
Ammunition Operations	4	1	4%
Civilian Personnel Advisory Center	3	3	12%
Logistics	1	0	0%
Morale Welfare	1	0	0%
Health Clinic	1	0	0%
Engineering and Technology	1	0	0%
Edgewood Chemical Biological Command	1	0	0%
Holston Ammunition Plant/Environmental	1	1	4%
TOTALS	51	25	100%

Pine Bluff Arsenal processed a total of 48 complaints during FY09. The average processing time for open pre-complaints was 21 days and the median processing time was 21 days. The average processing time for closed pre-complaints was 30 days and the median processing time was 29 days. Of those closed complaints, nine (9) were processed using Alternative Dispute Resolution (ADR). The average processing days for open formal complaints was 19 days with a median of 20 processing days. The average processing time for closed formal complaints was 19 days with a median of 51 processing days. The median elapsed days for open pre-complaints were 21 days

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and 151 days for open formal complaints. A total of seven (7) investigations were completed within 94 days from the request.

Complaint Issues: In the past three (3) fiscal years, to include the current FY, the top issue raised in formal complaints was promotion/non-selection. Promotion/non-selection is also the top issue that is resolved in Alternative Dispute Resolution.

Complaint Bases: In FY 08 and FY 09, the top two bases were race and color. An analysis of the bases indicated race remains the top bases for filing a formal complaint. The EEO staff will continue to educate managers and supervisors on their responsibility in the EEO process and proactive methods to eliminate barriers to equal opportunity.

Alternative Dispute Resolution (ADR): ADR was used 23% in the informal process and of those, 73% were resolved through Negotiated Settlement Agreement (NSA). During the formal process, ADR was elected in 17% of the complaints of which 50% were resolved by way of NSAs. The average days for the processing of these complaints were 40 days with a median of 37 days well below the timeframe allowed for processing ADR complaints (90 days) per AR 690-600. EEO staff and collateral duty counselor will continue to encourage the use of ADR.

Deficiencies – Analysis of the issues and bases identified for FY 09 in comparison to the previous two fiscal years indicate a lack of communication in reference to the selection processes. All indications are that encouraging manager-employee communication may significantly affect this statistic.

Strengths - The EEO office remains in compliance with EEO laws and EEOC regulations, policy guidance, and other written instructions. The installation ensures prompt processing all forms of ordered relief. Acceptance and dismissal of complaints are coordinated with the Labor Counselors as prescribed by AR 690-600.

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EXECUTIVE SUMMARY for Tooele Army Depot

Tooele Army Depot devoted the past year in EEO to training and communication. Every employee received training in EEO, Prevention of Sexual Harassment, and No Fear. Policy letters, EEO contact information, and No Fear Statistics have been posted to our intranet. We began outreach to Veteran's organizations and dedicated significant time and resources to a DEOMI Command Climate Survey and follow-up.

Our IWD/DVAAP Program Manager has been working to establish contact with local Veteran's organizations as well as Reserve and National Guard units in the area. The Utah State VFW as well as redeploying units have been briefed on programs open to vets and employment opportunities at the Depot.

Organization info:

- www.tooele.army.mil
- 40 miles southwest of Salt Lake City, UT
- 60% of the workforce of approximately 500 employees are directly involved in Tooele Army Depot's Ammunition or Ammunition Peculiar Equipment mission. 40% are involved in Base Operations and Support Services
- Tooele Army Depot employs an EEO Specialist who is also the Depot Training Officer. TEAD is also responsible for EEO for Hawthorne Army Depot, NV (31 employees) and Riverbank Army Ammunition Plant (3 employees).

Mission: Tooele Army Depot (TEAD) is a premier active joint ammunition storage site. Tooele is responsible for shipping, storing, receiving, inspecting, demilitarization, and maintaining training and war reserve conventional ammunition. Tooele's Ammunition Equipment and Manufacturing Directorate designs and manufactures ammunition peculiar equipment (APE) used in maintenance and demilitarization of munitions for all of the Department of Defense (DoD).

Hawthorne Army Depot receives, stores, re-warehouses, preserves and packages, monitors, renovates, demilitarizes and disposes conventional ammunition; issues conventional munitions; insures capability to ship/receive containerized munitions (this includes half-height, side-opening, and end-opening containers with and without load and roll pallet and PLS enhanced flat racks); operates calibration lab, maintains an International Standards Organization (ISO) container maintenance/repair facility and maintains an ammunition maintenance capability. Provides High Desert training facilities for military units. Hawthorne Army Depot is the designated site for long-term storage of reused Industrial Plant Equipment (IPE) and will receive, store and be accountable for all IPE. Performs special mission assignments as required.

Riverbank is an active government-owned contractor-operated plant with the primary mission to produce deep drawn cartridge cases and with the laid-away capability of producing sub-munitions grenade (Improved Conventional Munitions Cargo) metal parts. The plant is a complete

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manufacturing facility, capable of producing steel and brass products from plate sheet, strip or coil. Riverbank Army Depot has been identified to close and is in the final stages of that process.

Some major strengths and deficiencies are noted below from AMC's model EEO program include:

Strengths: TEAD Command is committed to EEO programs and committed both manpower, funds, and time to ensure program is on target for improvement. Because the EEO Officer is also the Training Officer, we are able to integrate EEO principles into many different training venues.

Strengths: EEO has ready access to all levels of leadership. Meets and reports regularly to the Strategic Planning Board (SPB) which consists of the Commander, Deputy to the Commander, Chief of Staff and Directors.

Deficiencies: EEO's role in HR-based issues not as comprehensive as it could be. Funding/Manpower for Special Emphasis and Outreach efforts.

Strengths: Command has included EEO in regular meetings with all supervisory personnel to ensure EEO information is communicated directly to all concerned. Civilian Personnel Advisory Center, Legal, Command and EEO have a good working relationship. Managers/Supervisors are held accountable for their role in EEO.

Deficiencies: Manpower/time for review of policies and award programs.

Strengths: Command and all levels of leadership fully support and participate in re-energizing EEO program. EEO has been trained and is capable of performing statistical analysis to determine trends, manning issues make it difficult to get it done. This is the first year applicant data is available.

Deficiencies: Senior managers are not actively involved in identifying and eliminating barriers. Although with our request for an MCRP Intern and IMCOM funding of an additional EEO position we hope to begin closing our gap.

Strengths: EEO has been fully trained in and uses Army automated tracking systems allowing higher headquarters visibility and full monitoring. The two EEO counselors have been fully trained this year and are being mentored by EEO. Timelines are closely monitored and Command fully endorses ADR programs. Controls are in place to promote and resource an effective program, although some implementation is just beginning.

Strengths: EEO ensures compliance with necessary compliance orders or relief. Good working relationships with CPAC, Legal, Resource management help to ensure procedures are promptly implemented.

