

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

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 (JMC)
	1.c. 4 th level reporting component		HQ (JMC)
	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
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		724
	2. Enter total number of temporary employees		16
	3. Enter total number employees paid from non-appropriated funds		0
4. TOTAL EMPLOYMENT [add lines B 1 through 3]		740	
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>
	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>
		<Name>	
		<Name>	
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes

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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 programmatic 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	
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]	
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	
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	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	x	*Organizational Chart	x

715-01 Part E

EXECUTIVE SUMMARY

Mission and Functions

Description:

The Headquarters Joint Munitions Command (JMC) is a tenant organization located on Rock Island Arsenal, Rock Island, Illinois. Arsenal Island is approximately one mile wide and three miles long and covers 946.3 acres. Arsenal Island is bordered by Davenport and Bettendorf, IA across the Mississippi 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 provide more than 6000 jobs, making it the second largest employer in the Quad Cities area.

The HQ JMC is responsible for management of munitions production (ammunition plants), transportation, and storage (depots) facilities in 15 states. To accomplish this mission the HQ JMC employs over 730 civilian personnel. HQ JMC organization consists of G-Staff offices, Special Staff offices and the Munitions and Logistics Readiness Center (MLRC). Special Staff offices are the Chaplain's Office, Equal Employment Opportunity, Command Historian, Office of Inspector General, Public Affairs, BRAC Transition Office, Logistics Modernization Program (LMP), Lean Six Sigma, Safety/RAD Waste and Security Assistance. The remaining functional offices are Resource Management (G8), Force Protection (G2), Information Management (G6), Strategic Plans and Analysis (G3/5/7) Office, and Human Resource Management G1). The MLRC consist of Munitions Commodity Management, Logistics Integration, Quality, Munitions Readiness Directorate, Industrial Support, and Business Operations Directorate (Figure 1).

Overall, the HQ JMC procures, manufactures, stores and transports conventional ammunition for all of the U.S. Armed services and many allies. In FY 09, we executed \$5B worth of new ammunition orders. We are responsible for the oversight and serve as the Accountable Property Officer for \$32B worth of munitions and missiles. We manage 16 Government- owned locations to accomplish our mission and partner with over 184 commercial producers to meet our requirements.

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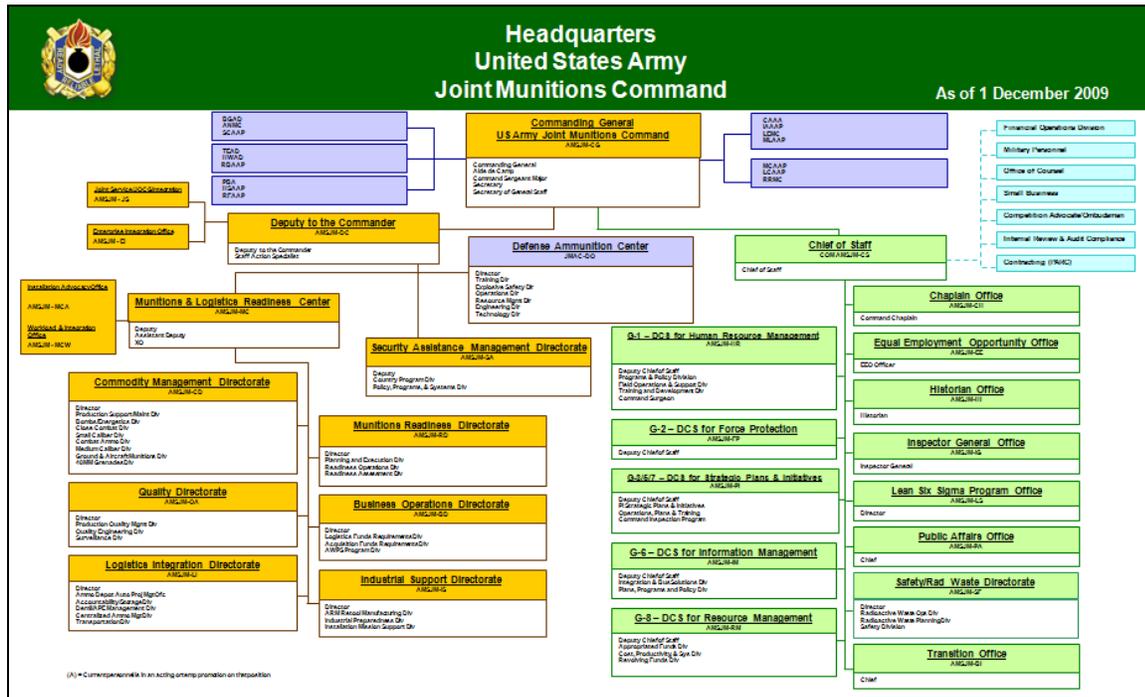


Figure 1

Note: The Defense Ammunition Center's (DAC) demographic population as shown above is not included in this report. DAC reports EEO demographics to McAlester Army Ammunition Plant and is included in JMC's Command report.

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, special emphasis, programs and activities and reports). As such, we advise the JMC Commanding General on all matters affecting the execution of the EEO policy and programs throughout the Command. We coordinate with 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. We are charged with developing and executing the annual JMC MD 715 Report and Plan. In order to adequately execute this plan, we need to drill down to consider the JMC headquarters as a distinct element with its own shortfalls and necessary corrective actions.

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

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The EEO office is comprised of the EEO Officer (YA-0260-03), <Name> and two EEO Specialists (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. The office is also supported by 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.

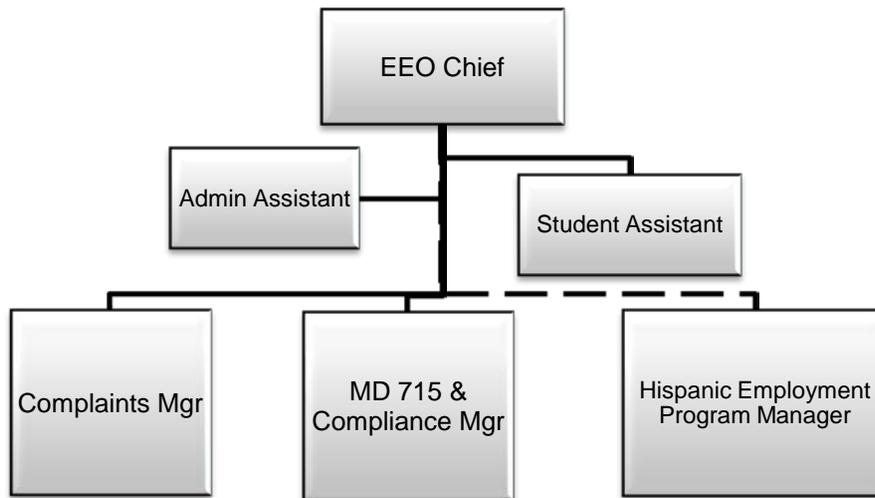


Figure 2

Database Information

Data for this report is derived from the Defense Civilian Personnel Data System (DCPDS), 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 this year is the ability to track applicant pool data by gender and RNO. This will enable the JMC to specifically determine the RNO or gender makeup of the applicant pool for specific positions. The data set is considered 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 against 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.

