

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

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

**715-01 Part A - D**

For period covering October 1, 2007, to September 30, 2008.			
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>Department of the Army</b>
	1.a. 2 <sup>nd</sup> level reporting component		U.S. Army Materiel Command
	1.b. 3 <sup>rd</sup> level reporting component		U.S. Army Joint Munitions Command
	1.c. 4 <sup>th</sup> level reporting component		
	2. Address		
	3. City, State, Zip Code		
	4. CPDF Code	5. FIPS Code	ARXQ
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees		6,110
	2. Enter total number of temporary employees		26
	3. Enter total number employees paid from non-appropriated funds		166
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>		<b>6,302</b>
<b>PART C</b> 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>
<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
	HQ, Joint Munitions Command		ARXQ 1960
	Pine Bluff Arsenal, Pine Bluff, AR		ARXQ 8040
	Tooele Army Depot, Tooele, UT		ARXQ 49
	Blue Grass AD, Richmond, KY		ARXQ 21

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

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

	Crane Army Ammunition Activity, Crane, IN	ARXQ	18
	McAlester Army Ammunition Plant, McAlester, OK	ARXQ	40
EEO FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:		*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
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

## 715-01 Part E

### EXECUTIVE SUMMARY

#### **Mission and Functions**

##### **Description:**

The Joint Munitions Command (JMC) is headquartered on the US Army Rock Island Arsenal, Rock Island, Illinois. Arsenal Island is nearly one mile wide and three miles long and covers 946.3 acres. Arsenal Island is bordered by Davenport and Bettendorf, IA across the 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 support more than 6000 jobs, making it the second largest employer in the Quad Cities area.

The JMC is responsible for munitions production (ammunition plants) and storage (depots) facilities in 15 states. To accomplish this mission the JMC employs over 6300 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 the 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 nation-wide. (Figure 1)

#### **JMC LOCATIONS**

JMC operates a nationwide network of installations and facilities where conventional ammunition is produced and stored:

##### **Production and Storage:**

- Crane Army Ammunition Activity, Crane, Indiana
- McAlester Army Ammunition Plant, McAlester, Oklahoma
- Pine Bluff Arsenal, Pine Bluff, Arkansas
- Holston Army Ammunition Plant, Kingsport, Tennessee
- Iowa Army Ammunition Plant, Middletown, Iowa
- Kansas Army Ammunition Plant, Parsons, Kansas

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

- Lake City Army Ammunition Plant, Independence, Missouri
- Lone Star Army Ammunition Plant, Texarkana, Texas
- Milan Army Ammunition Plant, Milan, Tennessee
- Mississippi Army Ammunition Plant, Stennis Space Center, Mississippi
- Radford Army Ammunition Plant, Radford, Virginia
- Riverbank Army Ammunition Plant, Riverbank, California
- Scranton Army Ammunition Plant, Scranton, Pennsylvania
- Anniston Munitions Center, Anniston, Alabama
- Blue Grass Army Depot, Richmond, Kentucky
- Hawthorne Army Depot, Hawthorne, Nevada
- Letterkenny Munitions Center, Chambersburg, Pennsylvania
- Red River Munitions Center, Texarkana, Texas
- Tooele Army Depot, Tooele, Utah

***Training and Special Services:***

- Defense Ammunition Center, McAlester, Oklahoma

While all JMC facilities are government-owned, contractors operate the 10 production-only facilities and Hawthorne Army Depot.

***BRAC*** – *The following installations will close by 2009 as part of the 2005 Base Realignment and Closure Commission findings:*

- *Kansas Army Ammunition Plant, Parsons, Kansas*

*The following remaining installations are scheduled to close by 2011 as part of the 2005 Base Realignment and Closure Commission findings:*

- *Lone Star Army Ammunition Plant, Texarkana, Texas*
- *Mississippi Army Ammunition Plant, Stennis Space Center, Mississippi*
- *Riverbank Army Ammunition Plant, Riverbank, California*
- *Red River Munitions Center, Texarkana, Texas*

***Joint Munitions & Lethality Life Cycle Management Command (JM&L LCMC)***

The JM&L LCMC is comprised of the Joint Munitions Command, Program Executive for Ammunition (PEO), and the Armament Research and Development Center (ARDEC).

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

Although PEO, ARDEC, and JMC are closely integrated to provide life-cycle ammunition management, PEO and ARDEC EEO demographics are reported through their respective Major Subordinate Command (MSC) and are not contained in this report.

***JM&L Core Competencies:***

- Research, Development, Engineering
- Acquisition / Program Management
- Logistics, Industrial Operations, and Contracting
- SMCA Executor & Field Operating Activity
- Demilitarization and Disposal
- Industrial Base Management & Transformation
- Munitions Readiness Reporting
- Manage World-Wide Assets
- Centralized Ammunition Management
- Integrated Lethality Solutions

***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). Consequently, the JMC Management Directive (MD) 715 Plan and Report reflects the JMC as a whole rather than a distinct headquarters element. 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 Commanders, 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.

The JMC EEO office has a full time staff of 4 at the headquarters in Rock Island, as well as full time installation EEO managers at all but one of our GOGO installations (Crane Army Ammunition Activity (CAAA), located in Crane, IN).

This report is a compilation of current state of the EEO program at the Joint Munitions command and any proposed corrective actions. 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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

inclusion into a consolidated AMC report in response to a request from the Equal Employment Opportunity Commission (EEOC).