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EXECUTIVE SUMMARY for Blue Grass Army Depot

This FY 09 annual EEO Program Status Report covers the Blue Grass Army Depot, Richmond, KY. The EEO Office mission is to advise the Commander and management officials on any issues involving EEO and Affirmative Employment, to provide EEO training, POSH (Prevention of Sexual Harassment) training, ADR (Alternate Dispute Resolution), and managing all stages of the complaint process. The EEO Office develops the installation's annual MD 715 Report, which is a tool to achieve equal opportunity and includes a program of self analysis, problem identification, data analysis, policy statements, objectives and action items for eliminating discriminatory policies and practices. The EEO Office ensures a high quality, diverse motivated workforce, which is a key objective of the Depot's Strategic Plan.

This report has been prepared in accordance with Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD 715) and provides an assessment of the progress made by the Depot in identifying and eliminating barriers to the equitable treatment and participation of all employees including women, minorities and persons with disabilities in the Depot workforce from October 2008 through September 2009. .

This FY 09 EEO Program Status Report covers the Blue Grass Army Depot, Richmond, KY and serviced tenants with ISSAs including: Blue Grass Chemical Activity (BGCA), Test, Measurement & Diagnostic Equipment (TMDE), US Army Medical Activities, Civilian Personnel Advisory Center (CPAC), US Army Special Operations Forces Support Activity (SOFSA) located at Lexington Station, CHRA, and Special Projects Support Activity (SPSA).

This MD 715 provides a framework for the development of policies, responsibilities, and procedures for establishing the federal agency annual EEO Program Status Report. It consists of EEO Forms 715-01 with Parts A-d, E, F, H, I and Workforce Data Tables that identify the profiles by race, ethnicity, gender and disability. Tables will fall in order of A-1 followed by B-1 and so on. It also provides a summary of work force profiles by occupational groups, grades and major occupations.

Mission: The Blue Grass Army Depot has 66 years of experience in the receipt, storage, inspection, issue, maintenance, renovation and demilitarization of various types of ammunition. The mission of the Blue Grass Army Depot is to store and provide munitions, chemical defense equipment and special operations support to the Department of Defense. The depot produces weapon systems, combat vehicle and ammunition components to fill critical Warfighter requirements.

The Depot recently experienced expansion of capabilities, projects, and missions unlike any other time in its history. In FY 08, it increased its workforce by more than 200 employees and increased its revenue from \$90 million to \$137 million. This growth is attributed to the conversion of contract security guard positions to General Schedule (GS) positions and projects in the Industrial Services Division.

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Major Functions: To provide munitions, chemical material, surveillance, and Special Operations support to the Department of Defense. The depot also provides allied trades and fabrication support to a government-owned, contractor-operated facility and is a primary center for surveillance receipt, storage, issue, testing, and minor repair of chemical defense equipment. Many Reserve and National Guard units have found the mild climate and diverse terrain an ideal location for their training requirements Blue Grass Depot, matches its workload with that of the units to provide real-time training opportunities and increase the depot's productivity. BGAD is committed to assuring safe and secure operations management that encompassed storage, maintenance, destruction, and emergency preparedness. BGAD works closely with the Federal Emergency Management Agency with respect to off-site emergency preparedness.

Some major strengths and deficiencies are noted below from AMC's model EEO program include:

Strengths:

- EEO Officer recently set up recurring quarterly meetings with directors and site commanders to provide EEO updates and provide individual advisory services.
- Recently revised EEO and prevention of Sexual Harassment Command Policy Letters, which were appropriately coordinated through and approved by the labor counselor, CPAC, and AFGE Union.
- Agency has conducted trend analyses of workforce profiles by race, national origin, sex and disability.
- The EEO Officer has developed a cooperative relationship with the depot and JMC Inspector Generals (IG) and is consulted during all on site inspections.
- CPAC and EEO are working together to establish plans and timelines to review and identify systemic barriers that cause statistically established underrepresentation.
- Developing annual and refresher EEO training that will advise employees of penalties for violating federal anti-discrimination laws.
- Recently conducted trend analyses for workforce profiles; major occupations; grade level distribution; compensation and reward system; and effects of management/personnel policies, procedures and practices by race, national origin, sex, and disability.
- Management, through standing, recurring face-to-face meetings are apprised of EEO complaint trend data and consulted on triggers or barriers, along with plans to remove them.
- Continue to participate in recurring teleconferences with EEO Officials at JMC and AMC to keep up to date on changes in law, policies and procedures.

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- Continue to ensure the agency has sufficient staffing, funding and authority to comply with time frames in accordance with the EEOC regulation for processing EEO complaints of discrimination.
- Recently received training on DA's EEO software program, iComplaints, and will receive training soon on MD 715 Reporter software, which will allow compliant tracking of EEO complaints and EEOC MD 715 information. More training is needed in BOA.
- Conducted New Employee Orientation and specialized training for senior leaders. Also, facilitated the training, by request, for two serviced organizations – Blue Grass Chemical Activity and Bluegrass Station. Training will serve as the model for annual and refresher training, ensuring managers are provided with the interpersonal and communication skills required to manage a diverse workforce.
- Developing system to track disciplinary actions taken against employees found to have violated EEO policy or laws and to track reasonable accommodation decisions/actions to ensure compliance with No FEAR and MD 715 reporting requirements.
- Strengthening ADR program by designing ADR brochures, posting additional ADR info on website, creating an ADR agency plan, and including ADR as part of EEO training.
- Continue to track Applicant flow data to determine if women and minorities are applying for positions at BGAD.
- Continuously review iComplaints system to ensure accountability for timely compliance with orders issued by EEOC Administrative Judges. Also, included this item as a performance objective, which will be evaluated on appraisals.
- All negotiated settlement agreements and letters of acceptance or dismissal are reviewed by the depot labor counselor for legal sufficiency.

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EXECUTIVE SUMMARY for McAlester Army Ammunition Activity

McAlester Army Ammunition Plant (MCAAP) is the flagship of the Army Material Command. McAlester continues a tradition of supporting our soldiers and our Army for more than 50 years. MCAAP is the premier bomb maker for the Department of Defense and is the nation's largest ammunition storage facility. MCAAP's mission is to produce and renovate conventional ammunition and ammunition-related components as a Specified Mission Facility (SMF). MCAAP is the General Technology Center (GTC) for bomb load, assemble and pack. Perform manufacturing (industrial), engineering, and product assurance in support of production. Receive, store, ship, and/or demilitarize and dispose of conventional ammunition and related items. Operate, or maintain in operational readiness, loading plants and assembly facilities for the production and/or renovation of conventional ammunition and ammunition related components. Load, assemble, pack, renovate, and/or modify conventional ammunition and related items/components assigned to the single manager for conventional ammunition (SMCA) under the provisions of Department of Defense Directive (DODD) 5160.65, and non-SMCA items specified in Inter-service Support Agreements (ISA) with other Department of Defense (DOD) components.

MCAAP serves as a Tier I Power Projection Platform for war reserve ammunition to be used in the first 30 days of a conflict and then continued sustained out-loading for the duration of the conflict or until stocks are depleted. Receive, store, issue/ship conventional ammunition and related components as assigned to the SMCA ammunition in accordance with the provisions of DODD 5160-65, DOD 5100.76M and non-SMCA items as agreed upon in ISA. Demilitarize and dispose of unserviceable, obsolete, and surplus ammunition, weapons, equipment, materiel, and related components.