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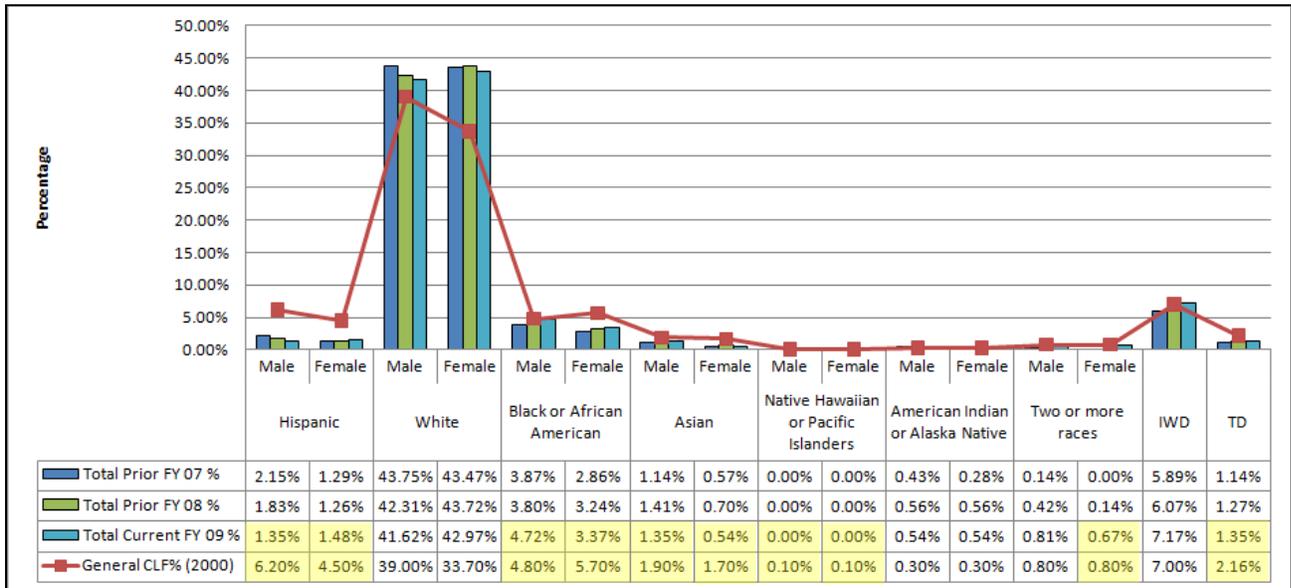
We utilize a Federal Information Processing Standards (FIPS) code of 1960, which represents the Davenport, Moline, Rock Island IL/IA metropolitan statistical area (MSA), because that is the primary recruiting area for the HQ JMC. However, we have determined that the use of the National CLF for Specific occupational series, career program positions and high grade analysis is justified because the relevant applicant pool is Army-wide or national rather than limited to the local MSA.

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 HQ JMC workforce included 740 civilian Appropriated Funds (AF) employees. As a Rough Order of Magnitude (ROM), approximately 64% are assigned to the Munitions and Logistics Readiness Center (MLRC), with the balance split between the G-staff and Special Staff offices.

Figure 3: HQ JMC Demographics against Civilian Labor Force a/o 30 Sep 2009



The JMC civilian AF workforce is a diverse population that is closely divided between genders; with men representing 50.4% of the HQ workforce and women 49.6%. An analysis of available

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workforce data against the National Civilian Labor Force (CLF) indicates underrepresentation of Hispanic men and women and Black women of greater than 2% and underrepresentation of Black men, Asian men and women, Native Hawaiian men and women, women of two or more races of less than 2%.

Overall, the representation of Individuals with Disabilities increased from 6% (43) in FY 08 to 7.17% (53) in FY 09. Those with Targeted Disabilities (TD) increased from 1.27% (9) to 1.35% (10) of the HQ workforce. Ideally, these numbers should increase with each year with a target to reach the MD 715 Federal High for TD of 2.16%. 676 (91%) have no disabilities or chose not to disclose any disability. For populations trends see Figure 3 and table 1.

Population Trend		FY 07	FY 08	FY 09	Delta FY08-09
Total Employees	All	697	709	740	31
	M	359	357	373	16
	F	338	352	367	15
Hispanic	M	15	13	10	-3
	F	9	9	11	2
White	M	305	300	308	8
	F	303	310	318	8
Black or African American	M	27	27	35	8
	F	20	23	25	2
Asian	M	8	10	10	0
	F	4	5	4	-1
Native Hawaiian or Pacific Islanders	M	0	0	0	0
	F	0	0	0	0
American Indian or	M	3	4	4	0

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Alaska Native	F	2	4	4	0
Two or more races	M	1	3	6	3
	F	0	1	5	4
IWD		41	43	53	10
TD		8	9	10	1

Table 1

Workforce Distribution:

The majority of the headquarters workforce is white collar with General Schedule (GS) employees comprising 85% of the workforce. Pay Bands make up the remainder. See figure 4 and table 2 below.

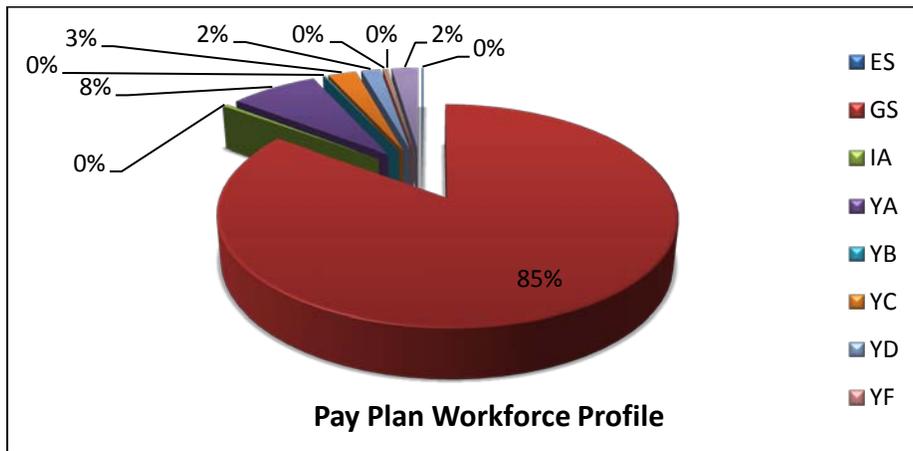


Figure 4

Pay Plan	Population
ES	1
GS	629
IA	3

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YA	56
YB	1
YC	18
YD	12
YF	2
YK	1
YP	17

Table 2

The primary Fed Nine Occupational Category found at the headquarters in Rock Island, Illinois is Official and Managers at 74% (551). The top Job Series are 301-Miscellaneous Administrative and Programs and 346-Logistics Management. General Schedule (GS) 12 and 13 comprise over 70% of the general schedule workforce. See Figure 5. One observation of an analysis from the past three years is that the population of specialized job series such as 2010-Inventory Management Specialist and 1150-Industrial Specialist at the headquarters is decreasing while Generalist Job Series such as 301 and 346 are increasing. This may be due to offering hiring officials more latitude with skills and abilities and broadens the applicant pool for them. We also found that the number of employees in these jobs series is not commensurate to the number of employees registered in respective career program. This can contribute to their ineligibility for central funding and other career development opportunities.

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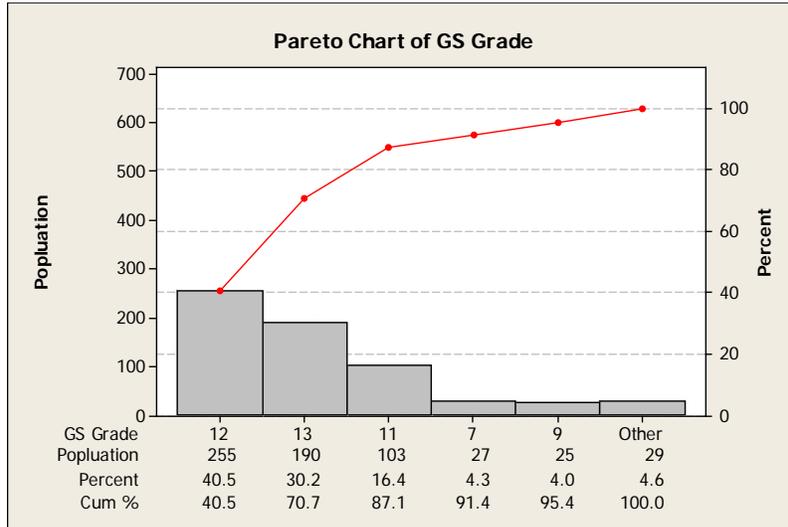


Figure 5

The JMC EEO office calculated the relevant CLF respective to each of the top 10 Job Series at the headquarters. The representational outcome was the same as the comparison to the National CLF. Underrepresentation was present in Hispanic male and females, African American male and females, Asian males and females, Native Hawaiian/Pacific Islanders (NH/PI) men and women, two or more race females and individuals with Targeted Disabilities.