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, one Administrative Support Assistant. See Figure 2.

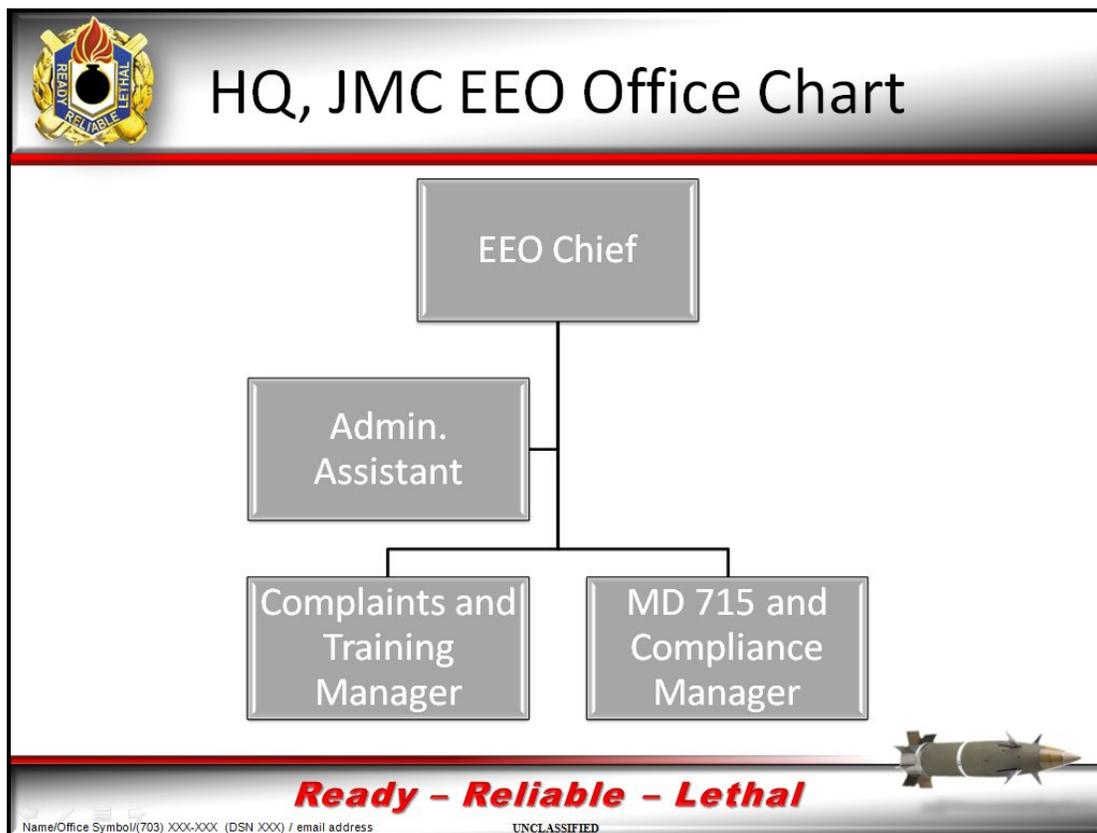


Figure 2

**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,

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

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 for our overall workforce (as well as for Special Occupational Codes (SOC), Federal Nine Categories (Fed Nine), and most populous occupational series) is appropriate due to the size, geographic dispersion and diversity of the JMC workforce.

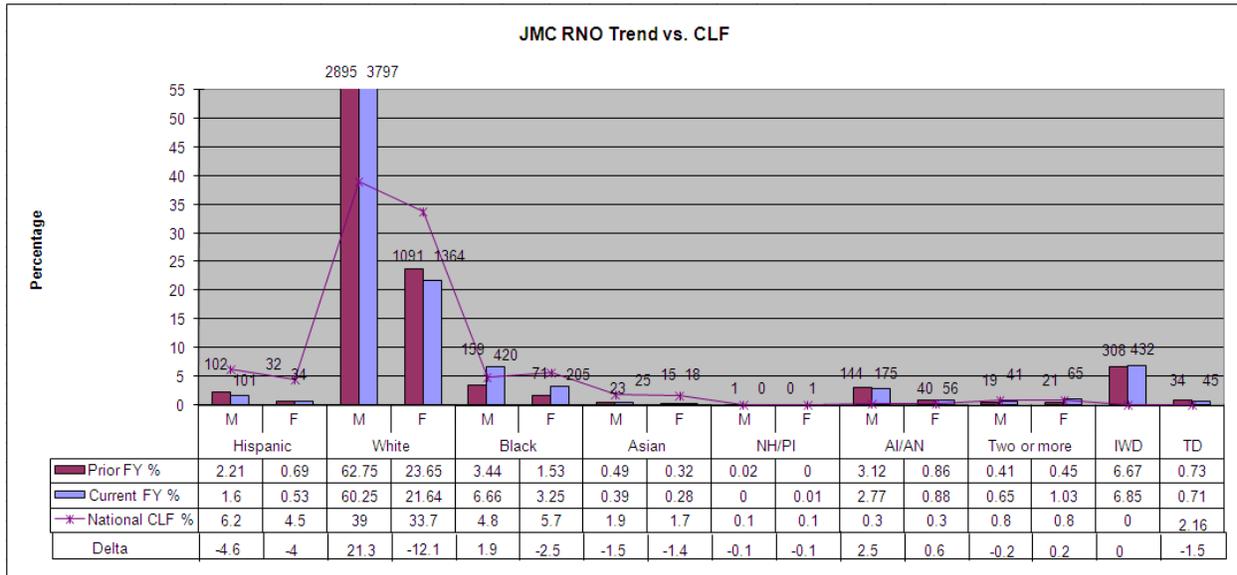
Statistical analyses are conducted to reflect organizational policy on each RNO group and gender group as compared to the Civilian Labor Force (CLF) statistics. These statistics were developed by the U.S. Department of Labor Census Bureau and issued for use to federal agencies by the EEOC. Where analyses 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 JMC WORKFORCE Demographics (a/o 30 Sep 2008)**