McAlester Army Ammunition Plant, located at McAlester, Oklahoma is an installation reporting to the U.S. Army Field Support Command (AFSC), headquartered at Rock Island Arsenal, in Rock Island, Illinois. AFSC is a major subordinate command of the Army Materiel Command.

McAlester Army Ammunition Plant EEO office services 2,035 appropriated fund employees and 61 Non-appropriated fund employees. Of the 2035 appropriated fund positions, men accounted for 75% of the positions and women accounted for 25%.

McAlester Army Ammunition Plant recognizes that employees are the essential resource of the installation and is committed to the principles of equal employment. It is the policy of MCAAP that all personnel related decisions be made without regard to race, color, religion, sex, national origin, age (40+), protected disability (mental and physical), reprisal, veteran status or any other characteristic protected under applicable federal, state or local law. This policy applies to all personnel actions including, but not limited to, recruitment, hiring, promotions (temporary and permanent), training, reassignments, details, classification/compensation, benefits, awards, transfers, layoffs, recall from layoffs and educational, social or recreational programs of this installation.

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Strengths/Accomplishments:

- Outreach recruitment efforts were made when the IWD Coordinator and EEO Manager met with the Oklahomans for Independent Living (OIL) to discuss employment programs and possibilities at the Installation.
- MCAAP contracted with three HBCU male students for special projects on the installation.
- MCAAP made six appointments using the handicapped hiring authority this FY.
- MCAAP EEO has created a RNO and Disabilities scorecard which will be briefed to senior leadership and utilized in FY 10 for purposes of ensuring management accountability of MCAAP workforce demographics.
- MCAAP EEO Manager met with CPAC Human Resources Director to evaluate current merit promotion and hiring practices for MCAAP in June 09. Evaluation of Training development and Award recognition reviewed in 4th Qtr.
- MCAAP EEO trained supervisors, managers and leaders on Reasonable Accommodation procedures in 3rd Qtr of fiscal year.
- MCAAP's EEO Office reviews all selection packets before and after selection to determine if minorities and women appear on the referral lists and are being given due consideration from selection criteria.

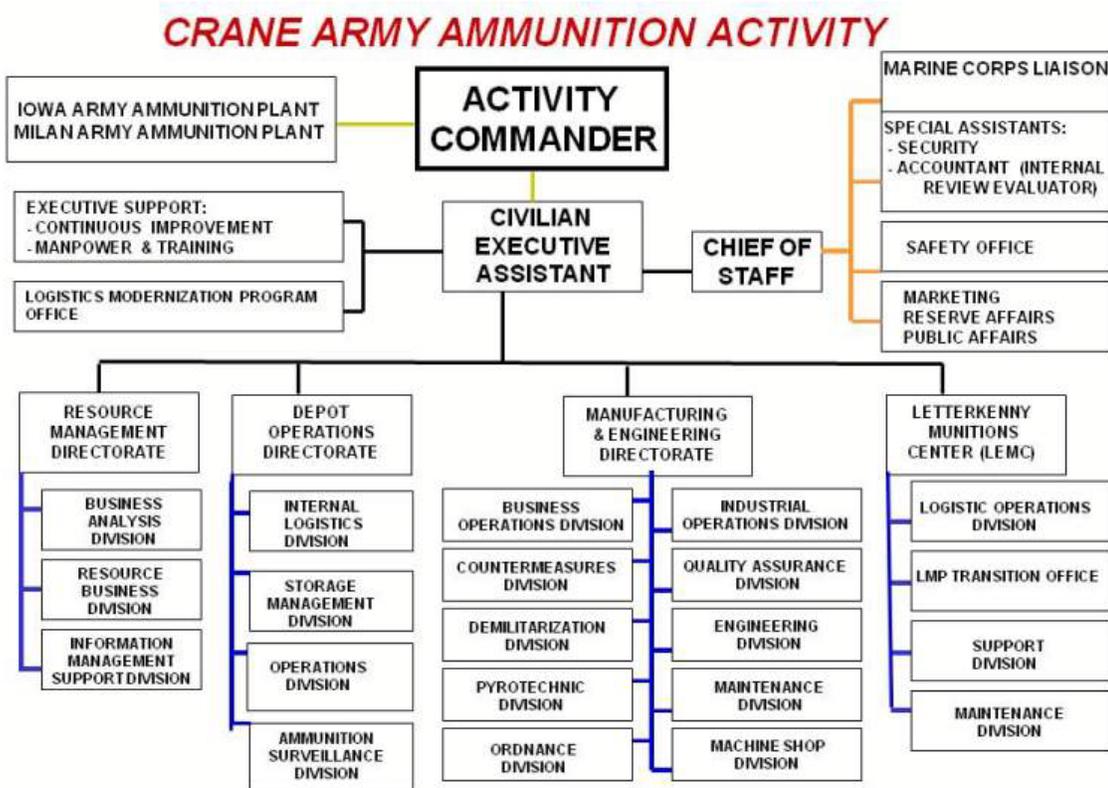
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EXECUTIVE SUMMARY for Crane Army Ammunition Activity

The mission of Crane Army Ammunition Activity (CAAA) is to receive, store, ship, produce, renovate, and demil conventional ammunition, missiles and related components to meet contingency requirements in support of the war fighter. CAAA is located on over 60, 000 acres. The area contains buildings, roads, rails, a railroad and lake. Crane has 17 production areas, 1800 Ammo storage magazines and over 700 employees.

Crane has a full time business staff that provides quality services to industry partners in support of the war fighter, in addition to a full time staff of Lean Six Sigma specialists. Crane has a continuous goal to minimize waste streams and maximize resource recovery and recycling. Crane ships over 50, 000 short tons of conventional ammunition to the Joint War fighter in support of world-wide operations and supports their magazines with rail and truck access. Crane’s machine shop is equipped with up to date manufacturing technologies and equipment. CAAA manufactures various types of conventional ammunition including pyrotechnics, aircraft countermeasures, and navy gun ordnance. Visit www.crane.army.mil for a more thorough list of Crane's capabilities.

