

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

**US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT**

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

FY 2008 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 C. (A.1.C) Uncertainty of EEO policy letter execution to new employees.
OBJECTIVE:	To ensure that new employees receive a copy of JMC EEO policy statement during orientation.
RESPONSIBLE OFFICIAL:	JMC EEO Office
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)
Contact each installation EEO officer to define their orientation process via monthly JMC EEO teleconference.	3/27/2009
Insert a consistent approach to ensure that a hard copy EEO policy is provided to all new employees and communicated throughout each installation.	6/26/2009
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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OBJECTIVE:	Contact installation EEO officers to define the current process
RESPONSIBLE OFFICIAL:	JMC EEO Office
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)
Contact the installation EEO officer to determine the EEO policy communication to promoted employees via monthly JMC EEO teleconference.	3/27/2009
Request that installations EEO office provide a hard copy, updated EEO policy to employees promoted to supervisory rank then post to their installation EEO web site.	4/30/2009
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OBJECTIVE:	Have reasonable accommodations process and procedures in place and communicated throughout JMC. Procedure on the Reasonable Accommodations Program process at HQ JMC. Distribute to installation EEO POCs
RESPONSIBLE OFFICIAL:	HQ JMC EEO Office
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, publish and disseminate a Standard Operating Procedure process for HQ JMC and distribute to workforce via email and post to HQ Website with Command Grp signature	7/31/2009
Forward JMC Reasonable Accommodation SOP from each installation use.	8/14/2009
Installation will post their respective RA policy and procedure to their websites	9/30/2010
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OBJECTIVE:	Regularly review personnel policies, procedures and practices and ensure that every effort is being made to realize equality in the workplace
RESPONSIBLE OFFICIAL:	JMC EEO/HR and hiring officials
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)
Conduct a teleconference with installation EEO Officers to know and understand their demographics for their installation and identify deficiencies in balance RNOs.	3/27/2009
Conduct reviews during installation command assessment program. This is on-going. Close out will apply to site visits attended in FY 09.	9/30/2009
Cross Reference Element C. 2. A-C	5/29/2009
Establish feedback loop with installation to ensure regular examination of personnel policies and procedures have no hidden impediments to any realization of equality of opportunity.	9/25/2009
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OBJECTIVE:	Insert EEO into Human Capital Strategic Analysis and Execution (SA&E) System at the JMC Installations.
RESPONSIBLE OFFICIAL:	HQ EEO Office/HR
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)
Discuss status quo and EEO insertion into Installation Strategic Plans via monthly EEO teleconference for each installation. Once inserted, post to their EEO website.	8/28/2009
Provide names of Installation SA&E proponentry for each installation and insert EEO statement supporting Human Capital	9/30/2009
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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, No. 2 (A-C) (C.2.A-C) Have time-tables or schedules been established for the agency to review its Merit Promotion, Employee Recognition Awards Program, and Employee Development program for systemic barriers...
OBJECTIVE:	Set schedules for EEO review of JMC Merit Promotion Policy, Awards Recognition, and Employee Development/training policy and remove any impediments to full participation.
RESPONSIBLE OFFICIAL:	HQ EEO and Installation EEO offices
DATE OBJECTIVE INITIATED:	1/1/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	6/26/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Installations to provide timetables of review of Merit Promotion, Awards Recognition program and Employee Development programs to HQ EEO Officer.	6/30/2009
Add as an agenda item to monthly EEO JMC teleconference and follow up during Command Assessments.	3/27/2009
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OBJECTIVE:	Installation EEO office to train managers and supervisors on RA responsibilities.
RESPONSIBLE OFFICIAL:	JMC EEO office
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)
Contact installation EEO office and define the current process via monthly JMC EEO teleconference.	3/27/2009
Installation EEO office will post RA policy and procedures on their respective EEO website	4/30/2009
Upon developing their installation RA procedure, train managers and supervisor of this process and provide a hard copy of SOP.	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, No. 3, Sub E (C.3.E.) No written procedures for agency review of disability accommodation decision/actions to ensure compliance, track trends, and problems.
OBJECTIVE:	Set review of disability accommodation decisions/actions in place, track trends, and problems etc.
RESPONSIBLE OFFICIAL:	Installation EEO officers/HQ EEO/Hiring Office/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)
Review agency review of disability accommodation decisions per installation, track trends. Discuss at monthly JMC EEO teleconference. Each installation EEO office should integrate legal into their review of decision process.	8/28/2009
Appoint JMC Disabilities Coordinator	1/30/2009
Set up RA Tracking System and request input from installation EEO offices of RA processing times.	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, No. 1 Sub A-B (D.1.A-B) Limited to no involvement with senior managers to assist EEO Director/Program Officials in identification on barriers and elimination plans.
OBJECTIVE:	Engage and hold Senior leaders accountable for respective RNO imbalance within their organization, develop corrective action plans.
RESPONSIBLE OFFICIAL:	JMC EEO Officer and Senior Leaders
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)
EEO officers to meet with Directorates/Division chiefs on all RNO demographics by organization or office. Each hiring official should understand their baseline demographics and set goals to eliminate deficiencies.	3/31/2009
EEO Officers to brief Senior leaders on each installation MD 715 findings.	3/31/2009
Senior leaders work with EEO Officers to develop barrier elimination strategies and include them in interim MD 715 Report. Require corrective action plans of deficiencies that result from each installation manager of RNO imbalance by office/organization.	7/31/2009
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Did not accomplish this in FY 2008 due to staffing shortfalls and work priorities. Moved to FY 2009	