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

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



**Figure 3**

As of the end of September in Fiscal Year (FY) 2008, the Command-wide JMC workforce included 6302 civilian employees (AF). Of these, 709 were assigned to the Headquarters in Rock Island, IL and the remainder (5,593) were assigned to subordinate activities in located in Kentucky, Indiana, Utah, Oklahoma, Georgia, Florida, North Carolina, Washington, Texas, New York Colorado, Louisiana, Arkansas and Kansas, Hawaii, Germany, Korea, and Italy.

The JMC civilian appropriated workforce consists of a diverse population that is 72.34% male and 27.65% female. The preponderance of males in the overall workforce is understandable because JMC Wage Grades represent 50% of the workforce, 84% of which are males. Analyses of available workforce data indicate that a majority of Race National Origin (RNO) Groups are substantially below the National CLF with the exception of White and Black men and Native American Men and Women. Overall, the JMC workforce has shortfalls of White Women, Black Women, Hispanic Men & Women and Asian Men & Women when compared to the national CLF as shown in Figure 3 above. The overall gains experienced in Blacks, both men and women, are a direct consequence of the addition of Pine Bluff Arsenal. Due to the remoteness and geographic dispersion of the locations for our production and storage activities, each installation or activity workforce must be evaluated against the most appropriate local CLF terms of availability of minority candidates.

**High Grades:**

EEOC FORM  
U.S. Equal Employment Opportunity Commission

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

High grade employees are comprised of GS/GM/GG grades 14/15 and the Pay Band Grade 03. During FY 08 the total population of JMC high grades was 129, of which 87 (67%) are white males and 31 (24%) are white females, the balance of 11 (9%) represents the minority group employees. Of note is the fact that overall, minority group employees represent 18% of the overall workforce but only 9% of high grades.

**Veterans/Individuals with Disabilities:**

The JMC workforce is comprised of 37.33% Veterans, with 8.16% (516) disabled veterans. The number and percentage of the workforce who receive veteran's compensation is actually somewhat larger than the number and percentage 6.85% (432) of employees who have self-identified as having a disability. Additionally, 1.15% (73) employees chose not disclose information on a disability.

**Promotions:**

	Hispanic		RACE/ETHNICITY (Non-Hispanic or Latino)											
			White		Black		Asian		NH/PI		AI/AN		Two or More	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Fed9 Description	0.97	0.19	52.73	24.21	8.78	8.2	0.58	0.58	0	0.19	2.73	0	0.39	0.39
Current FY%	1.6	0.53	60.25	21.64	6.66	3.25	0.39	0.28	0	0.01	2.77	0.88	0.65	1.03
Delta	-0.63	-0.34	-7.52	2.57	2.12	4.95	0.19	0.3	0	0.18	-0.04	-0.88	-0.26	-0.64

**Figure 4**

**Promotions:**

Promotions appear to be consistently distributed among each RNO group as shown in Figure 4 above.

**Cash Awards:**

An analysis of overall cash awards indicated that they appear to be distributed appropriately across each RNO within the JMC. This trend was consistent at the high grades. A total of 129 JMC employees occupy the positions considered to be high graded (i.e., GS/GM/GG 14 & 15 and Y -03 pay band employees), 89 of these received cash awards. Out of the total awards received. 64 (72%) of those awards went to white males, and 18 (20%) went to white females. The balance 7 (8%) went to the balance of minority groups.

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

**Current Challenges:**

Presently 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 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. Currently individuals with targeted disabilities represent only 0.71% (45) of the JMC total workforce. This representation is below the Federal High of 2.16%. Federal standard for Individuals with Disabilities (IWD) is 7%.

In FY 08, JMC reported 432 persons (6.85%) with disabilities. JMC will continue to make every effort towards increasing representation of individuals with disabilities by educating hiring officials and taking advantage of the Workforce Recruitment Program (WRP). Further, 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.

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. We believe that part of the problem is in the area of self-identification. 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 general, we note underrepresentation of Black women, Hispanic men and women, Asian men and women, and White women throughout the JMC. This trend is consistent throughout major occupational categories and generally across all grade levels, but even lower representation at higher-grade levels (i.e., 14 and above and/or pay bands 3).

**MODEL PROGRAM SUMMARY**

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

**ELEMENT A – DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP**

**Strengths:**

- 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 upon Change of Commanders September 2008. They are currently awaiting signature.

**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.

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

**Strengths:**

- EEO is recognized as an integral part of the JMC Strategic Analysis and Execution (SA&E) Assessment, "Achieve and Sustain a World-Class workforce".
- 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.

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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

- The HQ EEO Office has sufficient monetary resources to accomplish the EEO Mission.
- HQ JMC added a new EEO specialist effective Sep 2008.