The below figure is the CAAA Organization Structure:



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Strengths:

- Commanders and Directors have signed and issued EEO policies within 6-9 months of installation date. The Colonel at Crane issued his policy statements within two weeks of his installation.
- Employees are informed about the EEO policy. EEO policy statements are placed Crane's intranet.
- The EEO Manager is a key staff member and advisor to not only the Installation Garrison Manager but also the Colonel at Crane.
- The Garrison EEO Office is staffed with 6 full-time personnel and 10 collateral duty EEO Counselors. Two full-time EEO specialists serve as the Special Emphasis Program Manager and IWDPM. The full-time Individuals with Disabilities Program Manager (IWDPM) and EEO Officer were hired and arrived in May and June respectively. The current EEO Officer is a seasoned professional with a diverse background to conduct analyses required by MD 715. The USAG-RIA has a collateral duty Federal Women's and Black Employment program manager and two full-time EEO specialists serving as the Special Emphasis Program Manager (SEPM) and IWDPM. In FY 09 the SEPM assumed the role of Hispanic Employment Manager as well.
- USAG-RIA EEO staff members attended the Minority College Relations Program (MCRP) meetings under Army Sustainment Command EEO office, assisted with welcome packets for spring and intern hires, and provided suggestions for housing of students in FY 09. Crane hired 1 FCIP and 2 winter interns from the MCRP.
- The EEO program is championed by leadership through regular communications charging managers and supervisors with the responsibility to prevent and promptly correct harassment and other discriminatory behavior. EEO officials are involved in critical workplace decisions and discussions regarding transformation, policy development and management employment relations. EEO officials meet regularly with commands on EEO Program updates and complaints. Civilian Personnel Advisory Center personnel and Legal representatives meet with EEO officials on a regular and routine basis to discuss any workplace concerns, complaints and potential problems. The State of Agency briefings have been conducted the major organizations on the island.
- The EEO Official and staff will meet quarterly with agency heads, managers, and directors reminding leadership of their obligation to prevent discrimination and best practices.
- Proactive education and training seminars have been developed, conducted and coordinated by the EEO staff to help deter EEO complaints and to improve the EEO climate. In February of 2009, the USAG-RIA EEO Staff conducted Reasonable Accommodation, Prevention of Sexual Harassment and Counselor Training for Crane.

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715-01 Part F

**CERTIFICATION of ESTABLISHMENT of CONTINUING
 EQUAL EMPLOYMENT PROGRAMS**

I, (Name) _____ (Title) _____ am the Principal EEO Director/Official for: (Agency) _____.

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

(EEO Director Signature) _____	(EEO Signature Date) _____
Signature of Principal EEO Director/Official Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.	Date

_____	_____
Signature of Agency Head or Agency Head Designee	Date

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715-01 PART G
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
<input type="checkbox"/> Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	The Agency Head was installed on 8/1/2008. The EEO policy statement was issued on 12/15/2008. Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.	X		
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide and explanation.	X		
	Are new employees provided a copy of the EEO policy statement during orientation?		X	This is inconsistent throughout the JMC. We will address during staff visits.
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X	This is inconsistent throughout the JMC. We will address during staff visits.
<input type="checkbox"/> Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	X		
	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR Â§1614.102(b)(5)]	X		

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<input type="checkbox"/> Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
	resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
	address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
	support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		
	ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		
	ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		
	ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		
	ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		
	ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		
	Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X		

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Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
<input type="checkbox"/> Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)]			X	Most report thru the CEA. JMC EEO Officer reports to the Chief of Staff. This is not a problem/Barrier.
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.		X		
<input type="checkbox"/> Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an

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<input type="checkbox"/> Measures	programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Yes	No	EEOC FORM 715-01 PART H to the agency's status report
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		Required by Reduction in Force (RIF) regulations.
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)]			X	Three of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		Four of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
<input type="checkbox"/> Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an

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<input type="checkbox"/> Measures	EEO programs to ensure successful operation.	Yes	No	EEOC FORM 715-01 PART H to the agency's status report
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		McAAP added an EEO Specialist. BGAD EEO Officer position was filled in March 2009.
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?				
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		More emphasis needed.
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		More emphasis needed.
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		More emphasis needed.
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
<input type="checkbox"/> Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		

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Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X		DOD CAP Program.	
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. Â§ 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X			
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X		Reference DA Reasonable Accommodation SOP.	
in the EEO discrimination complaint process?	X			
to participate in ADR?	X			
Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
<input type="checkbox"/> Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	

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Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		Four of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		
<input type="checkbox"/> Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR Â§ 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	Two of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X	Three of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	Two of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
<input type="checkbox"/> Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		

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Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.	X			
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X	Four of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.	
Essential Element D: PROACTIVE PREVENTION				
Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
<input type="checkbox"/> Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?			X	Two of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?			X	Two of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?			X	Two of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?	X			
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?	X			

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Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
<input type="checkbox"/> Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		
Essential Element E: EFFICIENCY				
Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
<input type="checkbox"/> Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		

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Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
<input type="checkbox"/> Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:			X	Four of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
<input type="checkbox"/> Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		

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Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		PBA utilizes EEOCCR
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
<input type="checkbox"/> Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
In accordance with 29 C.F.R. Â§1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		

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<input type="checkbox"/> Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
<input type="checkbox"/> Measures				
	Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?	X		
	Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. Â§ 1614.102(a)(1)?	X		
	Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?	X		
	Do the agency's EEO programs address all of the laws enforced by the EEOC?	X		
	Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?	X		
	Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X	CAAA and McaAAP are copy furnished and have their own process in place. DA is working this action and tested the Applicant Flow capability during the summer 2009.
	Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?	X		
<input type="checkbox"/> Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
	Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X	Four of five subordinate installations are compliant. BGAD EEO officer was vacant therefore they did not submit an MD 715 report.

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Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
<input type="checkbox"/> Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
<input type="checkbox"/> Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency?				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
<input type="checkbox"/> Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.		X		

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Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.	X		
Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		

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Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

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715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2009 JMC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.: Element A, No. 1 Sub C. (A.1.C) Uncertainty of EEO policy letter execution to new employees.
OBJECTIVE:	To ensure that new employees receive a copy of JMC EEO policy statement during orientation.
RESPONSIBLE OFFICIAL:	JMC EEO Office
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	2/5/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Contact each installation EEO officer to define their orientation process via monthly JMC EEO teleconference.	1/29/2010
Insert a consistent approach to ensure that a hard copy EEO policy is provided to all new employees and communicated throughout each installation.	1/29/2010
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2009 JMC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity: Element A, No. 3, Sub K (A.3.K.) Have a procedures for reasonable accommodation for individuals with disabilities been made readily available
OBJECTIVE:	Have reasonable accommodations process and procedures in place and communicated throughout JMC. Procedure on the Reasonable Accommodations Program process at HQ JMC. Distribute to installation EEO POCs
RESPONSIBLE OFFICIAL:	HQ JMC EEO Office
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Installation will post their respective RA policy and procedure to their websites	9/30/2010
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Closed due to implementation of Standardized DA SOP.	