High Grades:

Generally speaking, high-grade employees at headquarters are comprised of employees who occupy grades GS14 and Y03. Individuals who occupy high-grade GS 14 and Pay Band Y03 categories, comprise roughly 10% (71) of HQ JMC workforce - 68% (48) of these positions are held by men and 32% (23) are held by women. Overall high grades are found to be proportional for RNO groups compared against general population at HQ JMC with the exception of women in high grades in the workforce. Women, overall, represent nearly 50% of the HQ workforce, but only 32% of high grade positions. White women represent 43% of the overall JMC population, yet occupy only 30% of the high grade positions. Further, Black women comprise 3% of the population, yet hold only 1.4% of the high grade positions. Conversely, White men represent 42% of the workforce, yet hold 61% of high grade positions. See figure 6.

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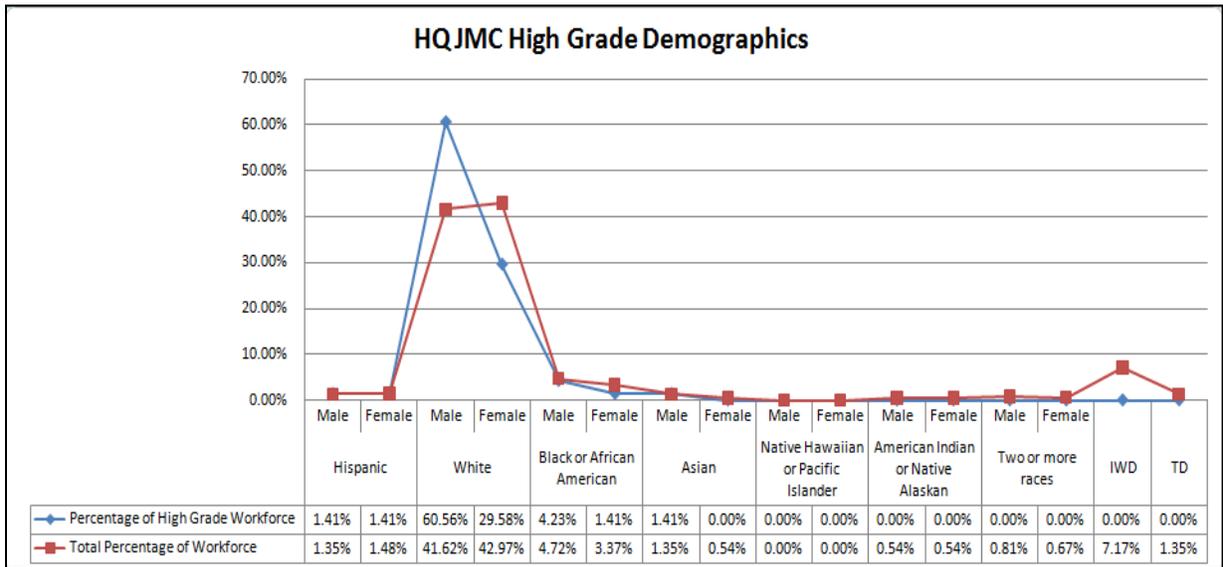


Figure 6

Promotions:

Overall, there were 72 promotions at the Headquarters in FY 09 of all grade levels. Men received 62% (45) and Women received 38% (27) of them. White men received 46% (33) and White women received 31% (22), Blacks received 14% (10), Hispanics 6% (4) and Asians 0. Individuals with Disabilities (IWD) received 8.3% (6) and persons with Targeted Disabilities (TD) received 0.

The EEO office evaluated the number of promotions in proportion to population and found that the percentage of women receiving promotions continues to be less than anticipated. White women and Black women, Asian men and women, and Native American men all received promotions at a rate slightly less than anticipated when considering their individual workforce representation. Individuals with Targeted Disabilities received none. See Figure 7 and Table 3.

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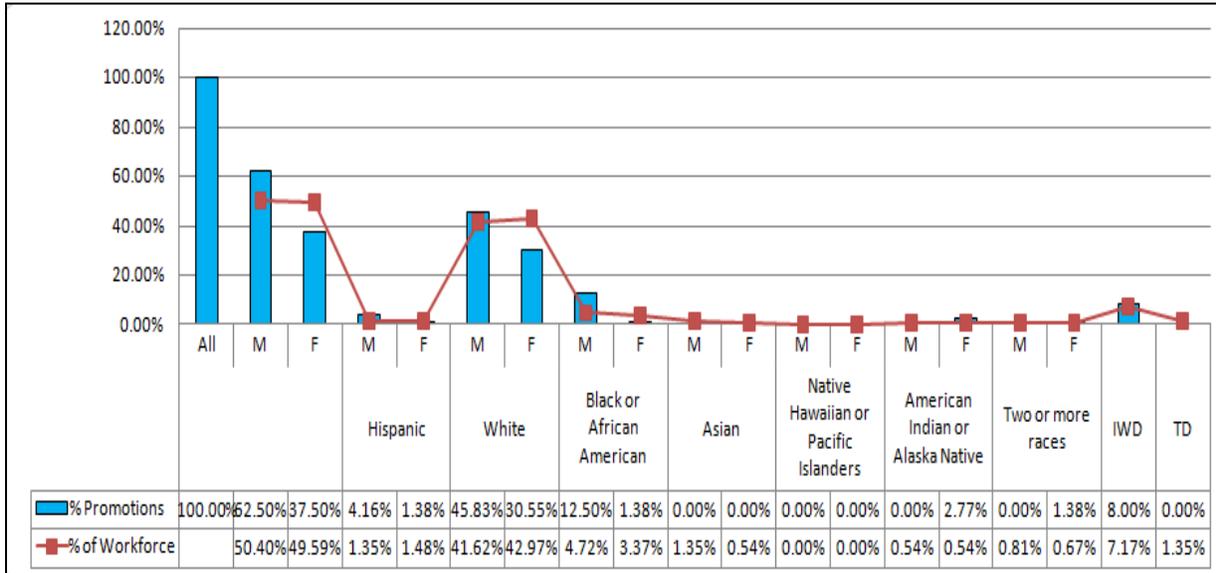


Figure 7: Promotions across RNO and Disabilities

		Number Promoted Within 12 Months	Percentage of Promotions	Total Percentage of Workforce	General CLF% (2000)
	All	72	100.00%		
	Male	45	62.50%	50.40%	52.20%
	Female	27	37.50%	49.59%	47.80%
Hispanic	Male	3	4.16%	1.35%	2.80%
	Female	1	1.38%	1.48%	2.00%
White	Male	33	45.83%	41.62%	46.10%
	Female	22	30.55%	42.97%	42.20%
Black	Male	9	12.50%	4.72%	2.10%
	Female	1	1.38%	3.37%	2.50%