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OBJECTIVE:	Incorporate EEO into Installation Strategic Plans
RESPONSIBLE OFFICIAL:	JMC 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)
Define or Develop EEO linkage to installation Strategic Plan and post the strategic plan to Installation Websites. Cross Reference B.2.F.	6/30/2009
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STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.: Element E, No. 1, Sub D (E.1.D) There is no designated JMC agency official to coordinate or assist with processing request for disability accommodations
OBJECTIVE:	EEO officers to assign a designated disabilities official at each installation.
RESPONSIBLE OFFICIAL:	Installation EEO Officers/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)
Request each installation name a designated disabilities proponent at each installation, define and document RA process. Coordinate and integrate HR and Legal into this process.	6/30/2009
Each installation to assess or survey managers for Special accommodation needs and submit requirement to CAP, if applicable.	6/30/2009
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OBJECTIVE:	Set procedures in place and track timeliness of processing request and placement of special accommodations.
RESPONSIBLE OFFICIAL:	Installation EEO Officers
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 process is defined and put into motion (ref C.3.E.) report processing and placement of accommodation times to HQ JMC EEO office	4/30/2009
Add as an agenda item to monthly EEO teleconference.	3/31/2009
JMC EEO office to set up reporting system to track timeliness of reasonable accommodation requests.	8/28/2009
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OBJECTIVE:	Establish a reoccurring complaints processing time review.
RESPONSIBLE OFFICIAL:	JMC EEO Officer
DATE OBJECTIVE INITIATED:	1/6/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	4/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Discuss via JMC EEO teleconference. HQ EEO to establish complaints processing time standard and set up reviews of complaints processing time with installation and RIA Garrison EEO officials.	5/29/2009
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OBJECTIVE:	There is no EEO officer on site at CAAA. Currently EEO services are provided by RIA Garrison EEO office. Must determine the most effective and efficient means of servicing CAAA for EEO Complaints and Compliance.
RESPONSIBLE OFFICIAL:	HQ JMC EEO Office/Garrison EEO Officer
DATE OBJECTIVE INITIATED:	1/7/2009
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2009
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Research IMCOM and JMC documents that address duties and function of installation Garrison EEO office responsibilities.	6/26/2009
Determine and document the most effective and efficient future mode of operation for EEO support services at Crane and subordinate installations.	7/31/2009
If deem necessary, identify resource deficiency in future budgets, etc. or research other alternate means of EEO support.	9/25/2009
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