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715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2009 JMC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.: Element A, No. 1, Sub D. (A.1.D) Uncertainty of EEO policy Statement execution to newly promoted supervisors.
OBJECTIVE:	To ensure that newly promoted supervisors receive a copy of JMC EEO policy statement.
RESPONSIBLE OFFICIAL:	JMC EEO Office
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	2/5/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Contact each installation EEO Office to ensure new supervisors received a copy of EEO policy statements.	1/29/2010
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2009 JMC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process: Element E.5.f.
OBJECTIVE:	Does the Agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD 715 standards?
RESPONSIBLE OFFICIAL:	JMC EEO Office
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Follow up with G1 System Change Request to R2B process.	3/31/2011
Ensure this is applied to both internal and external hires at the HQ.	9/30/2010
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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715-01 PART I
EEO Plan To Eliminate Identified Barrier

FY 2009, JMC	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	
BARRIER ANALYSIS	
STATEMENT OF IDENTIFIED BARRIER:	
OBJECTIVE:	
RESPONSIBLE OFFICIAL:	
DATE OBJECTIVE INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	

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EEOC FORM 715-01 PART I EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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715-01 PART J

Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities

Part I Department of Agency Information	1. Agency	1. Department of the Army								
	1.a. 2 nd Level Component	1.a. U.S. Army Materiel Command								
	1.b. 3 rd Level or lower	1.b. U.S. Army Joint Munitions Command								
Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY.		... end of FY.		Net Change				
		Number	%	Number	%	Number	%			
	Total Work Force	6,134	100.00%	6,553	100.00%	419	6.83%			
	Reportable Disability	424	6.91%	468	7.14%	44	10.37%			
	Targeted Disability*	45	0.73%	47	0.71%	2	4.44%			
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.						201			
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).									
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						4			
	Part III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability		
		#	%	#	%	#	%	#	%	
3. Competitive Promotions	598	36	6.02%	3	0.50%	8	1.33%	554	92.64%	
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
5. Employee Career Development Programs	1,884	149	7.90%	13	0.69%	31	1.64%	1,702	90.33%	
5.a. Grades 5 - 12	5,293	379	7.16%	42	0.79%	70	1.32%	4,843	91.49%	
5.b. Grades 13 - 14	278	14	5.03%	0	0.00%	3	1.07%	260	93.52%	
5.c. Grade 15/SES	2	0	0.00%	0	0.00%	0	0.00%	2	100.00%	
6. Employee Recognition and	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	

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Awards									
6.a. Time-Off Awards (Total hrs awarded)	168	19	11.30 %	2	1.19%	2	1.19%	147	87.50 %
6.b. Cash Awards (total \$\$\$ awarded)	3,607	252	6.98%	30	0.83%	43	1.19%	3,311	91.79 %
6.c. Quality-Step Increase	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers	No barriers at this time.								
Part V Goals for Targeted Disabilities	The Joint Munitions Command (JMC) will continue to strive to meet a 2% Targeted Disability goal by the end of 2010 through programs such as Workforce Recruitment (WRP) and Disabled Veterans.								

Appendix A **Definitions**

- The following definitions apply to Management Directive 715:**Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on a Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.
- **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Federal Categories (Fed9):** For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website:

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<http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.

- **The nine job category titles are:**

- **Officials and Manager** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1)**Executive/Senior-Level**,(2)**Mid-Level**,(3)**First-Level** and (4)**Other** . When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers , those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "**Other** " contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other** " sub-category.
- **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
- **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents

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and brokers, stock and bond salesworkers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

- **Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- **Craft Workers (skilled)** - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.
- **Operatives (semiskilled)** - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Laborers (unskilled)** - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks,

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counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
- **Goal :** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
- **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
- **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
- **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).
- **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2)

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blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.

- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.
- **Under representation:** Result of conditions in which the representation of EEO groups is lower than expected.

DATABASE NOTES

1. The data for this report reflects the organization as of 1 October YYYY. The HR database of record, the Defense Civilian Personnel Data System (DCPDS), was used to obtain the data. It is recognized that the HR database contains anomalies that affect data reporting. The variance didn't appear severe enough to affect the calculations.
2. Applicant pool dataset is not available, limiting conclusions on data tables.
3. Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term "under representation". Manifested Imbalances indicate that although women and minorities are present, their representation is below the CLF. Conspicuous Absences refers to an absence of women and/or minorities.
4. Grade designations are the same ones used in DCPDS based on federal guidelines. Senior individuals are defined as those members of the Senior Executive Service or equivalent, such as all pay plans that start with an "E", or "I", pay plan "ST" and some positions in the "AD" category. Data for Pay plan "EX" are excluded.
5. Because the HR data system has not been retooled to meet MD 715 requirements, and OPM has not issued an authorization for the retooling, many data points in the accompanying data tables will not consistently sum to the total Army workforce. This is especially true in the calculations for persons with disabilities. The reportable codes used by EEOC vary from those in the HR data system in that some codes were excluded. Because of this exclusion, many of the data tables will not sum to the total Army workforce. In addition, many of the tables that capture data on RNO groups, because of the variety of pay plans used in Army do not fit into the aspects of "GS" or "Wage Grade" equivalents. Therefore, many of those data points were excluded.

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Appendix B

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Appendix C

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**U.S. ARMY
JOINT MUNITIONS COMMAND
(JMC)**



**DISABLED VETERANS
2010 PROGRAM PLAN AND ACCOMPLISHMENT REPORT FOR
FY 2009**

8 October 2009

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**Joint Munitions Command
Disabled Veterans Affirmative Action Program (DVAAP)
Fiscal Year 2009**

IDENTIFYING INFORMATION

A. Name and Address of Organization:

**US Army Joint Munitions Command
Attn: AMSJM-EE
1 Rock Island Arsenal
Rock Island, IL 61299-6000**

B. Name and Title of Designated DVAAP Official/Contact Person

Telephone and FAX Numbers:

**<Name>
Chief, Equal Employment Opportunity Office
(309) 782-xxxx/DSN 793-xxxx**

CERTIFICATION: I certify that the above named agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C. §4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

COMMANDER'S SIGNATURE _____

DATE _____

**<Name>
BRIGADIER GENERAL, USA
COMMANDING**

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**JMC - FY 2009 DISABLED VETERANS' AFFIRMATIVE
ACTION PROGRAM PLAN ACCOMPLISHMENT
REPORT**

JMC REPORT ON DVAAP IMPLEMENTATION

Analysis of Permanent Workforce: In accordance with HQ AMC guidance, this report serves as the FY 2009 report on the status of Disabled Veterans in the JMC workforce, and measures the efficacy of our efforts to recruit and develop disabled veteran employees as an integral part of the JMC workforce. The following tables consist of FY 2009 data extracted from the Defense Civilian Personnel Database System (DCPDS) as of 30 Aug 2009.