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Asian	Male	0	0.00%	1.35%	0.60%
	Female	0	0.00%	0.54%	0.40%
NH or PI	Male	0	0.00%	0.00%	0.00%
	Female	0	0.00%	0.00%	0.00%
AI or AN	Male	0	0.00%	0.54%	0.10%
	Female	2	2.77%	0.54%	0.10%
Two or more races	Male	0	0.00%	0.81%	0.60%
	Female	1	1.38%	0.67%	0.30%
IWD		6	8.00%	7.17%	
TD		0	0.00%	1.35%	

Table 3

Annual Performance Awards:

For purposes of this analysis, we reviewed the distribution of GS Performance Awards, NSPS Performance Bonus, and Quality Step Increases (QSI) which represent over 70% of awards for FY09. Based on data extracted from the BOAXI database 30 Sep 09, they were distributed as follows. Overall 519 of the aforementioned performance awards were distributed as follows: 56% (291) of men received awards while 44% (228) of women received an award. With respect to RNO groups, 1.54% (8) went to Hispanic men, 1% (5) went to Hispanic women, 5% (24) were received by Black men, and 3% (14) were received by black women. 39% (202) went to white females, and 47% (242) went to White men. Comparing the percentage of persons receiving performance awards to the percentage of workforce by RNO and Disabilities, overall, women came up short. Women represent 50% of HQ JMC population, yet only 44% of the annual awards went to women. The number of performance awards for White, Black, Asian and Native American women performance awards were below their population where men were at or above their population. Individuals with Disabilities and Targeted Disabilities performance awards were also slightly below their population.

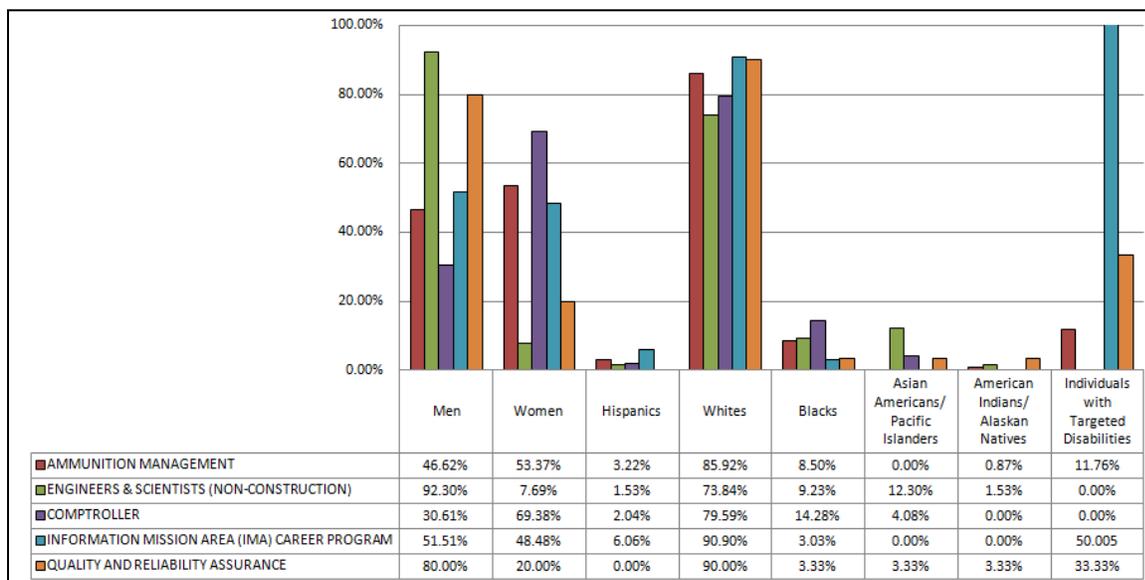
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Top Series/Career Programs: Skills Assessment by RNO and Disability

As indicated in Figure 8 below, of the five top career programs at the headquarters, Hispanic, Black, Asian and American Indian representation is low when compared to Whites. Career progression is a general characteristic within any given career program. When minority representation is low within career programs, there is less chance for upward mobility. In FY10, the JMC EEO along with Human Resources will explore this in greater detail and set countermeasures in place for future improvements to minority representation within career programs.

Figure 8: Top Five Career Programs at HQ JMC



Veterans/Individuals with Disabilities:

The HQ JMC workforce is comprised of 18.40% (136) Veterans, with 6.6% (49) disabled veterans. Individuals with Disabilities (IWD) have increased to 7.17% (53) from 6.07% (43) in FY 08. Persons with Targeted Disability (TD) also increased to 1.35% (10) from 1.27% (9) from FY 08. One contributor to the increase in IWD could 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) remain below the 2% Federal goal, at 1.35% of the overall HQ JMC workforce. Although the Workforce Recruitment Program (WRP) is alive and active at the headquarters, we still have much to accomplish in the permanent employment of individuals with severe disabilities across the command. See Figure 9

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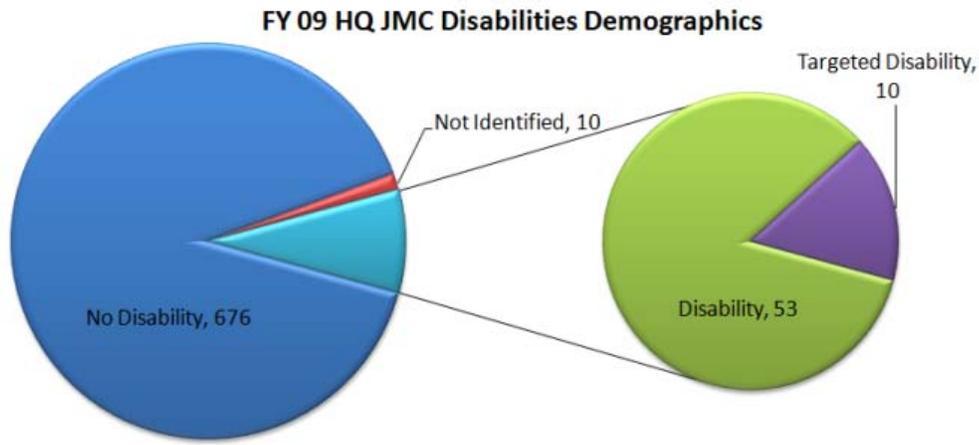


Figure 9

Applicant Pool:

Applicant Flow analysis for FY 09 is a first for HQ JMC. As directed and instructed by higher headquarters, the number of applicants per “group” should be commensurate with the Civilian Labor Force pool. Analysis by occupation indicates whether certain skills by RNO and Disability are available locally and if they are, why are they absent within our organization? It also identifies the number and percentage of persons who apply, who are referred and those selected by RNO and Disability. One caveat to the below analyses is that a margin of error may exist with the data until such time that each individual applicant properly self identified their RNO and disability status.

The intention of the below information is to demonstrate two things for us; 1) the demographics of individuals applying for jobs and 2) the rate from which JMC is selecting persons within respective RNO and disability groups.

Expected to Apply by RNO and Disability:

As identified in table 4 below, ideally, the percentage of total applicants from each of the represented groups should approximate the percentage applying for jobs in the HQ JMC. Using the National CLF as a frame of reference multiplied by total applicants, a slight under representation exists in applicants for the following groups: Hispanic and White males and individuals with Targeted Disability (TD).

