

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

715-01 Part A - D

For period covering October 1, 2007, to September 30, 2008.			
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		Headquarters, JMC
	2. Address		
	3. City, State, Zip Code		
	4. CPDF Code	5. FIPS Code	ARXQ
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		707
	2. Enter total number of temporary employees		2
	3. Enter total number employees paid from non-appropriated funds		0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		709
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>
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
EEO FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X

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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]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	
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

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715-01 PART E U.S. Equal Employment Opportunity Commission

HQ JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

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 700 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, Transition Office, 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. Our conventional ammunition CONUS assets are valued at over \$24.3 billion.

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EEO Office - The JMC EEO office is a Headquarters EEO office, i.e., our mission is policy and oversight (operational support is provided by the Rock Island Arsenal Garrison EEO office and includes day-to-day services in complaints processing, training, 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 the 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 a primary corrective actions tool for the coming year. This report has been prepared for inclusion into a consolidated AMC report in response to a request from the Equal Employment Opportunity Commission (EEOC).

The JMC EEO office has a full time staff of 4 at the headquarters in Rock Island, The EEO office is comprised of the EEO Officer, who also served as MD 715/Affirmative Employment and Compliance Manager in 2008; two EEO Specialist, who serves as the Command Complaints Processing and Training Manager, who recently joined the team in September 2008, will serve as the Command MD 715 and Compliance Manager, and one Administrative Support Assistant. See Figure 2.

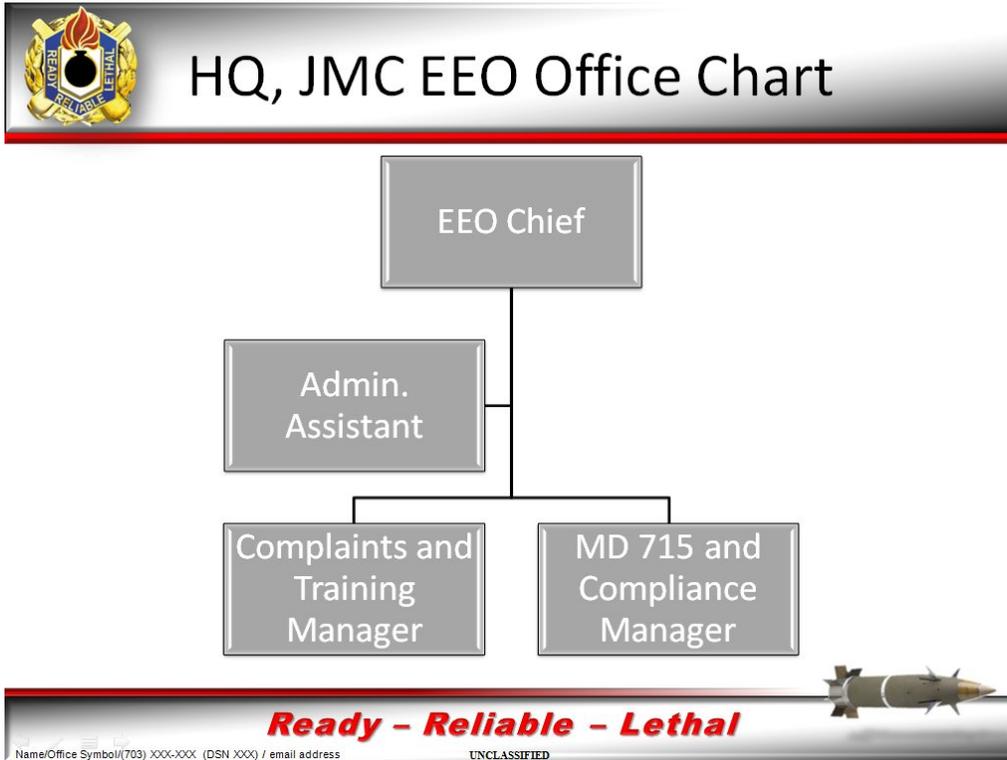


Figure 2

Database Information:

Data for this report is derived from the Defense Personnel Civilian Data System (DPCDS), via the Business Objects Application (BOAxi) interface. Additionally, we derive complaints data from the iComplaints reporting universe in Business Objects and/or the iComplaints database. The Business Objects Application (BOAxi) program allows users to access, analyze, and share information. It also provides powerful query, reporting, and analysis functionality. One drawback to the current automated data system in use by Army is that it has no method to track applicant pool data. Consequently, we have no method to specifically determine the RNO or gender makeup of applicants for specific positions. The data set is complete enough to draw conclusions using commonly acceptable statistical methods and principles. The data is calculated through the use of the Fed Nine Occupational Groupings and OPM Standard Occupational Categories.

