

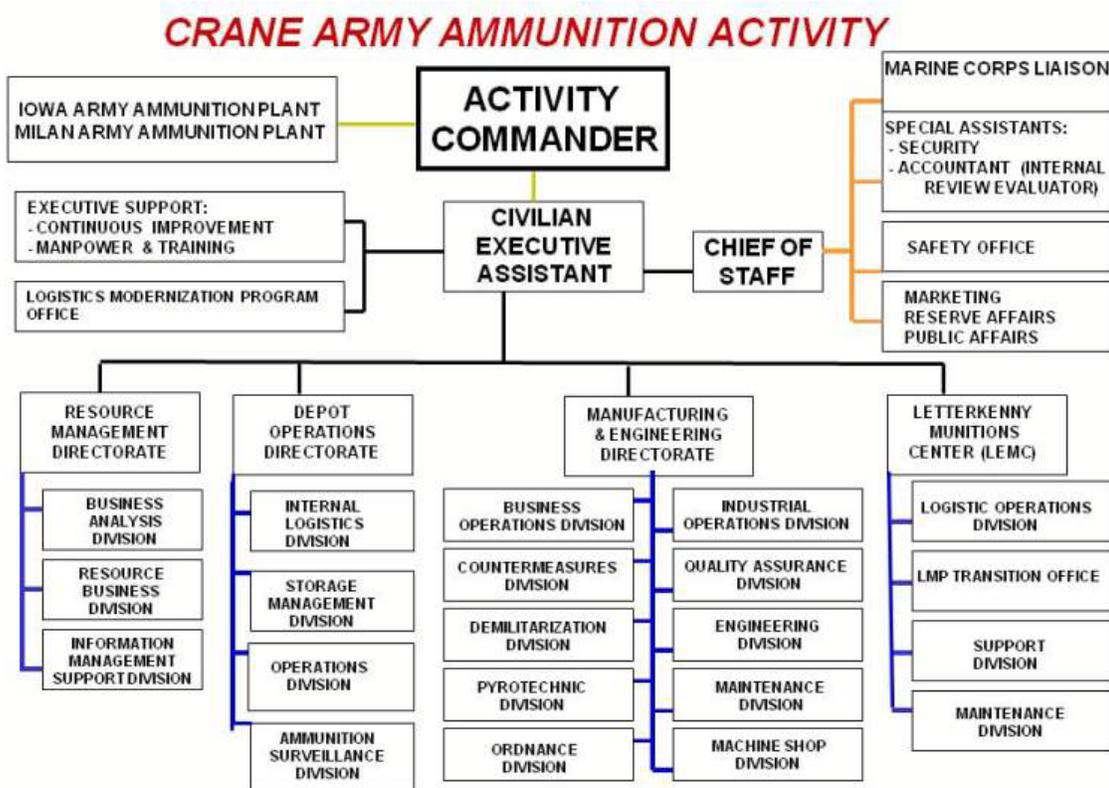
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**EXECUTIVE SUMMARY for Crane Army Ammunition Activity**

The mission of Crane Army Ammunition Activity (CAAA) is to receive, store, ship, produce, renovate, and demil conventional ammunition, missiles and related components to meet contingency requirements in support of the war fighter. CAAA is located on over 60, 000 acres. The area contains buildings, roads, rails, a railroad and lake. Crane has 17 production areas, 1800 Ammo storage magazines and over 700 employees.

Crane has a full time business staff that provides quality services to industry partners in support of the war fighter, in addition to a full time staff of Lean Six Sigma specialists. Crane has a continuous goal to minimize waste streams and maximize resource recovery and recycling. Crane ships over 50, 000 short tons of conventional ammunition to the Joint War fighter in support of world-wide operations and supports their magazines with rail and truck access. Crane’s machine shop is equipped with up to date manufacturing technologies and equipment. CAAA manufactures various types of conventional ammunition including pyrotechnics, aircraft countermeasures, and navy gun ordnance. Visit [www.crane.army.mil](http://www.crane.army.mil) for a more thorough list of Crane's capabilities.

The below figure is the CAAA Organization Structure:



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

- Commanders and Directors have signed and issued EEO policies within 6-9 months of installation date. The Colonel at Crane issued his policy statements within two weeks of his installation.
- Employees are informed about the EEO policy. EEO policy statements are placed Crane's intranet.
- The EEO Manager is a key staff member and advisor to not only the Installation Garrison Manager but also the Colonel at Crane.
- The Garrison EEO Office is staffed with 6 full-time personnel and 10 collateral duty EEO Counselors. Two full-time EEO specialists serve as the Special Emphasis Program Manager and IWDPM. The full-time Individuals with Disabilities Program Manager (IWDPM) and EEO Officer were hired and arrived in May and June respectively. The current EEO Officer is a seasoned professional with a diverse background to conduct analyses required by MD 715. The USAG-RIA has a collateral duty Federal Women's and Black Employment program manager and two full-time EEO specialists serving as the Special Emphasis Program Manager (SEPM) and IWDPM. In FY 09 the SEPM assumed the role of Hispanic Employment Manager as well.
- USAG-RIA EEO staff members attended the Minority College Relations Program (MCRP) meetings under Army Sustainment Command EEO office, assisted with welcome packets for spring and intern hires, and provided suggestions for housing of students in FY 09. Crane hired 1 FCIP and 2 winter interns from the MCRP.
- The EEO program is championed by leadership through regular communications charging managers and supervisors with the responsibility to prevent and promptly correct harassment and other discriminatory behavior. EEO officials are involved in critical workplace decisions and discussions regarding transformation, policy development and management employment relations. EEO officials meet regularly with commands on EEO Program updates and complaints. Civilian Personnel Advisory Center personnel and Legal representatives meet with EEO officials on a regular and routine basis to discuss any workplace concerns, complaints and potential problems. The State of Agency briefings have been conducted the major organizations on the island.
- The EEO Official and staff will meet quarterly with agency heads, managers, and directors reminding leadership of their obligation to prevent discrimination and best practices.
- Proactive education and training seminars have been developed, conducted and coordinated by the EEO staff to help deter EEO complaints and to improve the EEO climate. In February of 2009, the USAG-RIA EEO Staff conducted Reasonable Accommodation, Prevention of Sexual Harassment and Counselor Training for Crane.