Analysis of Permanent Workforce – all JMC Employees:

Categories	Total (6,572)	GS/GM (1-12) (2,305)	GS/GM 13+ (243)	Wage System (3,194)	Pay Banding (861)
Prior FY Disabled Veterans (DV) % Prior FY Representation	516 8.41%	189 8.89%	14 5.98%	233 7.42%	80 9.69%
Current FY Disabled Veterans % Current FY Representation	592 9.01%	263 11.40%	14 5.76%	235 7.36%	80 9.29%
Population Change % Population Change*	76 14.72%	74 39.15%	0 (0.22%)	2 (0.06%)	0 (0.40%)

Categories	Prof (345)	Admin (1,702)	Technical (536)	Clerical (139)	Other (608)	Blue Collar (3241)
Prior FY Disabled Veterans % Prior FY Representation	18 5.29%	136 8.47%	49 9.48%	13 9.03%	67 11.57%	233 7.42%
Current FY Disabled	18 5.22%	185 10.76%	63 11.75%	11 7.91%	80 13.16%	235 7.25%

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Veterans % Current FY Representation						
Population Change % Population Change*	0 (0.07%)	49 36.03%	14 28.57%	-2 (15.4%)	13 19.40%	2 0.86%

Categories	Total (6,572)	30% DV GS 1-12 (2,305)	30% DV GS/GM 13+ (243)	30% DV Wage System (3,194)	30% DV Pay Banding (861)
Prior FY 30% Disabled Veterans Prior FY Representation 30% DV	261 4.13%	107 5.03%	5 2.14%	108 3.44%	41 4.97%
Current FY 30% DV % Current FY Representation	314 4.78%	160 6.94%	5 2.06%	109 3.41%	40 4.65%
Population Change % Population Change*	53 20.30%	53 49.50%	0 (0.08%)	1 (0.03%)	(-1) (0.32%)

- Divide population change, +/-, by the total within that category. Resulting % may be a +/-

I. RECRUITMENT AND EMPLOYMENT METHODS

A. Policy:

It is the policy of the JMC that qualified individuals with disabilities and Disabled Veterans will receive full consideration for employment, training and advancement opportunities. The role of the JMC EEO Office is to ensure that JMC Command policies are carried out at the installation level where installation policy statements emphasize support of civilian employees and job applicants based on abilities and merit regardless of race, color, religion, sex (gender), national origin, age, or physical or mental disability. Both Command and local installation policy statements are required to be re-signed annually in compliance with the provisions of MD 715.

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B. Methods:

Servicing Civilian Personnel Advisory Centers (CPACs) use the U.S. Office of Personnel Management (OPM) Centralized Applicant Referral System (CARS) to verify the status of Disabled Veterans' applications.

JMC reporting installations have participated in job fairs, seminars, and career days. They have utilized representatives from state and local employment and rehabilitation organizations to provide placement assistance for Individuals with Disabilities (IWDs), to include Disabled Veterans. These agencies can certify individuals with disabilities for specific jobs enabling the use of non-competitive (Schedule A) appointing authorities. One installation utilizes a committee for individuals with disabilities (IWDs) which continues to maintain regular contact with local veteran groups and provides information on upcoming vacancies.

Information on special hiring authorities is available to any disabled veteran who visits a JMC activity CPAC and/or EEO office and is available on local and national Army employment websites. JMC G1 participates in the Community Based Health Care Organization (CBHCO) Musters Employment Readiness Session. These sessions are for current active duty, recently wounded warriors. Each session includes various working groups from health care and finances to how to write a resume. Because of the presence of Disabled Veterans throughout the Army workforce, CPAC and EEO staff members are well acquainted with veteran's programs, preferences and special appointment authorities. The Army Career and Alumni Program (ACAP), at Ft. Knox, assist transitioning soldiers in seeking civilian employment opportunities within the Army. Additionally, local Army ACS Offices are available to provide individualized counseling, including employment counseling, to soldiers who are leaving the Army and returning to civilian life.

JMC headquarters and installation vacancy announcements are listed on the Internet (i.e., USAJOBS and the ARMY CPOL on-line) to ensure the widest distribution of information. Civilian Personnel Operations Centers (CPOCs), process all recruitment actions for JMC Installations. Commanders, directors and managers receive advisory guidance from the servicing Civilian Personnel Advisory Center (CPAC). JMC reporting installations regularly use Veterans Readjustment Appointments (VRA), Veteran Employment Opportunity Act (VEOA), and other special authorities for veterans who have a 30 percent compensable disability, thus utilizing veterans as a key hiring pool.

Training courses for new supervisors provide sessions on recruitment and placement which include discussions of veterans programs and special hiring authorities available for employment of Disabled Veterans and individuals with disabilities.

**II. METHODS USED TO PROVIDE OR IMPROVE INTERNAL
ADVANCEMENT OPPORTUNITIES FOR DISABLED VETERANS.**

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Merit promotion, intern and upward mobility vacancy announcements are available to all JMC employees. Job announcements can be accessed via the Internet. Subject to hiring and budgetary restrictions, JMC job announcements include statements that allow the hiring of veterans under the Veteran Employment Opportunity Act (VEOA). Under VEOA Veterans may compete concurrently with other in-service applicants. Further, all veterans appointed under the VRA, who have less than 15 years of formal education are required to have a formal training plan for at least the first two years of employment.

JMC employees, including Disabled Veteran employees, may request a reassignment to a specific position and, if qualified, may be referred non-competitively when the position in question becomes vacant. Several JMC EEO offices disseminate information of the DOD Computer-Electronics Accommodation Program (CAP) which can provide electronic accommodations for employees with certain disabilities, to include Disabled Veterans. When feasible, positions can be restructured to facilitate placement of Disabled Veterans and/or Individuals with disabilities. Surveys are conducted to ensure that we are continuing to remove physical and architectural barriers which impede the placement of Disabled Veterans and individuals with physical disabilities.

Some installations utilize formal mentoring programs, which are available to all employees. Disabled veteran employees who are seeking higher levels of employment can take advantage of the mentoring program to learn and improve skills in critical areas. All employees, including Disabled Veterans and individuals with disabilities are encouraged to participate in available installation training opportunities and correspondence courses to improve their job skills and qualifications for higher-level positions.

III. MONITORING, REVIEW AND EVALUATION OF MAJOR COMMAND (MACOM)/INDEPENDENT REPORTING ACTIVITIES (IRA) PROGRAMS

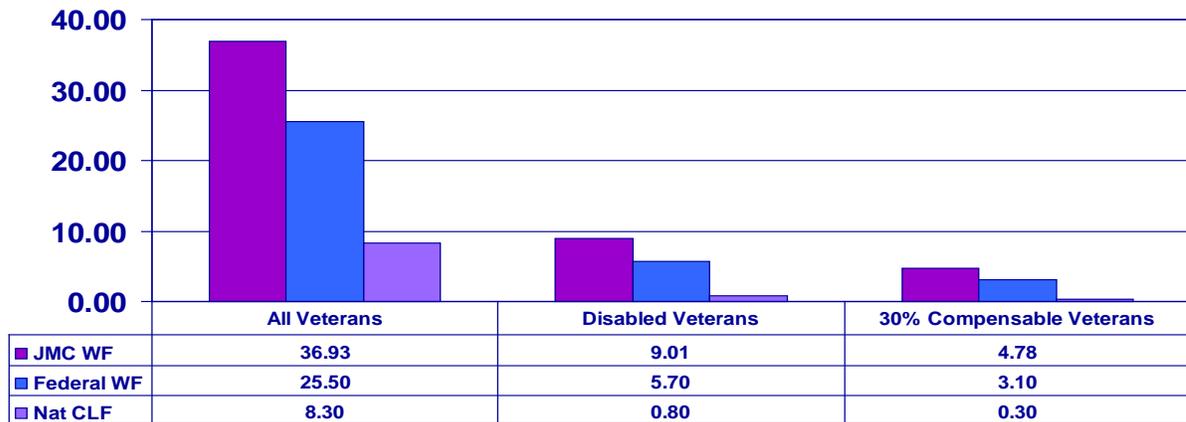
The JMC EEO Office has a regular and recurring program to monitor, review and evaluate reporting installations to ensure programmatic compliance and implementation of JMC EEO policies. Each JMC reporting offices must submit a copy of their DVAAP Annual Affirmative Action Accomplishment Report which is used in compiling the JMC input to the JMC DVAAP Plan and Report. Further, the installation status is monitored by regular and recurring on-site staff assistance visits.