We utilize a Federal Information Processing Standards (FIPS) code of 1960, which represents the Davenport, Moline, Rock Island IL/IA metropolitan statistical area, because that is the primary recruiting area for the HQ JMC. However, we have determined that the use of the National CLF is appropriate for specific occupational series, career programs and high grade analysis because the relevant applicant pool is

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Army-wide and/or nation-wide rather than limited to the local Standard Metropolitan Statistical Area (SMSA).

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:

Overall HQ JMC WORKFORCE Demographics (a/o 30 Sep 2008)

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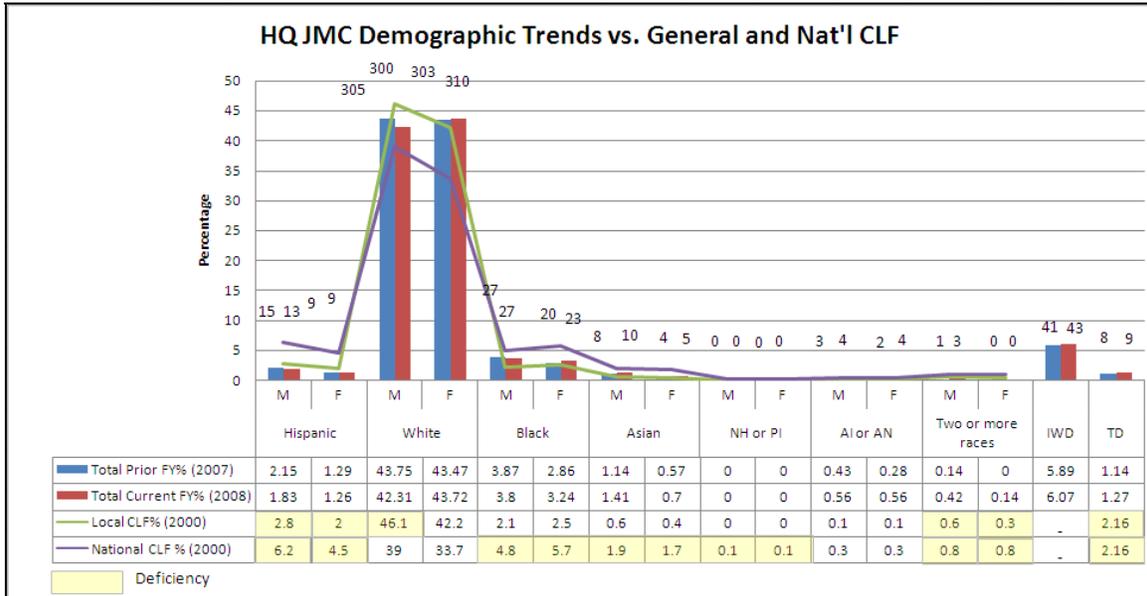


Figure 3

Workforce Distribution:

As of the end of September in Fiscal Year (FY) 2008, the HQ JMC workforce included 709 civilian Appropriate Funds (AF) employees. As a Rough Order of Magnitude (ROM), approximately 480 (68%) were assigned to the Munitions and Logistics Readiness Center (MLRC), Information Management (G6) (5%), Human Resources (G1) 3%, Resource Management (G8) 8%, Strategic Plans and Initiatives, (G3/5/7) 1%, and the balance split between various Specials Staff offices (15%).