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	*Applied	Referred	Selected	National CLF 2000	Relevant CLF
All	100.00%	100.00%	100.00%	100.00%	100.00%
ALL Male	47.68%	51.83%	47.22%	52.20%	54.52%
All Female	52.31%	48.16%	52.77%	47.80%	45.48%
Hispanic Male	2.54%	3.55%	2.77%	2.80%	4.04%
Hispanic Female	2.98%	3.77%	2.77%	2.00%	3.62%
White Male	34.93%	34.80%	41.66%	46.10%	40.87%
White Female	42.37%	36.63%	47.22%	42.20%	33.04%
Black Male	5.33%	9.37%	2.77%	2.10%	4.97%
Black Female	3.24%	4.09%	0.00%	2.50%	5.77%
Asian Male	0.97%	1.50%	0.00%	0.60%	3.36%
Asian Female	0.51%	0.43%	0.00%	0.40%	1.97%
NH/PI Male	0.09%	0.43%	0.00%	0.00%	0.80%
NH/PI Female	0.01%	0.00%	0.00%	0.00%	0.10%
AI/NA Male	0.35%	0.53%	0.00%	0.10%	0.23%
AI/NA Female	0.10%	0.43%	2.77%	0.10%	0.27%
2 or more Male	3.44%	1.61%	0.00%	0.60%	Not avail
2 or more Female	3.07%	2.80%	0.00%	0.30%	Not avail
IWD	8.06%	8.44%	2.77%	Not avail	Not avail
TD	1.14%	0.97%	0.00%	Not avail	Not avail

Table 4: Yellow highlights represent shortfall by Nat'l CLF, green highlights represent shortfalls by Relevant CLF. *Source: Resumix

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As a secondary indicator, JMC EEO office compared applicant flow data based upon the Standard Occupation Classification (SOC) code unique to the majority of functions performed here at the Headquarters to compute a relevant CLF. The source for this information was the Census 2000 EEO File Crosswalk from Census Codes and 2000 SOC Codes to the State and Local Job Categories. The outcome was somewhat different. While Hispanic and White males applicants were lower than expected compared to the National CLF; Hispanic men and women, Black women, Asian men and women and American Indian or Alaskan Native females applicants were underrepresented when compared to the relevant CLF. This indicates that the current applicant pool falls short for Hispanic males when compared to the National CLF. Moreover, this shortfall becomes worse with respect to other minority group persons applying for specific Logistics, Budget Analyst, Computer Sciences, Quality Assurance, Information Management and Engineer types of jobs at the headquarters.

It is important to note that according to DCPDS dates Aug 09, a main driver of this applicant flow analysis is Job Series 301 – Misc. Admin. & Programs that translates to a general “Other Business Operations Specialists (073)” code and carries a weight of 40%. In recent years, HQ JMC has announced many jobs under multiple job series. Although it permits hiring officials to broaden the qualified applicant pool, the downside is that this increases the “general” job series (301)/functions and dilutes the specialist job series/functions such as a Engineer 801, Transportation Specialist 2130 or Inventory Manager 2010 which are required to conduct our HQ mission.

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) retained 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 an additional sixteen students in the summer session. Our student program resulted in the permanent hire of one minority group 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.

Some of the MCRP college participants are: University of Texas, at El Paso, New Mexico State University, Tennessee State University, North Carolina A&T State University, Florida International, Mississippi Valley, Southwestern Indian Polytechnic Institute 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):

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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 stress the importance of this program to the JMC installations and encourage them to strengthen relationships with similar partners.

Current Challenges:

FY 09 marks the first opportunity for JMC Senior Leadership to actively participate in the planning and implementation of actions designed to overcome programmatic shortfalls. Although in FY 09 HQ JMC EEO office developed and executed a detailed structure suitable to balance and diversify our workforce, early indications are that in FY10, budget constraints and competing BRAC priority placement programs may hamper progress in this area. Some challenges are:

- 1) Keep momentum built in FY 09 – additional time and resources are required to maintain records management, data systems, documentation, and communication with HQ staff and the installation EEO staff.
- 2) Access to data that ensures quantifiable analyses which will reduce agency risk and liability. Necessary data includes: recruitment and retention; RNO and Disability 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.
- 3) Work to increase the representation of Individuals with Targeted Disabilities.
- 4) Career development across RNOs. Promotion rates of women overall and Asian men and women and American Indian men appear low comparatively across HQ. The Journey to Leadership (JTL) program is one avenue for career development. Only one HQ JMC person participated in FY09.

In FY 09, HQ JMC reported only 10 persons (1.35%) persons with Targeted Disabilities. As a headquarters, the majority of our positions are administrative in nature making functional areas well suited for employing persons with disabilities. HQ JMC is making every effort towards increasing representation of individuals with disabilities. More training is planned to educate hiring officials and encourage them to take advantage of programs such as Schedule A Authority, Wounded Warriors, and Workforce Recruitment Program (WRP), and local Vocational Rehabilitation program.

In summary, we note that Hispanic men and women and Black women at levels such as promotions, awards, high grade, applicant pool are underrepresented against peer groups and National CLF. Asian men and women, Black men and American Indian/Native Alaskan are

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marginally below the National CLF. This trend is consistent throughout major occupational categories and generally across all grade levels, but even more apparent at higher-grade levels (i.e., 14 and above and/or pay bands 3).

MODEL PROGRAM SUMMARY

ELEMENT A – DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Strengths:

- HQ 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 HQ JMC culture, are embraced by HQ JMC leadership, communicated from the top down and embraced at all levels.
- All HQ JMC supervisor 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.
- DA Reasonable Accommodation SOP in place at the HQ.
- HQ JMC developed an EEO website for improved information sharing throughout JMC.

Deficiencies:

- DA Reasonable Accommodation Procedures still need to be clearly communicated throughout HQ JMC.
- HQ 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.
- Low participation across minority groups in high grade positions and promotions in all job series throughout HQ JMC.
- Senior leadership and Career Program leads should work to develop initiatives to increase the representation of minority groups which includes, but is not limited to, Logistics, Information Management, Budget Analyst and Engineering Positions through mentorship, Journey to Leadership and Individual Education Plans (IDP).

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

Strengths:

- HQ EEO is recognized in the JMC Strategic Plan with lagging and leading performance metrics to improve HQ JMC demographics within the Human Capital objective.

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- HQ EEO serves as a resource to the leadership by monitoring key workforce activities and providing advice, assistance and guidance in areas of employment.
- HQ 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.
- HQ EEO Officials serve on the JMC Commander's special staff as principal advisors on all matters pertaining to EEO program operation and management.
- The HQ EEO Office has sufficient monetary resources to accomplish the EEO Mission.
- Placement of a HQ JMC Hispanic Employment Program Manager (HEPM) as collateral duty.

Deficiencies:

- Most, but not all HQ JMC hiring officials 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 provide reoccurring EEO Scorecard reports to ensure Directorates and hiring officials are all engaged in MD 715 initiatives.

ELEMENT C – ENSURING MANAGEMENT AND PROGRAM ACCOUNTABILITY

Strengths:

- The overall JMC, HQ AMC and Army culture is solidly based on accountability.
- HQ JMC EEO Office provides regular EEO briefings and/or informational updates at staff levels, Directors and other key officials.

Deficiencies:

- HQ JMC EEO needs to review merit promotion program policies and procedures, employee recognition, and awards programs/procedures.

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- 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.
- 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.
- Review of accommodation requests are being accomplished but lack standard operating procedures and established timeframes. This should be corrected with the written procedure, training and improved communication throughout the HQ.

ELEMENT D – PROACTIVE PREVENTION

Strengths:

- The HQ JMC culture is based on a top-down commitment to maintain a workplace 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.
- HQ 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.
- HQ JMC has established tracking system of recruitment and selection Request for Personnel Action (RPA) through the R2B process.

Deficiencies:

- ADR underutilized in pre-complaint stage.

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- Recruitment/Referral Actions –Inconsistencies exist across HQ JMC on access to recruitment actions that permit data analyses of employment trends by race, national origin, gender and disability.

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.

