



FY21

Equal Employment Opportunity



**Installation Management Command
Management Directive 715**



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

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EEOC FORM 715-01 PART A - D			
For period covering October 1, 2020, to September 30, 2021.			
PART A Department or Agency Identifying Information	1. Agency		Department of the Army
	1.a. 2 nd level reporting component		Installation Management Command (IMCOM)
	1.b. 3 rd level reporting component		IMCOM Directorate – Sustainment (ID-S)
	1.c. 4 th level reporting component		USAG, Aberdeen Proving Ground
	2. Address		6488 Rodman Road, Bldg. 4305, Suite 111
	3. City, State, Zip Code		Aberdeen Proving Ground MD 21005
	4. Agency Code	5. FIPS Code	ARBA
PART B Total Employment	1. Enter total number of permanent workforce		628
	2. Enter total number of temporary workforce		14
	3. Enter total number employees paid from non-appropriated funds		252
	TOTAL Workforce [add lines]		894
PART C.1 Head of Agency and Head of Agency Designee	Agency Leadership		Name & Title
	1. Head of Agency		COL John M. Casiano, Garrison Commander
	2. Head of Agency Designee		Mr. Bruce Griggs, Deputy Garrison Commander
EEO Program Staff		Name, Title, Series, Pay Plan and Grade	
PART C.2 Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Principal EEO Director/Official		Mr. Deicherrie V. Stackhouse, EEO Officer
	2. Affirmative Employment Program Manager		Mr. Deicherrie V. Stackhouse, EEO Officer
	3. Complaint Processing Program Manager		Ms. Monique N. Moore, EEO Specialist
	4. Former Disability Program Manager (SEPM)		Mr. William Paolicelli, EEO Specialist (Oct 2020-April 2021)
	5. Disability Program Manager (SEPM)		Ms. Lavon Forbes, EEO Specialist (April 2021-30 September 2021)
	6. Other Responsible EEO Staff		Ms. Crystal Gant, EEO Specialist
	7. Other Responsible EEO Staff		Ms. Antoinette Brown, EEO Specialist, Intern
	8.		

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EEOC FORM 715-01 PART A - D				
For period covering October 1, 2021, to September 30, 2022.				
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		Agency and FIPS Codes	
PART D.2 Mandatory and Optional Documents for this Report	Did the agency submit the following documents		Please respond Yes or No	Comments
	Organizational Chart		Yes	Completed uploaded into the Reporter
	462 Report		Yes	Completed uploaded into the Reporter
	EEO Policy		Yes	Completed uploaded into the Reporter
	Anti-harassment Policy		No	
	Disabled Veterans Affirmative Action Plan		Yes	Completed uploaded into the Reporter
	FEORP		No	
	Facility Accessibility Surveys		No	
	Hispanic 9 point Plan		Yes	Completed uploaded into the Reporter

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**715 - PART E
EXECUTIVE SUMMARY**

Organization info:

Mission: IMCOM delivers quality base support from the Strategic Support Area, enabling readiness for a globally responsive Army:

<https://home.army.mil/apg/index.php/about/Garrison/EEO>.

Location and Employees: Aberdeen Proving Ground (APG), and Edgewood are located in Harford County, MD and Adelphi Laboratory Center, Adelphi, Maryland (Prince Georges County). APG falls under the Sustainment Directorate (ID-S) of the Installation Management Command (IMCOM) and provides Base Operations Support, Quality of Life, and Services Essential to the entire APG Community and the Warfighting Mission. APG is Harford counties largest employers.

Workforce: The APG Garrison workforce has **894** employees (including NAF) responsible for numerous technical achievements across a broad spectrum of military capabilities.