The JMC civilian AF workforce is a diverse population that consists of approximately 52% men and 48% women. Analyses of available workforce data indicate that a majority of Race National Origin (RNO) Groups are fairly balanced and thus considered to be representative when compared against the local CLF. Individuals with Disabilities (IWD) and those with Targeted Disabilities (TD) comprise 6% (43) and 1.27% (9), respectively. While it is true that overall Army's IWD and TD numbers are declining, HQ JMC has seen a slight increase overall from 41 FY07 to 43 FY08 for IWD and 8 FY07 to 9 in FY 08 for persons with TD.

Ideally, these numbers should increase with each year with a target to reach the MD 715 Federal High for TD of 2.16%. 665 (94%) have no disabilities or chose not to disclose any disability.

High Grades:

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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% (69) of HQ JMC workforce - 67% (46) of these positions are held by men and 33% (23) are held by women. Overall high grades are found to be proportionate compared against general population at HQ JMC with the exception of women in high grades. White women represent 44% 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.

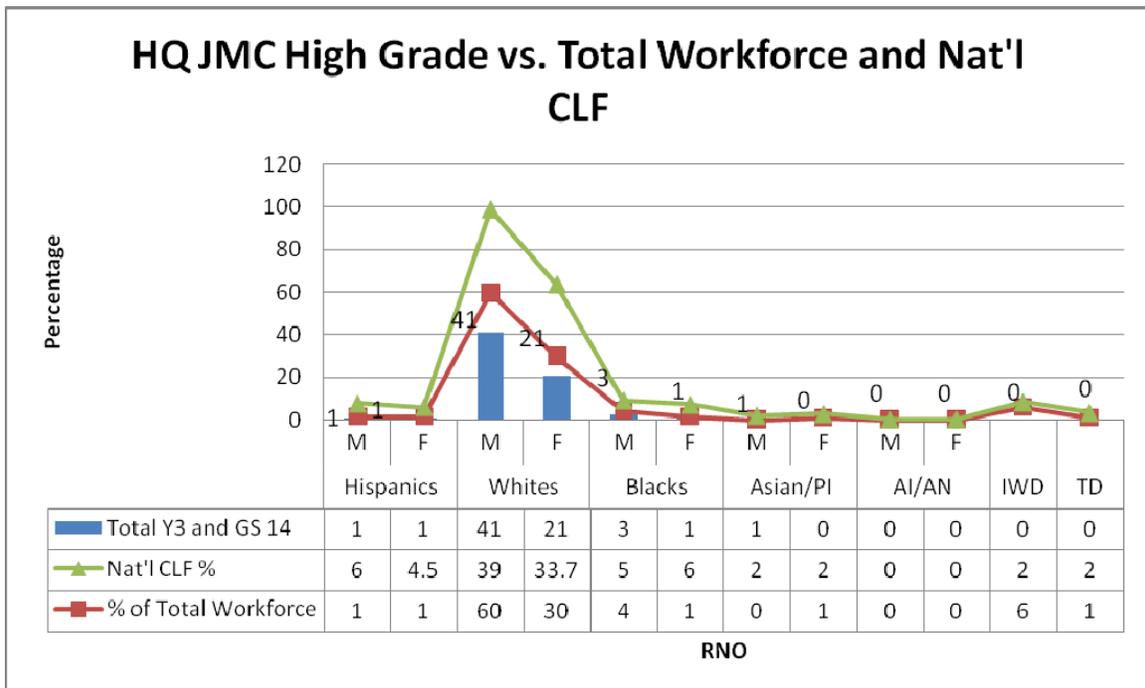


Figure 4

High grade applicants come from an Army wide base, therefore the National Civil Labor Force (CLF) standard was used as a benchmark when analyzing high grade positions across RNOs at HQ JMC. As identified in figure 4 below, high graded Hispanics and Blacks may be close in proportion to local workforce percentage, but the percentages are not proportionate against the National CLF.

High grade Individuals with Disabilities (IWD) and Targeted Disabilities (TD) comprise 9% (4) and 0% (0), respectively. High graded IWD appears proportionate to the overall workforce percentages of 6% but slight below TD of 1.27%.

Promotions:

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Overall, there were 59 promotions at the Headquarters in FY 08 of all grade levels. White men received 29% (17) and White women received 47% (28), Blacks received 17% (10), Hispanics 2% (1) and Asians 5% (3).