**Deficiencies:**

- Not all JMC EEO officials participate in discussions/decisions on installation recruitment strategies, vacancy projections, succession planning, and selections for training and other career development opportunities, or overall strategic planning initiatives. We will emphasize this requirement during training and on-site program evaluation/staff assistance visits.
- Some installations have an insufficient number of personnel (both permanent and collateral duty) to implement a viable EEO program.
- Blue Grass Army Depot has been without an EEO Officer since March 2008.

**ELEMENT C – ENSURING MANAGEMENT AND PROGRAM ACCOUNTABILITY**

**Strengths:**

- The overall JMC, HQ AMC and Army culture is solidly based on accountability.
- Reporting EEO Offices are providing regular EEO briefings and/or informational updates to all serviced commanders, directors and other key officials.

**Deficiencies:**

- All JMC reporting 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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

development and implementation of installation SOPs on Reasonable Accommodations.

## **ELEMENT D – PROACTIVE PREVENTION**

---

### **Strengths:**

- The 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:**

- Some JMC EEO officials have not 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.
- 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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

operations as well as an opportunity to review the quality of services provided to customers.

- Four complaints participated in ADR during the pre-complaint stage in FY 08. Fifteen complaints were offered ADR during the formal stage and twelve accepted (80% ADR acceptance rate). Of the twelve ADR that were accepted and conducted, eight resulted in resolution for a 67% resolution rate. All of the ADR conducted during the formal stage were conducted by IRD mediators.

**Deficiencies:**

- Only 66% of JMC complaints were processed in accordance with the required time-frames. This may indicate a need for additional EEO counselors at the installation level.
- Only 78% of Acceptance/Dismissal letters and 76% of requests for IRD investigators were timely.
- JMC EEO offices do not have access to data collection and analysis systems that permit tracking of:
  - Recruitment efforts to identify potential barriers in accordance with MD 715 standards.
  - Applicant Flow Data - Data collection and analysis systems that allows the ability to identify and evaluate information related to tracking applicant flow data for each selection made by race, national origin, gender and disability.
  - Recruitment/Referral Actions - Consistent access to recruitment actions that permit data analyses of employment trends by race, national origin, gender and disability.

This is a reiteration of a problem identified in Part B. This is being addressed by DOD and HQDA. It is identified because it has an impact on JMC EEO Offices

- Not all reviews for legal sufficiency are handled by a functional unit that is separate and apart from the unit that handles agency representation in EEO complaints. Some reporting installations have only one attorney.

**ELEMENT F – RESPONSIVENESS AND LEGAL COMPLIANCE**

---

**Strengths:**

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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

- 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 Joint Munitions Command (JMC) FY 08 462 REPORT**

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

**Complaints Processed during FY 08 by Installation:**

<b>FY 2008 JMC Complaint</b>			
<b><i>Processing Installation</i></b>		<b><i># of Pre-Complaints</i></b>	<b><i># of Formal Complaints</i></b>
Pine Bluff Arsenal		26	18
Crane		10	7
Tooele		9	2
HQ JMC (Processed by		5	1

EEOC FORM  
U.S. Equal Employment Opportunity Commission

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

Rock Island Arsenal			
McAlester		4	3
HQ JMC (Elevated)		1	2
Blue Grass		1	0
<b>Total</b>		<b>56</b>	<b>33</b>

**Pre-Complaints:** In FY 08, a total of 56 pre-complaints were filed against Joint Munitions Command (JMC) organizations. This is a significant increase from the FY 07 total of 18 pre-complaints; however, we note that the addition of Pine Bluff Arsenal (PBA) to the JMC accounted for 26 of the additional pre-complaints

With respect to the processing of the 56 pre-complaints, 52 were processed using traditional counseling and 4 were processed through alternative dispute resolution (ADR). Thirty five (35) or 67% of the fifty two (52) complaints that utilized traditional counseling were processed within the regulatory timelines. All four (4) or 100% of pre-complaints utilizing ADR were processed in consonance regulatory timelines.

**Formal Complaints:** In FY 08, 33 formal complaints were filed against JMC activities. This, again, is a significant increase from the FY 07 total of 14 formal complaints. Again, the primary cause of the increase was the eighteen (18) formal complaints filed at Pine Bluff Arsenal.

Of the total 33 formal complaints, 23 were accepted for investigations, eight (8) were dismissed, one (1) was resolved through a Negotiated Settlement Agreement, and one (1) was awaiting a decision on whether to accept/dismiss at end of the fiscal year. Of the 31 formal complaints accepted or dismissed during FY 08, 24 (77%) were accepted/dismissed within regulatory guidelines of fifteen days, this represents an overall improvement of 8% from the 69% timeliness during FY 07.

**Investigations:**

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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

JMC organizations made twenty (20) requests for investigation. Fifteen (75%) were requested within the regulatory time-frame of fifteen days. This is an improvement of 37% from FY 07. At the end of FY 08, two complaints were awaiting a request for investigation and 1 complaint, accepted for investigation, was resolved by a negotiated settlement agreement prior to the request for an investigation.

Of the twenty FY 08 requests for investigation, five (5) were investigated: Three (3) of the five, 60%, were investigated within the allowable time frames, and 2 (40%) were not. Of the remaining fifteen (15) complaints - five (5) complaints were resolved during IRD mediations (ADR), seven (7) complaints still await investigation, two (2) complaints were resolved (NSA-non ADR) prior to the investigation, and 1 complaint was withdrawn prior to the investigation. Additionally, one complaint that was filed in FY 07 completed investigation in FY 08. This complaint was also processed in a timely manner.

