

**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**  
**HQ JMC ANNUAL EEO PROGRAM STATUS REPORT**

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

FY 2008 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:	5/29/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Meet with HR to determine new employee orientation contents.	3/27/2009
Set in place EEO policy training process for new employees to ensure each new employee is provided a copy of JMC EEO policy and also document in an SOP or post to HQ EEO website.	4/24/2009
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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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)
Meet with HR and Garrison EEO office and plan to training all supervisors in EEO policy	3/27/2009
Work with HR to define a sustaining process to ensure that all newly promoted supervisors receive EEO training and ensure that each new supervisor receive a copy of JMC's EEO policy.	4/30/2009
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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.3.K Procedures for disabilities accommodations are not readily available.
OBJECTIVE:	Have reasonable accommodations process in place and communicated throughout HQ JMC.
RESPONSIBLE OFFICIAL:	HQ EEO
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)
Write and publish a Standard Operating Procedure on Reasonable Accommodations for HQ JMC and distribute to workforce via email and post to HQ EEO website with Command Grip signature.	7/31/2009
Appoint a JMC disabilities coordinator	1/30/2009
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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.3.L. Managers and supervisors have not been trained on reasonable accommodations procedures.
OBJECTIVE:	Train HQ JMC managers and supervisors on reasonable accommodations.
RESPONSIBLE OFFICIAL:	HQ JMC Officer
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)
Meet with Garrison EEO officials to determine best method to train JMC Managers/supervisors. Couple with EEO training for new supervisors	3/20/2009
Post training and SOP on HQ JMC EEO website	3/27/2009
Follow up on the quality of this EEO training.	5/1/2009
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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:	4/10/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Meet with HR officials to understand the current personnel procedures.	3/20/2009
Report out finding to Agency head.	4/10/2009
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.	6/26/2009
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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.1.A. Does HQ JMC EEO official hold regular EEO updates with management/supervisory officials
OBJECTIVE:	Update management regularly on EEO matters of importance such as RNO imbalance/deficiencies
RESPONSIBLE OFFICIAL:	HQ EEO Officer
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Brief EEO updates at least quarterly to communicate updates on EEO matters or program metrics; i.e. # of complaints, processing times/status, RNO scorecard by organization	9/30/2009
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OBJECTIVE:	Build processes, SOPs and set timetables that assures 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:	6/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Define current Merit Promotion Program/Awards and employee Development/Training for HQ JMC	6/26/2009
Design methods and set timetables with HR to ensure continued EEO review of Merit promotion, Awards recognition, and Employee Development/Training program.	7/31/2009
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.	6/26/2009
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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.3.E. No written procedures for agency review of disability accommodation decisions/actions to ensure compliance, track trends, problems, etc.
OBJECTIVE:	Set review of disability accommodation decisions/actions in place track trends and problems, etc.
RESPONSIBLE OFFICIAL:	HQ EEO/HQ Managers/Legal
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	6/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
EEO will review agency disability accommodation decisions for HQ JMC and begin to track trends and timelines for completion of obtaining special accommodations. JMC EEO will coordinate and integrate Legal into this process. The reviews should be reoccurring, but the frequency is TBD.	5/29/2009
Appoint HQ JMC Disabilities Coordinator	1/30/2009
Set up RA Tracking System and include in RA Managers Training	6/30/2009
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.: Element D.1.A-B Managers are not held accountable nor prepare corrective action plans of RNO imbalance by office/organization
OBJECTIVE:	Define RNO Demographics by office/organization and hold leaders accountable and hiring official responsible for submitting corrective action plans to eliminate barriers.
RESPONSIBLE OFFICIAL:	HQ EEO/Directorates/Hiring Officials
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Baseline and brief RNO Demographic by organization/office within HQ JMC.	3/13/2009
Assist hiring officials with identification of barriers/barrier analysis then require corrective action plans of findings from each manager of RNO imbalance by office/organization.	5/29/2009
Monitor progress toward objective and report progress to Command Leadership bi annually.	9/30/2009
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OBJECTIVE:	Incorporate EEO into HQ JMC Strategic Plans
RESPONSIBLE OFFICIAL:	HQ EEO
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Define and develop EEO alignment into existing Strategic Analysis and Evaluation Plan (SA&E)	6/30/2009
Post SA&E and associated EEO linkage to EEO webpage. Ref. B.2.F.	7/31/2009
Meet with HR Director and agree on appropriate insertion of EEO into Human Resource strategic goals/objectives.	9/25/2009
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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.1.D. There is no designated JMC agency official to coordinate or assist with processing requests for disability accommodations.
OBJECTIVE:	Assign a designated disability official at HQ.
RESPONSIBLE OFFICIAL:	HQ EEO Officer
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	6/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Name an EEO disability manager for HQ JMC to oversee the program.	2/27/2009
Survey or assess organizational special accommodation requirements and submit to CAP as needed. Coordinate with HR and Legal if necessary.	6/30/2009
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OBJECTIVE:	set procedures in place to track timeliness of processing requests and placement of special accommodations.
RESPONSIBLE OFFICIAL:	HQ EEO/Legal
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	8/28/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Once RA process is defined and put into motion and coordinated with Legal, (ref C.3.E) report processing and placement of accommodation lead times and report to higher headquarters as needed.	6/26/2009
JMC EEO office to set up reporting system to track timeliness of reasonable accommodations requests.	8/28/2009
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