Overall, the number of promotions appear balanced with respect to workforce percentages of the various RNO groups.

Performance Awards:

Based on data extracted from the DCPDS database, cash award distribution went as follows: Overall 508 cash awards were given out to 709 employees. They were split about 50/50 between men and women. With respect to RNO groups, 2% (11) were received by Hispanic men, 1% (7) were received by Hispanic women, 4% (19) were received by Black men, and 4% (18) were received by black women. 44% (221) went to white females, and 43% (217) went to White men. Overall, cash awards distribution was close to a 1/1 ratio, meaning nearly every employee received some form of monetary award.

A closer look at the median (midpoint) performance cash awards received at HQ JMC revealed that the General Schedule (GS) employee award values were very close in amount across all RNOs. In the NSPS category, however, Hispanic males received an average performance bonus of \$4,300.00, Black men received about \$2,800.00, White women \$2,600.00 and White men about \$1,700.00 in bonuses. Hispanic men only make up approximately 2% of the workforce. It would appear that minority groups are receiving equitable dollar value performance awards with respect to workforce percentages across HQ JMC.

An analysis of overall cash awards of high grades (GS14-Y03), indicated that they appear to be distributed evenly across each RNO within HQ JMC. From a total of 69 high graded GS14 and Y3 pay band employees, there were 69 cash awards given out. 62 (89%) of those awards went to Whites, and 7 (10%) went to the minority groups. Comparing these percentages relative to total high grade population percentages, they appear to be appropriately balanced across RNOs.

Top Series/Career Programs:

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* Top 10 Employment Programs/Job Series and Demographics							
Series	H	W	B	A/PI	AI/AN	IWD	TD
301 – Misc. Admin. & Programs	4%	86%	9%	1%	1%	6%	2%
346 – Logistics Management	4%	90%	4%	0%	1%	6%	1%
801 – General Engineer	2%	75%	8%	13%	2%	8%	0%
1910 – Quality Assurance	0%	88%	6%	4%	2%	4%	0%
2010 – Inventory Management	4%	83%	11%	0%	0%	0%	0%
1150 – Industrial Specialist	0%	89%	6%	0%	6%	9%	0%
2210 – Information Technology	6%	94%	0%	0%	6%	9%	3%
560 – Budget Analysis	0%	84%	13%	3%	0%	6%	0%
303 – Misc. Clerk and Assistant	4%	43%	8%	0%	4%	12%	4%
343 - Management/Program Analysis	0%	90%	0%	10%	0%	5%	4.75%

*Top Career Program (CP) and Demographics						
Career Program	H	W	B	A/PI	AI/AN	IWD
CP 33 - Ammunition Management	4%	87%	7%	0%	1%	6%
CP 16 - Engineers & Scientists (non-construction)	2%	75%	9%	12%	2%	8%
CP 11 – Comptroller	2%	81%	13%	4%	0%	4%

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CP 34 - Information Mission Area (IMA)	6%	94%	10%	2%	2%	9%
CP 15 - Quality and Reliability Assurance	0%	88%	4%	4%	4%	4%
CP 20 – Quality Assurance Specialist (Ammunition Surveillance)	0%	87%	9%	4%	0%	4%
CP 12 - Safety Management	0%	90%	0%	5%	5%	5%
CP 26 – Manpower and Force Management	0%	92%	0%	8%	0%	8%
CP 19 – Security	0%	100%	0%	0%	0%	0%

** H=Hispanics, W=Whites, B=Blacks, A/PI=Asian/Pacific Islanders, AI/AN=American Indians/Alaskan Natives, IWD=Individual With Disabilities*

HQ JMC Skills Assessment:

Based on the above Top Job Series demographics, Black, Hispanics, Asians, and AI/AN have low participation in Ammunition Management, General Administrative and Engineering. Minority groups in Career Program 33, Ammunition Management, are under 10%. These job series reflect essential skills and abilities to HQ JMC’s logistics mission. JMC EEO will work with G1 and Senior leaders to develop action plans to raise out of balance participation rates.