EEO Services Delivered: The United States Army Garrison (USAG), APG Equal Employment Opportunity Office (EEO) delivers services to major tenant commands, subordinate commands, and smaller tenant organizations (92 in total) which consist of informal complaint processing, formal complaint processing, Advisory Services, managing the Reasonable Accommodation Process, Anti-Harassment Program Process, Alternate Dispute Resolution (ADR), Annual and requested EEO Training, awards review (DA Form 1256), hiring panels and legal reviews for all Garrison formal complaints as well as for Tobyhanna, Fort Huachuca and Picatinny Arsenal.

Serviced Population: The servicing population includes Garrison (Appropriated and Non-Appropriated fund Employees and Contractors) MEDCOM, JPEO, PEO, NETCOM, LRC, CHRA, RNEC, MRICID, PHC, CECOM, CCDG, ATEC and 20th CBRNE. The servicing population that the Garrison EEO support and deliver services to is over 11,115 federal personnel (not including contractors) that work on or for tenant organizations of APG, Edgewood or Adelphi.

Database info:

The data contained in this report was extracted from multiple sources that include: Defense Civilian Personnel Data System (DCPDS) utilizing Business Objectives Applications (BOBI) and iComplaints. The data reflects all Appropriated Fund (AF) employees as well as Non-Appropriated fund employees (NAF). Contractor information is

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not included other than for statistical purposes (total population) outside of the general parameters of this report.

The MD 715 also requires each agency to analyze its workforce to ensure that qualified applicants from diverse groups are included in the workplace pool. The NCLF is used for comparisons. The Federal Information Processing Standards (FIPS) code used is 24 025, Maryland, Harford County.

Limitations:

Race, ethnicity, and disability information contained in DCPDS is obtained through voluntary employee submissions. Employee perceptions for self-identification on race and ethnicity may not coincide with the standard categories prescribed by the Equal Employment Opportunity Commission (EEOC), the U.S. Census Bureau, or the Office of Personnel Management.

Applicant pool data is not available, limiting conclusions on the data tables.

Workforce Analysis Summary:

As of 30 September 2021, the data enclosed in this report shows APG's Garrison data. The Garrison has direct command and control of 894 civilian employees (includes NAF personnel). There are 642 appropriated personnel and 252 non-appropriated personnel. Of that 14 are temporary personnel a decrease of 20 personnel.

The civilian workforce on APG (Garrison Employee's only) is compared to the National Civilian Labor Force (NCLF-Harford County). Data showed that overall civilian workforce was comprised of 66.33 % males employees, an increase of 4.03% from FY20 (64.11%) and 33.66% female employees, a decrease of 5.64% from FY20 (35.88%). Compared to the National Civilian Labor Force, males are above by 13.03% while females are below by 13.04%. Females have remained below the NNCLF for FY18, FY19 and FY20.

Table: A1: The examination of the workforce data indicated that the minority workforce (non-white males) population participation rates are above the **2010 NNCLF**. They are:

Hispanic Males	NCLF 0.40%, APG 2.79%	Hispanic Females	NCLF 0.30%, APG 0.22%
White Males	NCLF 51.10%, APG 46.64%	White Females	NCLF 44.70%, APG 10.62%
Black Males	NCLF 1.20%, APG 7.04%	Black Females	NCLF 1.10%, APG 5.81%
Asian Males	NCLF 0.40%, APG 0.78%	Asian Females	NCLF 0.20%, APG 0.33%
NH/OPI Males	NCLF 0.00%, APG 0.33%	NH/OPI Females	NCLF 0.00%, APG 0.11%
NA/NA Males	NCLF 0.10%, APG 0.67%	NA/NA Females	NCLF 0.00%, APG 0.00%
Two or more Males	NCLF 0.20%, APG 8.05%	Two or more Females	NCLF 0.40%, APG 16.55%

*Native Hawaiian or other Pacific Islanders (NH/OPI), Native Americans or Native Alaskan (NA/NA)

Table: B1

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The Federal goal for Individual's with a disability is 12%. The Garrison currently employs 98 Individuals With Disabilities (IWDs), **10.96%**. This is below the Federal goal by 1.04%. The Federal goal for Person's with a targeted disability is 2%. The Garrison currently employs 29 Individuals With Disabilities (IWTDs), **3.24%**. This is above the Federal goal by 1.24%. There were **74** personnel that have not self-identified.