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

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

HQ JMC Complaints Processed during FY 09:

FY 2008 HQ JMC Complaints			
<i>Processing Office</i>		<i># of Pre-Complaints</i>	<i># of Formal Complaints</i>
Rock Island Arsenal Garrison (HQ JMC complaints)		2	0
HQ JMC		2	2
402 nd Army Field Support Brigade (Iraq)		1	1

Complaints: HQ, JMC complaints are processed by the Rock Island Garrison's EEO Office. This year there was also a complaint filed that alleged the complainant was discriminated against by a JMC employee deployed to Balad, Iraq. Due to extensive delays in processing the pre-complaint, both parties were back in CONUS when the formal complaint was finally filed. HQ JMC assumed processing the formal complaint since all the parties were back in CONUS.

Two pre-complaints filed by employees at subordinate organizations were counseled by the HQ EEO office. Since we were unable to resolve either complaint, both complaints became formal complaints. Both complaints then had to be elevated to AMC for processing due to a conflict of interest on the part of this office.

Pre-Complaints: In FY 09, a total of 5 pre-complaints were filed against HQ, Joint Munitions Command, the same number as FY 08. All five pre-complaints were processed using traditional counseling (by the RIA Garrison EEO Office). Three of the five were processed within the

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regulatory time frames. One pre-complaint was awaiting a determination on whether or not to pursue a formal complaint at the end of FY 09.

Formal Complaints: In FY 09, 3 formal complaints were filed against HQ, JMC; 2 more than the previous year. Two of the 3 HQ complaints were elevated to AMC for the formal processing due to conflict of interest.

Bases and Issues of Complaints:

Bases of HQ JMC's pre-complaints filed during FY 09:

<i>FY 09 Bases Filed</i>	<i>Total Complainants Filing</i>	<i>FY 08 Bases Filed</i>	<i>Total Complainants Filing</i>
<i>Disability (Physical)</i>	<i>3</i>	<i>Disability (Physical)</i>	<i>2</i>
<i>Reprisal</i>	<i>2</i>	<i>Reprisal</i>	<i>1</i>
<i>Disability (Mental)</i>	<i>1</i>	<i>Disability (Mental)</i>	<i>1</i>
<i>Age</i>	<i>1</i>	<i>Age</i>	<i>1</i>
<i>Sex (F)</i>	<i>1</i>	<i>Sex (F)</i>	<i>1</i>
<i>Race (Black)</i>	<i>0</i>	<i>Race (Black)</i>	<i>1</i>
<i>Race (White)</i>	<i>0</i>	<i>Race (White)</i>	<i>1</i>
<i>National Origin (Hispanic)</i>	<i>0</i>	<i>National Origin (Hispanic)</i>	<i>1</i>

Issues of HQ JMC's pre-complaints filed during FY 09:

<i>FY 09 Issues Filed</i>	<i>Total Complainants Filing</i>	<i>FY 08 Issues Filed</i>	<i>Total Complainants Filing</i>

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<i>Harassment (non sexual)</i>	<i>2</i>	<i>Harassment (non sexual)</i>	<i>2</i>
<i>Reassignment</i>	<i>1</i>	<i>Reassignment</i>	<i>0</i>
<i>Reasonable Accommodation</i>	<i>1</i>	<i>Reasonable Accommodation</i>	<i>0</i>
<i>Promotion (Non selection)</i>	<i>1</i>	<i>Promotion (non selection)</i>	<i>1</i>
<i>Evaluation (NSPS)</i>	<i>1</i>	<i>Evaluation (NSPS)</i>	<i>0</i>
<i>Equal Pay</i>	<i>1</i>	<i>Equal Pay</i>	<i>0</i>
<i>Termination (Constructive Discharge)</i>	<i>1</i>	<i>Termination (Constructive Discharge)</i>	<i>0</i>
<i>Appt/Hire</i>	<i>0</i>	<i>Appt/Hire</i>	<i>1</i>
<i>Other</i>	<i>0</i>	<i>Other</i>	<i>1</i>

HQ JMC Complaint Closures: One (1) formal complaint was closed during FY 09. This complaint was closed by a Final Army Decision (FAD).

There were no corrective actions with monetary benefits or non monetary benefits during FY 09.

End of the Year Complaints Status:

One pre-complaint was filed at the end of FY 09. Additionally one pre-complaint was awaiting a determination from the aggrieved on whether to pursue filing a formal complaint.

Two formal complaints were accepted at the end of FY 09. Both were awaiting an IRD investigation.

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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
<input type="checkbox"/> Measures		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	Is planned for FY10.
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X	Is planned for FY10.
<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
<input type="checkbox"/> Measures		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		
<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
<input type="checkbox"/> Measures		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		

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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			
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		DA distributed standard use SOP March 2009. Issued to installation Mar 09. Posted to JMC EEO Website Aug 09.	
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		RIA Garrison EEO office integrated RA training into Mandatory EAP training effective Sep 09. Mandatory RA training element added to bi annual EEO Scorecard by Directorate. Training of all supervisors planned in FY 10. RA brochure in development.	
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	The JMC EEO Director reports to JMC Chief of Staff and has direct access the Commanding General.	
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			

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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 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.	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 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		CG IPR every two months or at least quarterly.
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		Jointly with G8 and G1
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		
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	Obtained a copy of Policy 57. Review and analysis planned in FY 10.
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		Incorporated into JMC Strategic Plan July 2009.
<input type="checkbox"/> Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	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 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		

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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		
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		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		Collateral duty Hispanic Employment Program Manager appointed Jul 09.
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		Service full time from Garrison EEO office. JMC coordinator named in 2009.
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		HQ JMC utilized Lean Six Sigma Black Belt as necessary however, more in depth analysis skills are needed across JMC.
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		With RA requests increasing, this may become a problem. Also, travel for attending recruitment/job fairs is in question and will be reviewed in FY10.
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		This has not been a problem to date.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		Ref. Bldg 350, 6th fl - access to main cafeteria is under review a/o Oct 09.
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		

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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			
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	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	X		EEO Demographic Scorecard reported bi annually to HQ Directorate/Divisions. All managers briefed for accountability summer 2009.	
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 A§ 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	Planned for FY10	
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	Planned for FY10	
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	Planned for FY10	
<input type="checkbox"/> Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM

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<input type="checkbox"/> Measures	actions should be taken.	Yes	No	715-01 PART H to the agency's status report
	Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?	X		
	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		HQ JMC has an active and effective Labor Relations program.
	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		EEO Office receives lead time reports on RA from time of request until installation. Mean processing time currently is 38 days. Information Management and telecommunications proponency was established Apr 09. Swimlane process flow established Apr 09.
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		EEO/G1/G6 jointly met with senior manager/directors/divisions during summer 09 to educate them on recruitment strategies/sources.
	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	Have not received action plan from hiring officials. This is held at the MLRC Deputy and CoS level.
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	X		Incorporated into JMC Strategic Plan in July 2009.
	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		
	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		

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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		
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		EEO Office receives lead time reports on RA from time of request until installation. Since this process has been in place, ave lead time is 19.5 days. IM and telecommunications proponency was established Apr 09. Swimlane process flow established Apr
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		EEO Office receives lead time reports on RA from time of request until installation. Since this process has been in place (Apr 09), the average lead time is 19.5 days. Prior to this the process took 74 days.
<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		iComplaints

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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		n/a
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		This is a function of RIA Garrison EEO.
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		This is a function of RIA Garrison EEO.
<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		n/a
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		This is a function of Garrison EEO office for HQ employees and applies to elevated complaints of subordinate commanders.
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		
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		

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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		
<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
<input type="checkbox"/> Measures		Yes	No	
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		EEO office extracts it own data.
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	This is in process internal to HQ but not yet implemented. DA tested applicant flow AF4 and AF5 data queries.
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		This should improve across installation in FY 10.
<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		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		

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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		n/a
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		
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		