Minority College Relations Program:

During FY 2008, JMC/ASC partnered with Vista Corporation, a firm that specializes in assisting recruitment through Minority Serving Institutions. The Minority College Relations Program (MCRP) regained recognition as a valued means of obtaining well-qualified college students. The MCR team was successful in obtaining one 15 week student and four 10 week students to accomplish contractual “Scopes of Work” during the summer of 2008. JMC plans to recruit 25 students to accomplish “Scopes of Work” in FY09. We are also building relationships with National Association for Equal Opportunity (NAFEO) as an additional means to reach minority students. The students who participate in the MCRP programs can become candidates for FCIP intern positions and eventually compete for permanent positions.

This program targets outreach to institutions of higher education with significant

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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.

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. HQ JMC EEO office will develop and execute a detailed structure of demographics barriers then work closely with the Commander and Senior Leadership to overcome these barriers and set forth an enabling structure suitable to balance and diversified our workforce. We will accomplish this using teamwork and proven Lean Six Sigma methods and tools.

Major challenges are: 1) Develop a reportable management tool of status quo demographics, establish buy-in and implement its use from hiring officials to positively influence change towards a more balanced workforce throughout HQ JMC, 2) Access to data that ensures quantifiable analyses which will reduce agency risk and liability. Data necessary includes: recruitment and retention; applicant flow; 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 Disabilities and Disabled Veterans overall and Individuals with Targeted Disabilities in particular. 4) Career Development across RNOs. Promotions of minority group other than White women appear low comparatively across HQ. Within GS employees, promotions occurred most frequently at the GS11 and 12 levels. Career development through enhanced training and mentorships at the lower level will act to bridge higher grades opportunities for improved upward mobility across all RNOs.

In FY 08, HQ JMC reported only 43 persons (6.07%) with disabilities. As a headquarters, the majority of our positions are administrative in nature making functional areas well suited for employing persons with disabilities. This is not happening today. HQ JMC will shift emotional mindsets and insert technology to make every effort towards increasing representation of individuals with disabilities. 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). Further, HQ JMC's servicing EEO office, Rock Island Arsenal Garrison EEO office, recently hired a full time Individual with Disabilities Manager (IWDPM) who intends to conduct more awareness and special accommodations training.

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Despite our commitment to hiring persons with disabilities and disabled veterans, the percentage of persons having “targeted disabilities” is on a downward trend across Army and within the JMC and at the headquarters. One contributing problem may be with self-identification and out dated personnel records. Giving employees access to their personnel data through “My Biz” should assist with the errors in self-identification and, we believe, improve our overall percentage in this area. This plus the addition of IWD program manager should increase the applicant pools for hiring official to select from.

In summary, we note overall, overt underrepresentation of Hispanic men and women at all levels. Asian men and women, and American Indian/Native Alaskan are marginally close to the local Civilian Labor Force (CLF), however, minority groups as a whole are still well below National CLF representational rates. This trend is consistent throughout major occupational categories and generally across all grade levels, but even more egregious 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 JMC culture, are embraced by JMC leadership, and are communicated from the top down.
- EEO policies were updated following the Change of Command August 2008.

Deficiencies:

- Reasonable Accommodation Procedures need to be developed and implemented throughout the JMC.
- EEO policy changes need to be posted to the JMC intranet EEO page for improved public awareness.
- 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 group in Logistics and Engineering positions through mentorship and career development support programs. This applies to all job series.

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

Strengths:

- EEO serves as a resource to the leadership by monitoring key workforce activities and providing advice, assistance and guidance in areas of employment.
- JMC EEO programs are organized and structured in accordance with EEOC 29 Code of Federal Regulation 1614.102; Department of Defense Directive 1440.1; EEOC Management Directives 715 and 110, and Army Regulations 690-600 and 690-12.
- EEO Officials serve on the JMC Commander’s special staff as principal advisors on all matters pertaining to EEO program operation and management.
- JMC EEO provides oversight and assures program implementation at reporting installations with EEO offices.
- The HQ EEO Office has sufficient monetary resources to accomplish the EEO Mission.
- HQ JMC added a new EEO specialist effective Sep 2008.