IV. PROGRESS IN IMPLEMENTING AFFIRMATIVE ACTION PLAN.



Overall JMC DVAAP Demographics

FY 2009 JMC vs Federal WF & National CLF



* Federal and Nat CLF Workforce percentages are derived from the OPM FY 2007 DVAAP Report to Congress

The JMC is proud of its efforts in the employment of veterans (36.93 percent of JMC workforce, representing a slight decrease from the 37.33% representation in FY 08), Disabled Veterans (9.01 percent of JMC workforce, which represents 0.75% increase over FY 08) and 30% or more compensable Disabled Veterans (4.78 percent of JMC workforce, which represent a 0.65% increase over FY 08). These workforce percentages exceed those of the Federal workforce as a whole and are exceptional when compared to the overall National Civilian Labor Force representation. Of particular note is the fact that our workforce representation of Disabled and 30% Compensable Disabled Veterans continues to increase.

We will continue to closely monitor this vital area to ensure that the emphasis on the hiring and advancement of Disabled Veterans remains a core value of this Command. The JMC is committed to its responsibility to ensure Disabled Veterans are treated fairly and affirms its commitment to the hiring, development, promotion and retention of Disabled Veterans.

**U.S. ARMY
JOINT MUNITIONS COMMAND
(JMC)**



**REPORT ON HISPANIC EMPLOYMENT
ACCOMPLISHMENTS FOR
FY 2009**

8 October 2009

Joint Munitions Command
Report On Hispanic Employment
Fiscal Year 2009

IDENTIFYING INFORMATION

A. Name and Address of Organization:

**US Army Joint Munitions Command
Attn: AMSJM-EE
1 Rock Island Arsenal
Rock Island, IL 61299-6000**

B. Name and Title of Designated Hispanic Employment Official/Contact Person

Telephone and FAX Numbers:

**<Name>
Affirmative Employment Program Manager
(309) 782-xxxx/DSN 793-xxxx**

CERTIFICATION: I certify that the above named agency: (1) has a current Report on Hispanic Employment plan and the program is being implemented as required by 38 U.S.C. §4214, Code of Federal Regulations Subpart C, Part 720 as required by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a Report on Hispanic Employment plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

COMMANDER'S SIGNATURE _____

DATE _____

**<Name>
BRIGADIER GENERAL, USA
COMMANDING**

**Joint Munitions Command (JMC)
Report on Hispanic Employment
Fiscal Year 2009**

Executive Summary

The 38 U.S.C., Section 4214: Title 5, Code of Federal Regulations Subpart C, Part 720; and Office Personnel Management (OPM) require each federal agency, department, and instrumentality in the Executive Branch to submit to OPM an annual report on hiring, placement and advancement of Hispanic Employees.

The US Army Joint Munitions Command (JMC) is responsible for munitions production (ammunition plants) and storage (depots) facilities in 15 states. To accomplish this mission the JMC employs over 6000 civilians and 7400 contractor personnel. JMC provides bombs and bullets to America's fighting forces -- all services, all types of conventional ammo from 500-pound bombs to rifle rounds. JMC manages plants that produce more than 1.6 billion rounds of ammunition annually and depots that store the nation's ammunition for training and combat. JMC is responsible for the management and accountability of \$26 billion of conventional munitions throughout 5 Government-Owned and Operated (GOGO) facilities, 3 Munitions Centers (MC) and 11 Government-Owned, Contractor-Operated (GOCO) plants nationwide.

Currently, the JMC Hispanic population represents 2.0% (132) of the overall 6,571 employee workforce. This is a slight decrease from 2.1% (135) in FY08. Noteworthy, is that an additional .2% (11) employees who might once have identified themselves as Hispanic/Latino, chose to include themselves in the category of "2 or more races." Of the 132 persons included in the overall Hispanic population, 33 are females and 99 are males.

	Overall Population	Total Hispanics	Male	Female
FY 08	6302	135	101	34
FY 09	6571	132	99	33
	+269	-3	-2	-1

Although this falls short of the National Civilian Labor Force (CLF) for Hispanics, respective job applicant pools are indicative of the populations surrounding each of our JMC installations.

	FY08	FY09
Overall Population %	2.13	2.0
National CLF%	10.7	10.7

The following are the accomplishments and activities related to the Hispanic Employment Program Initiatives conducted by reporting JMC installations/servicing activities.

1. Community Outreach

- ***Supporting and implementing the White House Initiative on Educational Excellence for Hispanic Americans.***

HQ, Joint Munitions Command: Effective 20 Jul 09, the HQ JMC Commander officially appointed a Hispanic Employment Program Manager (HEPM) Collateral Duty officer, <Name>. <Name> has strategies in place to help strengthen communications and networking between HQ JMC and the Hispanic Community.

Rock Island Arsenal (RIA) (Servicing EEO Office for HQ, JMC): RIA Special Emphasis Program Manager (SEPM) is networking with the Hispanic Community in setting up a cadre of people to promote the educational initiatives on Arsenal Island in which the HQ, JMC resides. She is also actively working with the minority college recruitment program (MCRP) to contact Hispanic and other minority students to consider positions on Arsenal Island.

The RIA EEO Officer serves on a diversity sub-committee of the Quad City Chamber of Commerce.

- ***Providing information on Federal employment opportunities to students, faculty, and the Hispanic community.***

Rock Island Arsenal: Rock Island continues to provide information on federal employment to local educational Institutions such as Blackhawk College, Scott Community College, the Hispanic Professional Network and Project Now. This information is disseminated to colleges by emails, career fairs, and other forms of media.

Rock Island Arsenal supports job fairs and colleges in the community and has participated in the Disability Job Fair, and the Joint Manufacturing Technology Center Job Fair. Additionally, the SEP committee has hosted and sponsored workshops to assist applicants in applying for federal sector positions. The workshops and seminars provided guidance on the hiring process, Resumix instructions, pay and benefits, and accommodations for individual with disabilities.

RIA's SEPM has encouraged the SEP committee members to attend national training conferences for Hispanic serving organizations such as League of United Latin American Citizens (LULAC), Hispanic Association of Colleges and Universities (HACU), and various colleges. These conferences serve as valuable resources for increasing awareness on federal employment opportunities and outreach to Hispanic organizations.

Pine Bluff Arsenal: There are no Hispanic Servicing Institutions within the commuting area, but within our Historical Black Colleges and Universities there is Hispanic representation to which information is dispersed on a regular bases.

Tooele Army Depot: The TEAD EEO Officer and Special Emphasis Program Manager have visited and provided information to veterans, reservists, and National Guard troops through the Utah State VFW Convention and briefing TEAD career opportunities to both deploying and redeploying units.