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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		
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 HQ 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. C. (A.1.C) No consistent new employee EEO training during orientation.
OBJECTIVE:	Ensure new employees are trained in JMC EEO policy and procedures during orientation.
RESPONSIBLE OFFICIAL:	HQ EEO/HR
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3/31/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Request a TED report by Directorate/Division to test Green Belt project and thorough implementation of guidance at the HQ	3/31/2010
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>Met with JMC G1 training coordinators, <Name> and <Name> Apr 09. Aligned mandatory EEO training naming convention to ensure that EEO training titles will match up for improved accountability of all persons trained in POSH, No Fears, and EEO for Supervisors.</p> <p>Met with <Name>, G3/5/7 and modified mandatory training appendices for improved accountability of mandatory EEO training at the installations.</p> <p>Developed EEO Scorecard per HQ Directorate. This provides status every 6 mons. on who has received EEO training and who has yet to receive it. This applies to all employees within each directorate. This includes POSH, No Fears, and EEO for Supervisors.</p>	

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EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2009 HQ 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.) No consistent process in place to ensure that new supervisors received EEO policy training.
OBJECTIVE:	Set EEO training in place for new supervisors.
RESPONSIBLE OFFICIAL:	HQ JMC EEO/HR
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	5/29/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Request a TED report by Directorate/Division to test Green Belt project and thorough implementation of guidance at the HQ	3/31/2010
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>Met with JMC G1 training coordinators, <Name> and <Name> Apr 09. Aligned mandatory EEO training naming convention to ensure that EEO training titles will match up for improved accountability of all persons trained in POSH, No Fears, and EEO for Supervisors.</p> <p>Met with <Name>, G3/5/7 and modified mandatory training appendices for improved accountability of mandatory EEO training at the installations.</p> <p>Developed EEO Scorecard per HQ Directorate. This provides status every 6 mons. on who has received EEO training and who has yet to receive it. This applies to all employees within each directorate. This includes POSH, No Fears, and EEO for Supervisors.</p>	

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

FY 2009 HQ JMC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	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.: Element B.2.E.(B.2.E.) HQ JMC personnel policies and procedures and practices are not examined regularly by EEO officials to assess whether there are hidden impediments to the realization of EEO..
OBJECTIVE:	Examine and assess HQ JMC management/personnel policies, procedures and practices regularly of hidden impediments and report out finding to Agency head.
RESPONSIBLE OFFICIAL:	HQ EEO Office
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	5/28/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Report out finding to Agency head.	5/28/2010
Regularly examine of personnel policies, procedures and practices for hidden impediments to any realization of equality of opportunity of any groups of employees or applicants.	4/30/2010
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Implemented a Systems Change Request to the R2B system which will track 1) various source of recruitment form list of candidate, and 2) RNO, Gender, IWD or TD. This will enable us to match the demographics of those referred and selected by Request for Personnel Action.	

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

FY 2009 HQ JMC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	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: Element C, No. 2 Sub A-C (C.2.A-C) Agency lacks time tables and schedules for EEO review of Merit promotion, Employee Recognition Awards Program and Employee Development/Training program.
OBJECTIVE:	Build processes, SOPs and set timetables that assure EEO review of Merit Promotion, Employee Recognition, Employee Development and Employee Development and Training for systematic barriers that may be impeding full EEO program participation.
RESPONSIBLE OFFICIAL:	HQ EEO/HR/Managers
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	7/30/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Define current Awards and employee Development/Training for HQ JMC	6/30/2010
Design methods and set timetables with HR to ensure continued EEO review of Awards recognition, Employee Development/Training program.	7/30/2010
Meet with Career Program Managers to develop and improved employee skill retention and training/development programs. This will enable improved low grade minority group demographics.	6/30/2010
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 HQ 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 effort to identify potential barriers in accordance with MD 715?
RESPONSIBLE OFFICIAL:	JMC EEO Office
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	3/31/2010
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Follow up with G1 System Change Request to R2B process.	3/31/2010
Ensure that 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, HQ JMC	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	none known
BARRIER ANALYSIS	n/a
STATEMENT OF IDENTIFIED BARRIER:	n/a
OBJECTIVE:	n/a
RESPONSIBLE OFFICIAL:	n/a
DATE OBJECTIVE INITIATED:	12/21/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	12/21/2009

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 (JMC)								
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	708	100.00%	739	100.00%	31	4.37%			
	Reportable Disability	43	6.07%	53	7.17%	10	23.25%			
	Targeted Disability*	9	1.27%	10	1.35%	1	11.11%			
	* 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.						55			
	* 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.						0			
	Part III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability		
		#	%	#	%	#	%	#	%	
3. Competitive Promotions	75	6	8.00%	0	0.00%	3	4.00%	66	88.00%	
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
5. Employee Career Development Programs	617	36	5.83%	5	0.81%	8	1.29%	572	92.70%	
5.a. Grades 5 - 12	440	34	7.72%	10	2.27%	7	1.59%	398	90.45%	
5.b. Grades 13 - 14	198	10	5.05%	0	0.00%	2	1.01%	186	93.93%	
5.c. Grade 15/SES	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
6. Employee Recognition and Awards	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	

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6.a. Time-Off Awards (Total hrs awarded)	30	4	13.33 %	2	6.66%	0	0.00%	26	86.66 %
6.b. Cash Awards (total \$\$\$ awarded)	374	25	6.68%	4	1.06%	7	1.87%	341	91.17 %
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	Individuals with Disabilities increased this year from last year. Also, TD increased from 9 to 10 persons. No significant barriers exist, however, continued emphasis is needed in this area.								
Part V Goals for Targeted Disabilities	Established connection with local colleges and university to link student services and admissions of students with disabilities to the DOL Workforce Recruitment Program (WRP). Goal is to increase TD by at least one.								

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: <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:**

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- **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 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

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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, 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

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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) 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

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not fit into the aspects of "GS" or "Wage Grade" equivalents. Therefore, many of those data points were excluded.