ELEMENT C – ENSURING MANAGEMENT AND PROGRAM ACCOUNTABILITY

Strengths:

- The overall HQ JMC, HQ AMC and Army culture is solidly based on accountability.

Deficiencies:

- HQ JMC EEO and CPAC officials need to establish time-tables to review the impact of NSPS on merit promotion program policies and procedures. Additionally, they need to review employee recognition and awards programs and procedures.
- Reviews of accommodation requests are being accomplished but lack standard procedures and established timeframes. This should be corrected with the development and implementation of installation SOPs on Reasonable Accommodations.

ELEMENT D – PROACTIVE PREVENTION

Strengths:

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

Deficiencies:

- JMC EEO officials have not previously engaged management officials in efforts to identify barriers that may impede Equal Employment Opportunities. This should be rectified this year due to the requirement to brief senior leaders on MD 715.

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.

Deficiencies:

- Only 60% of HQ JMC pre-complaints were processed by the servicing EEO office in accordance with the required time-frames.
- Two EEO complaints were elevated to the HQ JMC EEO office for processing during FY 08. Only 1 of these complaints (50%) was accepted/dismissed and an

IRD investigation requested timely. The processing time of the untimely complaint was impeded by the time it took the legal community to make a determination on who would be assigned as the agency representative for this complaint.

- ADR was not utilized at the pre-complaint stage of the complaint process.

ELEMENT F – RESPONSIVENESS AND LEGAL COMPLIANCE

Strengths:

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

Deficiencies:

- No deficiencies noted

ANALYSIS OF THE HQ, Joint Munitions Command (HQ, JMC) FY 08 462 REPORT

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

HQ JMC Complaints Processed during FY 08:

FY 2008 HQ JMC Complaints

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Processing Installation		# of Pre-Complaints	# of Formal Complaints
HQ JMC (Processed by Rock Island Arsenal)		5	1

Complaints: HQ, JMC complaints are processed by the Rock Island Arsenal Garrison’s EEO Office.

Pre-Complaints: In FY 08, there were a total of 5 pre-complaints filed against HQ, Joint Munitions Command. All of the pre-complaints were processed using traditional counseling. Of these complaints, 3 (60%) were processed within the regulatory timelines.

Formal Complaints: In FY 08, there was only 1 formal complaint filed against HQ, JMC. This complaint was dismissed. This complaint was not dismissed in the regulatory guideline of fifteen days, due to the fact that the EEO office had to request clarification of the issues from the complainant.

Bases and Issues of Complaints:

The bases of the 5 pre-complaints filed during FY 08 were as follows: Disability (Physical) – 2, Disability (Mental) – 1, Reprisal – 1, National Origin (Hispanic) – 1, Race (Black) – 1, Race (White) - 1, Age – 1, Sex (F) – 1.

Issues given rise to complaints at the HQ, JMC were during FY 08 were – Harassment (non sexual) - 2, Promotion/Non-selection – 1, Appt/Hire – 1, Other -1.

HQ JMC Complaint Closures: There were 4 complaints that were closed during FY 08. Included in these 4 complaints were 3 complaints that were filed prior to FY 08. The below table depicts how these complaints were closed:

JMC Complaint Closures in FY 2008					
Settlements (non ADR)	Settlements (ADR)	Withdrawals	Dismissals	Final Army Decision	Final Army Action
3	0	0	1	0	0

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Monetary and Non-monetary corrective Actions:

The total cost for settlement agreements with monetary benefits during FY 08 was \$20,647.00. This amount included \$11,897.00 in attorney fees, \$7,500 in compensatory damages, and a lump-sum payment of \$1,250.00.

The following are the non-monetary corrective actions that were given to settle complaints: Restoration of sick leave and annual leave, purging of personnel files of adverse actions, confidentiality, neutral references.

End of the Year Complaints Status:

There were no pre-complaints or formal complaints open at the end of FY 08.

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

I am the Principal EEO Director/Official for: U.S. Army Joint Munitions Command .

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.

