

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



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

8 October 2009

Joint Munitions Command
Report On Hispanic Employment
Fiscal Year 2009

IDENTIFYING INFORMATION

A. Name and Address of Organization:

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

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

Telephone and FAX Numbers:

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

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

COMMANDER'S SIGNATURE _____

DATE _____

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

**Joint Munitions Command (JMC)
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Executive Summary

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

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

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

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

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

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

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

1. Community Outreach

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

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

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

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

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

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

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

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

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

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

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

2. Recruitment

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

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

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

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

HQ JMC permanently hired one Hispanic MCRP student.

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

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

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

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

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

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

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

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

3. Career Development

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

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

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

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

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

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

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

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

4. Accountability

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

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

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

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

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

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

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

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