The total cost for IRD investigations in FY 08, whether completed or resolved before investigation, was \$6,500.00. The total FY 08 cost of court reporters was \$5,246.27.

Even though FY 08 showed some improvements in overall complaint processing times, we recognize that complaint processing timeliness issues remain. The HQ JMC EEO office will continue to provide guidance and emphasize timeliness requirements.

**Remands:**

During FY 08, five (5) JMC complaints were remanded back to the agency for additional processing. EEOC Office of Federal Operations (OFO) remanded four complaints originally dismissed by JMC EEO Officers. An EEOC Judge remanded one (1) complaint back to the agency for a Final Army Decision (FAD).

**Alternative Dispute Resolution (ADR):**

Fifteen complainants were offered ADR during the formal stage and twelve accepted. Of the twelve ADRs that were accepted and conducted, eight resulted in resolution. IRD mediators mediated all JMC ADR sessions during FY 08. It appears that ADR is more acceptable to JMC employees at the formal stage of the processing of complaints. The HQ JMC EEO office will address ADR concerns with

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

leadership during staff assistance visits. We will also recommend that JMC EEO Officers and EEO servicing offices continue to offer ADR at the pre-complaint stage and conduct ADR training for their workforce.

**Bases and Issues of Complaints:**

The bases of the 56 pre-complaints filed during FY 08 were as follows: Race (Black) – 19 (23%), Sex (Female) – 13 (16%), Disability (Physical) – 12 (15%), Age – 10 (12%), Reprisal – 10 (12%), Disability (Mental) – 5 (6%), National Origin (Hispanic) – 4 (5%), Sex (Male) – 3 (4%), Non-EEO – 3 (4%), Race (White) -1 (1%), Religion – 1 (1%).

Issues given rise to complaints at the JMC were during FY 08 were – Promotion/Non-selection – 24 (35%), Harassment (non-sexual) – 8 (12%), Appt/Hire – 7 (10%), Other – 6 (9%), Termination – 5 (7%), Training – 5 (7%), Assignment of Duties – 3 (4%), Harassment (sexual) – 3 (4%), Suspension – 2 (3%), Awards – 2 (3%), Evaluation – 1 (2%), Term Condition of Employment – 1 (2%), Reassignment – 1 (2%).

**Monetary and Non-monetary corrective Actions:**

The total cost for settlements with monetary benefits during the pre-complaint stage was a \$750.00 lump sum payment. Monetary benefits at the formal stage totaled \$72,369.24, which included \$52,268.04 in attorney fees, \$10,650.00 lump sum payments, \$7,500.00 compensatory damages, and \$1,951.20 back-pay payment.

The following are non-monetary corrective actions provided to settle complaints: Restoration of sick leave and annual leave, purging of personnel files, priority consideration, disciplinary action rescinded, promotion, performance awards, time-off award, reassignment, personnel action rescinded, detail, change to lower grade w/ pay retention, face-to-face meeting w/selection official and other corrective actions.

**Formal, Complaints Closed and Remaining:**

During FY 08, JMC organizations processed a total of 49 JMC formal complaints (including 15 that remained opened from FY 07). Of the 49 total complaints, 34 were closed during this FY. The table below depicts how these complaints were closed.

JMC Complaint Closures in FY 2008
-----------------------------------

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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

Settlements (non ADR)	Settlements (ADR)	Withdrawals	Dismissals	Final Army Decision	Final Army Action
10	6	5	10	2	1

At the end of the fiscal year, 15 formal complaints remained open at various stages of the complaint process. Six (6) complaints were awaiting investigation/ reports of investigation (ROI), 4 were awaiting EEOC Hearing, 2 awaiting acceptance/dismissal, 2 awaiting request for investigation, and 1 awaiting a Final Army Decision.

**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 JMC MCR team was successful in obtaining one 15 week student and four 10 week students for the summer. The students hired for the summer of FY 08 consisted of a larger proportion of Hispanics than has been in the past. JMC plans to recruit over 25 students in FY09. We are also building relationships with National Association for Equal Opportunity (NAFEO) as an additional means to reach minority students.

Currently MCRP college participates are: University of Texas, at El Paso, New Mexico State University, Tennessee State University and Alcorn State University. 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.

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

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

**715-01 Part F**

**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.

EEO Chief Signature \_\_\_\_\_

1/7/2009

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

EEOC FORM  
U.S. Equal Employment Opportunity Commission

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

**715-01 PART G**  
**AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> <b>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</b>				
 <b>Compliance Indicator</b>	<b>EEO policy statements are up-to-date.</b>	<b>Measure has been met</b>		<b>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</b>
		 <b>Measures</b>	Yes	
	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	This is inconsistent throughout the JMC. We will address during staff visits.
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X	This is inconsistent throughout the JMC. We will address during staff visits.
 <b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>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</b>
		 <b>Measures</b>	Yes	
	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		
 <b>Compliance Indicator</b>	<b>Agency EEO policy is vigorously enforced by agency management.</b>	<b>Measure has been met</b>		<b>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</b>
		 <b>Measures</b>	Yes	
	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		

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

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

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 finalize reasonable accommodation (RA)procedures.	
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X	Need to finalize reasonable accommodation (RA)procedures and then train on those procedures	
<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> <b>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.</b>				
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)]		X	Most report thru the CEA. JMC EEO Officer reports to Chief of Staff. This is not a problem with the exception of CAAA. There is no EEO Officer on site. RIA Garrison EEO officer is carrying these duties today. This is up for review in FY 09.	
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			

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

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

If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
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		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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		
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		
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		
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	Few JMC entities have regular scheduled review by G1, Legal & EEO.
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		we will verify in future visits.
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	

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

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

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		
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		
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		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
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		
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		
 <b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		<b>Yes</b>	<b>No</b>	
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		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		

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

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

Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. Â§ 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
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		
<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> <b>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.</b>				
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
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		
 <b>Compliance Indicator</b>	<b>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)]</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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	This needs to be scheduled.
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	This needs to be scheduled.
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	This needs to be scheduled.

