

**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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

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| FY 2009<br>HQ JMC  |  |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>DEFICIENCY:  | Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity:<br>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<br>COMPLETION OF OBJECTIVE:  | 3/31/2010  |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:   | TARGET DATE<br>(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, &lt;Name&gt; and &lt;Name&gt; 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 &lt;Name&gt;, 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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| FY 2009<br>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:<br>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<br>(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, &lt;Name&gt; and &lt;Name&gt; 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 &lt;Name&gt;, 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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| FY 2009<br>HQ JMC  |   |
| STATEMENT of<br>MODEL PROGRAM<br>ESSENTIAL ELEMENT<br>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.:<br>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<br>COMPLETION OF OBJECTIVE:  | 5/28/2010   |
| PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:   | TARGET DATE<br>(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.<br><br>This will enable us to match the demographics of those referred and selected by Request for Personnel Action. |   |

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| FY 2009<br>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:<br>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<br>(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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| FY 2009<br>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:<br>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<br>(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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