Tooele Army Depot actively participates in the Minority College Recruitment Program, inviting 4 minority students from Historically Black and Hispanic Colleges to work with us over the past year.

2. Recruitment

- *Using student educational employment programs and internships (e.g., Student Career Experience Program, Student Temporary Employment Program, Federal Career Intern Program) to improve the pipeline of diverse candidates for entry-level positions.*

HQ, Joint Munitions Command: Effective 20 Jul 09, the HQ JMC Commander officially appointed a Hispanic Employment Program Manager (HEPM) Collateral Duty officer, <Name>. <Name> has strategies in place to help strengthen communications and networking between HQ JMC and the Hispanic Community. Some of the initiatives are as follows:

- Meetings/Communication have been initiated with local Hispanic leaders to discuss job opportunities.
- Developed JMC Hispanic Employment Website to provide a one stop location for all with an operational date of Oct 2009
- Utilizing the Student Educational Employment Program to bring Hispanic students into agency's shortage category occupations, as well as other occupations.
- Incorporate these activities into agency's Federal Equal Opportunity Recruitment Program (FEORP) accomplishment report to OPM.

In addition, HQ JMC, remains active with student recruitment through the Minority College Relations Program (MCRP). The students hired for the spring/summer of FY 09, there were 13 students placed at HQ, JMC. The following colleges participated in this program during FY 09: University of Texas, at El Palso, New Mexico State University, Tennessee State University and Alcorn State University, Alabama A&M, Grambling State, and New Mexico Highlands. This program targets outreach to institutions of higher education with significant representation of all students to satisfy the White House Executive Orders directed at Historically Black Colleges and Universities, Hispanic Serving Institutions, and Tribal Colleges and Universities.

HQ JMC permanently hired one Hispanic MCRP student.

Two staff members of the JMC EEO Office are members of the Minority College recruitment Program.

Rock Island Arsenal: The RIA SEPM works closely with the Arsenal Island MCRP program.

The SEPM has and will continue to work with management and civilian personnel to establish developmental positions and explore more career opportunities within the Student Temporary Employment Program (STEP).

Pine Bluff Arsenal: Efforts to bring awareness to Hispanic Community were initiated while making contact with the Arkansas president of LULAC. PBA celebrated Hispanic Heritage Month by hosting Mr. Ruben Leonardo Arana, who identified himself as the first Black Hispanic to reside in Arkansas. Mr. Arana works for the Arkansas Human Development Corporation in Little Rock, AR. He has become one of our liaisons for the Hispanic community in Arkansas.

Tooele Army Depot: Tooele Army Depot ensures all vacancy announcements are posted to the world-wide web through the OPM USAJOBS website.

- *Participating in intern programs to recruit new talent directly (e.g., Hispanic Association of Colleges and Universities (HACU) Internship Program).*

Rock Island Arsenal: The SEPM initiated communication with other Hispanic Employment Program Managers in the area to establish a Hispanic Association of Colleges and Universities (HACU) internship program at RIA during FY 09.

Information regarding the Presidential Management Fellows Program has been disseminated throughout the island which provides information on how to apply, Program Policy, how the program works for agencies, program guidance and the forms for applying. The link was also provided along with proper points of contact.

3. Career Development

- *Promoting participation of all employees in management, leadership and career development programs.*

Rock Island Arsenal: RIA encourages attendance in developmental programs, such as Army Fellows Program, Army Career Intern programs and presidential Management Fellows Program. Journey to Leadership program is one program used by all civilians on the island to develop a cadre of high-potential employees who will be available to fill key positions over the next several years. This program is 10 months long and consists of participation in command-endorsed team projects, developmental assignments and a variety of educational experiences.

Pine Bluff Arsenal: We have not specifically targeted Hispanics for career development, but they are included in our efforts throughout the arsenal encouraging all employees to participate in career development programs.

Tooele Army Depot: Tooele Army Depot: Tooele Army Depot's New Employee Orientation ensures all new employees are provided with the information needed to build successful careers with the Army; i.e. conduct and behavior specifics, equal employment, respect for diversity, ethics, safety, job orientation requirements, and training and career enhancing opportunities.

All employees are given the opportunity to request training through the Total Employee Development Program. Training on this program is provided throughout the year. Employees are shown how to search for training in various catalogs and databases, and then how to use the program to request training from their supervisor. Employees are shown how to build an Individual Development Plan (IDP) which works toward their personal career goals as well as the Depot's long range plans.

TEAD has been especially involved in Army Sustainment Command's Journey to Leadership (JTL) Program, with 2 past participants and 4 employees about to start the program.

- *Developing mentoring programs to motivate young people to pursue higher education and careers with the Federal Government.*

HQ, Joint Munitions Command: The Minority College Relations Program (MCRP) has an informal mentoring program where students are paired with a MCRP member. Team members try to meet with the students socially for lunch or dinner periodically to see how they are progressing or if there are any problems they may be encountering either at work or within their living quarters.

4. Accountability

- *Accountability includes direct involvement by senior executives and managers in all phases of recruiting, establishing processes for recruiting and retaining a high-quality workforce drawn from the diversity of this nation, and linking outreach and other efforts to the performance of managers and supervisors.*

HQ, Joint Munitions Command: In FY 09, the HQ JMC EEO Affirmative Employment program manager briefed all senior staff and all managers/supervisors on the JMC MD715; which included FY08 baseline ERI and Individuals with Disabilities status for their area of responsibility as compared to the general Civilian Labor Force. The JMC EEO office will track progress against underrepresentation of all projected groups via a balanced scorecard format and report status quarterly to Directorate and senior leaders.

Additionally, all competitive Requests for Personnel Action (RPA) data elements will filter through JMC EEO office for data collection purposes to help enable continuous improvement of the Affirmative Employment program.

Rock Island Arsenal: Individual development plans (IDP) are used to identify training and track the training needs and resources for all employees, to include Hispanic employees. Additionally, the Army Sustainment Command (ASC) Equal Opportunity Advisor offers a number of Island-wide diversity training, awareness programs and educational workshops throughout the year.

Pine Bluff Arsenal: Our managers and supervisors receive quarterly reports regarding the composition of their areas, in order to identify their deficiencies within their organization.

Tooele Army Depot: MD715 data is routinely charted and discussed with the organization's Strategic Planning Board.

- ***Ensuring that agency managers and supervisors receive periodic diversity training to carry out their responsibilities to maintain a diverse workforce.***

Rock Island Arsenal: The RIA EEO Office and ASC Equal Opportunity Advisor (matrix with the JMC) sponsor and offer a number of diversity training, awareness programs and educational workshops to all Island employees specifically to celebrate Hispanic culture. Some of these events are Hispanic American Heritage Month in September and Cinco de Mayo in May. These events foster a better understanding of the ethnic differences, historical contributions and achievements of Hispanics in the workforce.

EEOC FORM
 U.S. Equal Employment Opportunity Commission
 FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

JMC Organization Chart