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

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

 <b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>		<b>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</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	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	No written procedures.
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
 <b>Compliance Indicator</b>	<b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>	<b>Measure has been met</b>		<b>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</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>				
	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	Limited involvement of senior managers, to date.
	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	Limited involvement of senior managers, to date.
	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X	Limited involvement of senior managers, to date.
	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		

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

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

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		
 <b>Compliance Indicator</b>	<b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		
<b>Essential Element E: EFFICIENCY</b>				
<b>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.</b>				
 <b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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	None designated by JMC.
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			X	No procedures.
 <b>Compliance Indicator</b>	<b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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		

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

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

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		
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		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		Yes	No	

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

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

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		
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		
 <b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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		
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		DA has this action. It is out of JMC control.
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		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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	In most cases, legal reviews and agency reps are accomplished by the same unit or individual. This is not a problem.

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

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

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		
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> <b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>				
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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		
 <b>Compliance Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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		
 <b>Compliance Indicator</b>	<b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>	<b>Measure has been met</b>		<b>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</b>
 <b>Measures</b>		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		

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

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

Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
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		

**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	

**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 D (A.1.D) Uncertainty of EEO policy training and communication upon employee promotions.
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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. 3, Sub K (A.3.K.) Have a procedures for reasonable accommodation for individuals with disabilities been made readily available
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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 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. 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
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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 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.F. 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 agency's strategic plan?
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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:	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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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. 3, Sub L (A.3.L) Managers and Supervisors have been trained on their responsibilities on the Reasonable Accommodations (RA) procedures consistently throughout JMC.
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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:	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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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 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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
Did not accomplish this in FY 2008 due to staffing shortfalls and work priorities. Moved to FY 2009	

**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 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 C (D.1.C.) Managers are not consistent with corrective action plans or incorporation into agency strategic plan.
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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 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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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 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 E (E.1.E) There are no procedures in place to assess timeliness of disabilities accommodation requests.
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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 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. Part 3. Sub A. (E.3.A.) No reoccurring review of processing time from HQ down to installation level.
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

**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 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.1.A. The EEO Officer is not directly accessible and under the direct supervision of the agency head.
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
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

**715-01 PART I**  
**EEO Plan To Eliminate Identified Barrier**

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

<p>EEOC FORM          715-01 PART I</p> <p><b>EEO Plan To Eliminate Identified Barrier</b></p>
--

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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

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

**715-01 PART J**  
**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities**

<b>Part I Department of Agency Information</b>	1. Agency	1. Department of the Army								
	1.a. 2 <sup>nd</sup> Level Component	1.a. U.S. Army Materiel Command								
	1.b. 3 <sup>rd</sup> Level or lower	1.b. U.S. Army Joint Munitions Command								
<b>Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... Beginning of FY.		... End of FY.		Net Change				
		Number	%	Number	%	Number	%			
	Total Work Force	4,502	100.00%	6,134	100.00%	1,632	36.25%			
	Reportable Disability	302	6.70%	424	6.91%	122	40.39%			
	Targeted Disability*	34	0.75%	45	0.73%	11	32.35%			
	* 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		
	<b>Part III Participation Rates In Agency Employment Programs</b>									
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>		
		#	%	#	%	#	%	#	%	
3. Competitive Promotions	512	32	6.25%	0	0.00%	8	1.56%	472	92.18%	
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	
5. Employee Career Development Programs	1,761	114	6.47%	12	0.68%	28	1.59%	1,617	91.82%	
5.a. Grades 5 - 12	4,954	346	6.98%	35	0.70%	59	1.19%	4,548	91.80%	
5.b. Grades 13 - 14	259	11	4.24%	1	0.38%	2	0.77%	245	94.59%	
5.c. Grade 15/SES	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%	
6. Employee Recognition and Awards	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	

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

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

6.a. Time-Off Awards (Total hrs awarded)	156	15	9.61%	2	1.28%	5	3.20%	136	87.17 %
6.b. Cash Awards (total \$\$\$ awarded)	3,806	278	7.30%	33	0.86%	40	1.05%	3,486	91.59 %
6.c. Quality-Step Increase	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
EEOC FORM <b>715-01</b> Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification and Elimination of Barriers	None known at this point.								
<b>Part V</b> Goals for Targeted Disabilities	Increased awareness of the 2% Targeted Disabilities by 2010 goal. Increased emphasis and monitoring. Reference actions in Part H, Element B.2.E. and C.2.A-C.								

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

## 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:**

EEOC FORM  
U.S. Equal Employment Opportunity Commission

US ARMY JOINT MUNITIONS COMMAND ANNUAL EEO PROGRAM STATUS REPORT

- **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

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

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

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

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

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

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

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

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

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.