Appendix B

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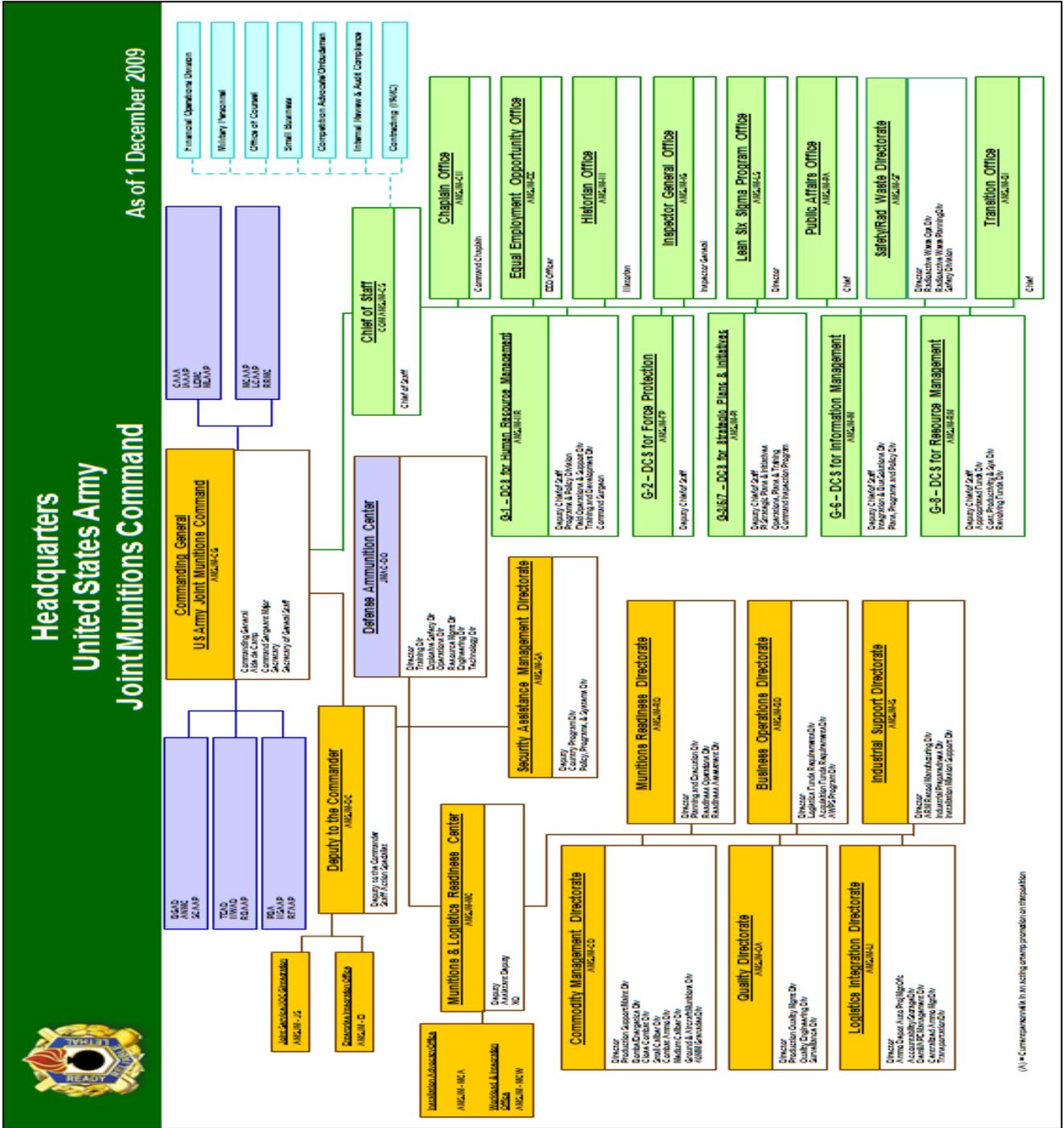
Appendix C

Supporting Documents

[There are no Supporting Documents.](#)

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



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

8 October 2009

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

IDENTIFYING INFORMATION

A. Name and Address of Organization:

**Headquarters, 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:**

**Chief, Equal Employment Opportunity Office
/DSN**

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 _____

**BRIGADIER GENERAL, USA
COMMANDING**

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

HQ 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 HQ JMC workforce, and measures the efficacy of our efforts to recruit and develop disabled veteran employees as an integral part of the HQ 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 – HQ JMC Employees:

Categories	Total (739)	GS/GM (1-12) (432)	GS/GM 13+ (195)	Wage System (0)	Pay Banding (109)
Prior FY Disabled Veterans (DV) % Prior FY Representation	37 4.97%	22 4.92%	11 5.88%	0 N/A	4 3.67%
Current FY Disabled Veterans % Current FY Representation	50 6.77%	32 7.41%	11 5.64%	0 N/A	7 6.42%
Population Change % Population Change*	13 35.14%	10 45.45%	0 (0.24%)	0 N/A	3 (75.00%)

Categories	Prof (84)	Admin (598)	Technical (35)	Clerical (19)	Other (3)	Blue Collar (0)
Prior FY Disabled Veterans % Prior FY Representation	3 3.57%	32 6.72%	1 2.13%	0 0.00%	0 0.00%	0 N/A
Current FY Disabled Veterans % Current FY Representation	3 3.57%	45 7.53%	2 5.71%	0 0.00%	0 0.00%	0 N/A
Population Change % Population Change*	0 0.00%	13 40.62%	1 100.00%	0 0.00%	0 0.00%	0 N/A

Categories	Total (739)	30% DV GS 1-12 (432)	30% DV GS/GM 13+ (195)	30% DV Wage System (0)	30% DV Pay Banding (109)
Prior FY 30% Disabled Veterans Prior FY Representation 30% DV	20 2.69%	14 3.13%	4 2.14%	0 N/A	2 1.83%
Current FY 30% DV % Current FY Representation	25 3.38%	17 3.94%	4 2.05%	0 N/A	4 3.67%
Population Change % Population Change*	5 25.00%	3 21.42%	0 (0.09%)	0 N/A	2 50.00%

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

I. RECRUITMENT AND EMPLOYMENT METHODS

A. Policy:

It is the policy of the HQ JMC that qualified individuals with disabilities and Disabled Veterans will receive full consideration for employment, training and advancement opportunities. JMC 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. Command policy statements are required to be re-signed annually in compliance with the provisions of MD 715.

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.

The servicing RIA Garrison EEO Office has 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. The RIA Garrison also 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 the Arsenal Island CPAC and/or RIA Garrison 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 CPOLE 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). HQ JMC regularly uses 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.

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, HQ 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. The JMC EEO office and the RIA Garrison EEO office regularly disseminate information about the DOD Computer-Electronics Accommodation Program (CAP) which provides 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.

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

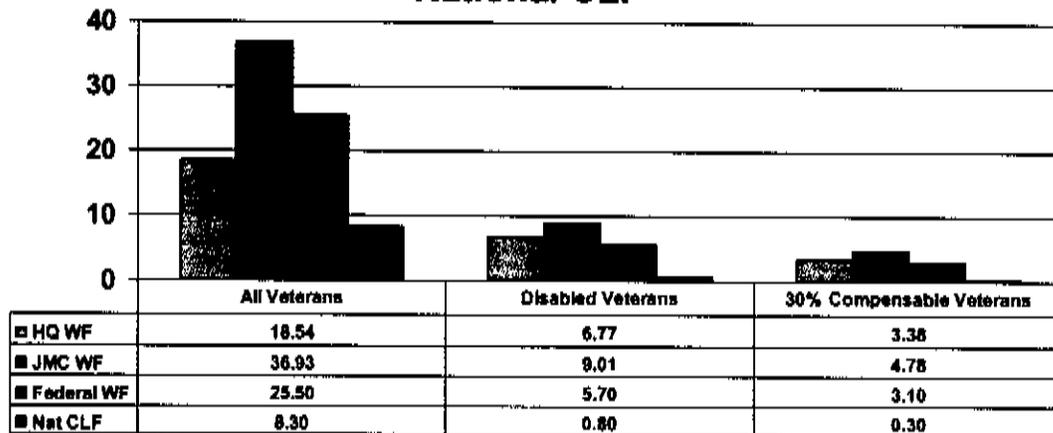
The JMC EEO Office is regularly monitored and annually reviewed and evaluated by the AMC Office of Equal Opportunity (AMCEE) to ensure programmatic compliance and implementation of all JMC EEO policies, to include the hiring and advancement of Disabled Veterans. The JMC is required to submit a copy of our Disabled Veterans Annual Affirmative Action Accomplishment Report and Plan which is used in compiling the AMC input to the AMC DVAAP Plan and Report.

PROGRESS IN IMPLEMENTING AFFIRMATIVE ACTION PLAN:



HQ JMC DVAAP Demographics

FY 2009 HQ JMC vs JMC, Federal WF & National CLF



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

Although the HQ JMC representation of veterans is lower than that of the overall JMC and the Federal workforce as a whole, the representation of Disabled Veterans (6.77%) and 30 percent-compensable veterans (3.38%) is actually greater than that of the Federal workforce and the national civilian labor force. Further, efforts to increase the number of Disabled Veterans in the HQ workforce, have resulted in tangible increases. Both the number and the representational percentage of Disabled Veterans in the HQ JMC workforce (increased from 37 to 50 Disabled Veterans and from a representation of 4.97% to 6.77% of the overall workforce), and 30% Compensable Veterans (increased from 20 to 25 Compensable Veterans and from a representation of 2.69% to 3.68% of the overall workforce).

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.