1/7/2009

EEO Chief Signature _____

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

Part1 PART G

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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.				
 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
 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	Not consistent at present Will ensure during coming year
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X	Not consistent at present Will ensure during coming year
 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
 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		
 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
 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	Need to establish HQ JMC Procedures	
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X	Need training on above procedures	
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.				
 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
 Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)]		X	However he has direct access. He is aligned directly under JMC Chief of Staff.	
Are the duties and responsibilities of EEO officials clearly defined?	X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?	X			

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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		
 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
 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		Staff, monthly and ad hoc meetings.
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		Initial will be done this year.
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		EEO Impact Statement is Required by RIF regulations.
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)]			X	This will be addressed in the upcoming year.
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		
 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
 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		Yes, but recent. New EE Specialist space added to EEO Office in Sep 08.
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		Essentially included in MD 715 Requirements
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		Essentially included in MD 715 Requirements
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		Essentially included in MD 715 Requirements
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		
 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
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
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		The DOD CAP Program.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. A§ 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.				
 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
 Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X	Planned for upcoming year.	
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			
 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR Â§ 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 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 upcoming year.	
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 upcoming year.	
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 upcoming year.	
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

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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		
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	Policy first needs to be established and then actions tracked.
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.				
 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
 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	Planned for this FY.
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	Planned for this FY.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?			X	Planned for this FY.
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		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		

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 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
 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.				
 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
 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	
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			X	No procedure in place.
 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
 Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:		X		No contractors are currently employed.

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Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
 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
 Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		
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		
 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
 Measures		Yes	No	
In accordance with 29 C.F.R. Â§1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		

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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		
 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
 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 its 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	Applicant Tracking will be accomplished at Army level. Not currently happening.
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		
 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
 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		Servicing EEO Office utilizes separate offices.
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		

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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.				
 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
 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		
 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
 Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency?				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
 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
 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 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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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, 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
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 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.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
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 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.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
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 2008 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:	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
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 2008 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.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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FY 2008 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 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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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.C. HQ JMC EEO officer has not coordinated with agency heads to ensure EEO is incorporated into JMC's Strategic Plan
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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FY 2008 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.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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FY 2008 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.1.E. There are no procedures in place to assess timeliness of disability accommodation requests.
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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715-01 PART I
EEO Plan To Eliminate Identified Barrier

FY 2008, HQ JMC	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	
BARRIER ANALYSIS	
STATEMENT OF IDENTIFIED BARRIER:	
OBJECTIVE:	
RESPONSIBLE OFFICIAL:	
DATE OBJECTIVE INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	

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	696	100.00%	708	100.00%	12	1.72%			
	Reportable Disability	41	5.89%	43	6.07%	2	4.87%			
	Targeted Disability*	8	1.14%	9	1.27%	1	12.50%			
	* 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.							0		
	* 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	59	5	8.47%	0	0.00%	1	1.69%	53	89.83 %	
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
5. Employee Career Development Programs	599	33	5.50%	5	0.83%	6	1.00%	559	93.32 %	
5.a. Grades 5 - 12	447	33	7.38%	8	1.78%	5	1.11%	408	91.27 %	
5.b. Grades 13 - 14	187	8	4.27%	1	0.53%	1	0.53%	178	95.18 %	
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)	26	5	19.23 %	2	7.69%	0	0.00%	21	80.76 %
6.b. Cash Awards (total \$\$\$ awarded)	396	23	5.80%	5	1.26%	5	1.26%	367	92.67 %
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	None known at this point								
Part V Goals for Targeted Disabilities	Increased awareness of the 2% Targeted Disabilities by 2010 goal. Increased emphasis and monitoring. Reference Part H, Element B.2.E. and Element C.2.A-C.								

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 an 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

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who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

- **Operatives** (semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurse's 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

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C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

- **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) 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

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OPM has not issued an authorization for the retooling, many data points in the accompanying data tables will not consistently sum to the total Army workforce. This is especially true in the calculations for persons with disabilities. The reportable codes used by EEOC vary from those in the HR data system in that some codes were excluded. Because of this exclusion, many of the data tables will not sum to the total Army workforce. In addition, many of the tables that capture data on RNO groups, because of the variety of pay plans used in Army do not fit into the aspects of "GS" or "Wage Grade" equivalents. Therefore, many of those data points were excluded.