-

**11U.S. ARMY  
JOINT MUNITIONS COMMAND  
(JMC)**



**DISABLED VETERANS  
2009 PROGRAM PLAN AND  
ACCOMPLISHMENT REPORT FOR  
FY 2008**

**31 October 2008**

**Joint Munitions Command  
Disabled Veterans Affirmative Action Program (DVAAP)  
Fiscal Year 2008**

**IDENTIFYING INFORMATION**

**A. Name and Address of Organization:  
US Army Joint Munitions Command**

**B. Name and Title of Designated DVAAP Official/Contact Person  
Telephone and FAX Numbers:  
Chief, Equal Employment Opportunity Office**

**CERTIFICATION:** I certify that the above named agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP) plan and the program is being implemented as required by 38 U.S.C. §4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP 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**

**JMC - FY 2008 DISABLED VETERANS' AFFIRMATIVE**

**JMC - FY 2008 DISABLED VETERANS' AFFIRMATIVE  
ACTION PROGRAM PLAN ACCOMPLISHMENT  
REPORT**

**JMC REPORT ON DVAAP IMPLEMENTATION**

**Analysis of Permanent Workforce:** In accordance with HQ AMC guidance, this report serves as the FY 2008 report on the status of disabled veterans in the JMC workforce, and measures the efficacy of our efforts to recruit and develop disabled veteran employees as an integral part of the JMC workforce. The following tables consist of FY 2008 year-end data extracted from the Defense Civilian Personnel Database System (DCPDS) as of 30 Sep 2008.

The overall Demographics of the JMC were impacted in FY 2008 by the addition of the Pine Bluff Arsenal workforce to the JMC. Additional skewing of the below statistical representation was caused by the large number of retirements and the transfer of positions from the GS/GG/GM categories to pay bands. Essentially, the FY 2008 year-end work force data is equivalent to a new base line.

**Analysis of Permanent Workforce – all JMC Employees:**

Categories	Total (6,326)	GS/GM (1-12) (2,126)	GS/GM 13+ (234)	Wage System (3,141)	Pay Banding (825)
Prior FY Disabled Veterans (DV) % Prior FY Representation	384 8.45%	209 13.16%	10 4.90%	175 8.29%	66 10.54%
Current FY Disabled Veterans % Current FY Representation	516 8.41%	189 -3.08%	14 5.98%	233 7.42%	80 9.69%
Population Change % Population Change*	132 34.38%	20 -9.57%	4 0%	58 33.14%	14 21.21%

Categories	Prof (340)	Admin (1,606)	Technical (517)	Clerical (144)	Other (579)	Blue Collar (3141)
Prior FY Disabled Veterans % Prior FY Representation	15 5.70%	120 8.65%	25 6.70%	14 11.48%	37 12.85%	175 8.29%
Current FY Disabled Veterans % Current FY Representation	18 5.29%	136 8.47%	49 9.48%	13 9.03%	67 11.57%	233 7.42%
Population Change % Population Change*	3 20.0%	16 13.33%	16 64.00%	-1 -7.14%	30 81.08%	58 33.14%

Categories	Total (6,326)	30% DV GS 1-12 (2,126)	30% DV GS/GM 13+ (234)	30% DV Wage System (3,141)	30% DV Pay Banding (825)
Prior FY 30% Disabled Veterans Prior FY Representation 30% DV	181 3.98%	63 3.97%	4 1.82%	81 3.84%	33 5.27%
Current FY 30% DV % Current FY Representation	261 4.13%	107 5.03%	5 2.14%	108 3.44%	41 4.97%
Population Change % Population Change*	80 44.19%	44 69.84%	1 25.0%	27 33.33%	8 24.24%

- Divide population change, +/-, by the total within that category. Resulting % may be a +/-

## I. RECRUITMENT AND EMPLOYMENT METHODS

### A. Policy:

It is the policy of the JMC that qualified individuals with disabilities and disabled veterans will receive full consideration for employment, training and advancement opportunities. The role of the JMC EEO Office is to ensure that JMC Command policies are carried out at the installation level where installation policy statements emphasize support of civilian employees and job applicants based on abilities and merit regardless

of race, color, religion, sex (gender), national origin, age, or physical or mental disability. Both Command and local installation policy statements are required to be re-signed annually in compliance with the provisions of MD 715.

## **B. Methods:**

Servicing Civilian Personnel Advisory Centers (CPACs) use the U.S. Office of Personnel Management (OPM) Centralized Applicant Referral System (CARS) to verify the status of disabled veterans' applications.

JMC reporting installations have participated in job fairs, seminars, and career days. They have utilized representatives from state and local employment and rehabilitation organizations to provide placement assistance for Individuals with Disabilities (IWDs), to include Disabled Veterans. These agencies can certify individuals with disabilities for specific jobs enabling the use of non-competitive (Schedule A) appointing authorities. One installation utilizes a committee for individuals with disabilities (IWDs) which continues to maintain regular contact with local veteran groups and provides information on upcoming vacancies.

Information on special hiring authorities is available to any disabled veteran who visits a JMC activity CPAC and/or EEO office and is available on local and national Army employment websites. Because of the presence of disabled veterans throughout the Army workforce, CPAC and EEO staff members are well acquainted with veteran's programs, preferences and special appointment authorities. The Army Career and Alumni Program (ACAP) is another agency program which assists transitioning soldiers in seeking civilian employment opportunities within the Army.

JMC headquarters and installation vacancy announcements are listed on the Internet (i.e., USAJOBS and the ARMY CPOL on-line) to ensure the widest distribution of information. One installation EEO office has established an email communication tree, which includes local community veteran organizations. The communication tree is utilized to inform local organizations of local hiring opportunities. Another installation works closely with the State Career Center in both disseminating information to and gathering information from disabled veterans.

