

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EXECUTIVE SUMMARY for Blue Grass Army Depot

This FY 09 annual EEO Program Status Report covers the Blue Grass Army Depot, Richmond, KY. The EEO Office mission is to advise the Commander and management officials on any issues involving EEO and Affirmative Employment, to provide EEO training, POSH (Prevention of Sexual Harassment) training, ADR (Alternate Dispute Resolution), and managing all stages of the complaint process. The EEO Office develops the installation's annual MD 715 Report, which is a tool to achieve equal opportunity and includes a program of self analysis, problem identification, data analysis, policy statements, objectives and action items for eliminating discriminatory policies and practices. The EEO Office ensures a high quality, diverse motivated workforce, which is a key objective of the Depot's Strategic Plan.

This report has been prepared in accordance with Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD 715) and provides an assessment of the progress made by the Depot in identifying and eliminating barriers to the equitable treatment and participation of all employees including women, minorities and persons with disabilities in the Depot workforce from October 2008 through September 2009.

This FY 09 EEO Program Status Report covers the Blue Grass Army Depot, Richmond, KY and serviced tenants with ISSAs including: Blue Grass Chemical Activity (BGCA), Test, Measurement & Diagnostic Equipment (TMDE), US Army Medical Activities, Civilian Personnel Advisory Center (CPAC), US Army Special Operations Forces Support Activity (SOFSA) located at Lexington Station, CHRA, and Special Projects Support Activity (SPSA).

This MD 715 provides a framework for the development of policies, responsibilities, and procedures for establishing the federal agency annual EEO Program Status Report. It consists of EEO Forms 715-01 with Parts A-d, E, F, H, I and Workforce Data Tables that identify the profiles by race, ethnicity, gender and disability. Tables will fall in order of A-1 followed by B-1 and so on. It also provides a summary of work force profiles by occupational groups, grades and major occupations.

Mission: The Blue Grass Army Depot has 66 years of experience in the receipt, storage, inspection, issue, maintenance, renovation and demilitarization of various types of ammunition. The mission of the Blue Grass Army Depot is to store and provide munitions, chemical defense equipment and special operations support to the Department of Defense. The depot produces weapon systems, combat vehicle and ammunition components to fill critical Warfighter requirements.

The Depot recently experienced expansion of capabilities, projects, and missions unlike any other time in its history. In FY 08, it increased its workforce by more than 200 employees and increased its revenue from \$90 million to \$137 million. This growth is attributed to the conversion of contract security guard positions to General Schedule (GS) positions and projects in the Industrial Services Division.

EEOC FORM
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Major Functions: To provide munitions, chemical material, surveillance, and Special Operations support to the Department of Defense. The depot also provides allied trades and fabrication support to a government-owned, contractor-operated facility and is a primary center for surveillance receipt, storage, issue, testing, and minor repair of chemical defense equipment. Many Reserve and National Guard units have found the mild climate and diverse terrain an ideal location for their training requirements Blue Grass Depot, matches its workload with that of the units to provide real-time training opportunities and increase the depot's productivity. BGAD is committed to assuring safe and secure operations management that encompassed storage, maintenance, destruction, and emergency preparedness. BGAD works closely with the Federal Emergency Management Agency with respect to off-site emergency preparedness.

Some major strengths and deficiencies are noted below from AMC's model EEO program include:

Strengths:

- EEO Officer recently set up recurring quarterly meetings with directors and site commanders to provide EEO updates and provide individual advisory services.
- Recently revised EEO and prevention of Sexual Harassment Command Policy Letters, which were appropriately coordinated through and approved by the labor counselor, CPAC, and AFGE Union.
- Agency has conducted trend analyses of workforce profiles by race, national origin, sex and disability.
- The EEO Officer has developed a cooperative relationship with the depot and JMC Inspector Generals (IG) and is consulted during all on site inspections.
- CPAC and EEO are working together to establish plans and timelines to review and identify systemic barriers that cause statistically established underrepresentation.
- Developing annual and refresher EEO training that will advise employees of penalties for violating federal anti-discrimination laws.
- Recently conducted trend analyses for workforce profiles; major occupations; grade level distribution; compensation and reward system; and effects of management/personnel policies, procedures and practices by race, national origin, sex, and disability.
- Management, through standing, recurring face-to-face meetings are apprised of EEO complaint trend data and consulted on triggers or barriers, along with plans to remove them.
- Continue to participate in recurring teleconferences with EEO Officials at JMC and AMC to keep up to date on changes in law, policies and procedures.

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- Continue to ensure the agency has sufficient staffing, funding and authority to comply with time frames in accordance with the EEOC regulation for processing EEO complaints of discrimination.
- Recently received training on DA's EEO software program, iComplaints, and will receive training soon on MD 715 Reporter software, which will allow compliant tracking of EEO complaints and EEOC MD 715 information. More training is needed in BOA.
- Conducted New Employee Orientation and specialized training for senior leaders. Also, facilitated the training, by request, for two serviced organizations – Blue Grass Chemical Activity and Bluegrass Station. Training will serve as the model for annual and refresher training, ensuring managers are provided with the interpersonal and communication skills required to manage a diverse workforce.
- Developing system to track disciplinary actions taken against employees found to have violated EEO policy or laws and to track reasonable accommodation decisions/actions to ensure compliance with No FEAR and MD 715 reporting requirements.
- Strengthening ADR program by designing ADR brochures, posting additional ADR info on website, creating an ADR agency plan, and including ADR as part of EEO training.
- Continue to track Applicant flow data to determine if women and minorities are applying for positions at BGAD.
- Continuously review iComplaints system to ensure accountability for timely compliance with orders issued by EEOC Administrative Judges. Also, included this item as a performance objective, which will be evaluated on appraisals.
- All negotiated settlement agreements and letters of acceptance or dismissal are reviewed by the depot labor counselor for legal sufficiency.