Civilian Personnel Operations Centers (CPOCs), process all recruitment actions for JMC Installations. Commanders, directors and managers receive advisory guidance from the servicing Civilian Personnel Advisory Center (CPAC). JMC reporting installations regularly use Veterans Readjustment Appointments (VRA), Veteran Employment Opportunity Act (VEOA), and other special authorities for veterans who have a 30 percent compensable disability, thus utilizing veterans as a key hiring pool.

Training courses for new supervisors provide sessions on recruitment and placement which include discussions of veterans programs and special hiring authorities available for employment of disabled veterans and individuals with disabilities.

## **II. METHODS USED TO PROVIDE OR IMPROVE INTERNAL ADVANCEMENT OPPORTUNITIES FOR DISABLED VETERANS.**

Merit promotion, intern and upward mobility vacancy announcements are available to all JMC garrison employees. Job announcements can be accessed via the Intranet. Subject to hiring and budgetary restrictions, JMC job announcements include statements that allow the hiring of veterans under the Veteran Employment Opportunity Act (VEOA). Under VEOA Veterans may compete concurrently with other in-service applicants. Further, all veterans appointed under the VRA, who have less than 15 years of formal education are required to have a formal training plan for at least the first two years of employment.

JMC disabled veteran employees may request a reassignment to a specific position and, if qualified, may be referred non-competitively when the position in question becomes vacant. Several JMC EEO offices disseminate information of the DOD Computer-Electronics Accommodation Program (CAP) which can provide electronic accommodations for employees with certain disabilities, to include disabled veterans. When feasible, positions can be restructured to facilitate placement of Disabled Veterans and/or Individuals with disabilities. Surveys are conducted to ensure that we are continuing to remove physical and architectural barriers which impede the placement of Disabled Veterans and individuals with physical disabilities.

Some installations utilize formal mentoring programs, which are available to all employees. Disabled veteran employees who are seeking higher levels of employment can take advantage of the mentoring program to learn and improve skills in critical areas. All employees, including Disabled Veterans and individuals with disabilities are encouraged to participate in available installation training opportunities and correspondence courses to improve their job skills and qualifications for higher-level positions.

## **III. MONITORING, REVIEW AND EVALUATION OF MAJOR COMMAND (MACOM)/INDEPENDENT REPORTING ACTIVITIES (IRA) PROGRAMS.**

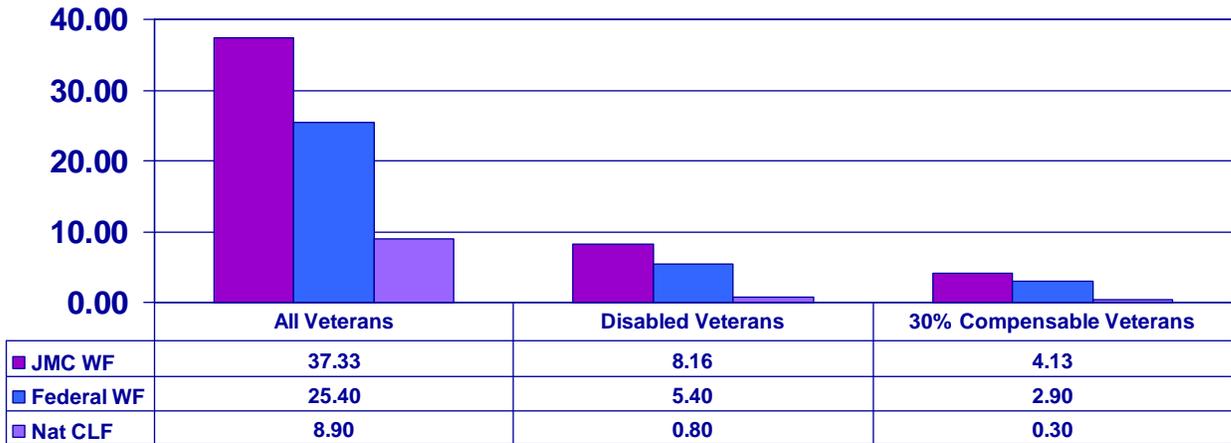
The JMC EEO Office has a regular and recurring program to monitor, review and evaluate reporting installations to ensure programmatic compliance and implementation of JMC EEO policies. Each JMC reporting offices must submit a copy of their DVAAP Annual Affirmative Action Accomplishment Report which is used in compiling the JMC input to the JMC DVAAP Plan and Report. Further, the installation status is monitored by regular and recurring on-site staff assistance visits.

**IV. PROGRESS IN IMPLEMENTING AFFIRMATIVE ACTION PLAN.**



## Overall JMC DVAAP Demographics

### FY 2008 JMC vs Federal WF & National CLF



The JMC is proud of its efforts in the employment of veterans (37.33 percent of JMC workforce), disabled veterans (8.16 percent of JMC workforce) and 30% or more compensable disabled veterans (4.13 percent of JMC workforce). These workforce percentages exceed those of the Federal workforce as a whole and are exceptional when compared to the overall National Civilian Labor Force representation.

We will closely monitor this vital area to ensure that there is continued emphasis on the hiring and advancement of Disabled Veterans. The JMC is committed to its responsibility to ensure Disabled Veterans are treated fairly and affirms its commitment to the hiring, development, promotion and retention of Disabled Veterans.