Grade Distribution for GS 11-GS 15 (Table A4-1):

The NCLF is 53.30 for males and 46.70% for females

51 GS 11 personnel, 32 (63%) male (10% above) and 19 (37%) female (**10% below**)
88 GS 12 personnel, 60 (68%) male (15% above) and 28 (32%) female (**19% below**).
51 GS 13 personnel, 34 (67%) male (14% above) and 17 (33%) female (**14% below**).
14 GS 14 personnel, 11 (79%) male (26% above) and 3 (21%) female (**32% below**)
2 GS 15 personnel, 2 (100%) male and **0 females**.

Garrison does not consist of SES personnel.

Grade Distribution for GS 11-GS 15, of IWDs and IWTDs (Table B4-1):

6 (12%) GS 11 IWDs and 3 (6%) were IWTDs.
15 (12%) GS 12 IWDs and 5 (6%) were IWTDs.
7 (12%) GS 13 IWDs and 2 (4%) were IWTDs.
2 (100%) GS 14 IWDs and 0 (0%) were IWTDs.
0 (0%) GS 15 IWDs and 0 (0%) were IWTDs.

Garrison does not consist of SES personnel.

Summary of Occupational Categories (Table A3-1-1):

The United States Federal Government is organized in terms of categories of workers. Federal jobs are grouped into eight (8) job categories: Officials and Managers, Professionals, Technicians, Administrative Support, Craft Workers, Operatives, Laborers, and Service workers.

Category 1 (Officials and Managers): There was 101 employees in this category:

males make up 54 (53.46%) and females made up 47 (46.53%) of the population. Compared to the NCLF, males are below by 4.43% while females were above by 4.43% of the NCLF. White males and White females dominate this category when compared to the NCLF with a difference of 39.60% for White males and 25.74% for White females. Hispanic males make up 1.98% while Hispanic females make up 0%. Hispanic males are above the NCLF by 1.78% and below by 0.70% for females. Black males make up 9.90% while Black females make up 17.82%, both are also above the NCLF by 9.90% for males and 16.02% for females. The participation rates for Asian females, Native Hawaiian or other Pacific Islander females and American Indian or Alaskan Native as well as two or more races male and female are higher than the NCLF. Asian male, Native Hawaiian or other Pacific Islander males and American Indian or Alaskan Native as well as two or more races male and female are consistent with the NCLF at 0%.

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Category 2 (Professionals): There are 161 employees in the category: males dominated this category with a 75.77% (NCLF 43.50%) representation compared to 24.22% (NCLF 56.40%) for females. When compared to the NCLF, males were above by 32.27% and females were below by 32.18%. Records indicate that the discrepancy has existed since at least 2012 and remains consistent. Female representation rates above the NCLF were Black females (6.83% NCLF 0.70%), Asian females (.62% NCLF 0.40%) and two or more races females (0.62% NCLF 0.10%). White females are below the NCLF by 38.66% (APG 16.14% NCLF 54.80%) Hispanic females by 0.50% (0% NCLF 0.50%) American Indian or Alaskan Native males by 0.10% (0% NCLF 0.10%).

Category 3 (Technicians): There are 27 employees in the category: Males dominated this category with a 100% (NCLF 36.60%) representation compared to 0% (NCLF 63.30%) for females. When compared to the NCLF, males are above by 63.40% and females were below by 63.30%. Records indicate that the discrepancy has existed since at least 2012 and remains consistent. There were 7.41% Hispanic males (NCLF 0%), 81.48% white males (NCLF 36.60), 7.40% black males (NCLF 0%) and 3.70% American Indian or Alaskan Native NNCLF 0%). The NCLF for white females was 62.70% and 0.50% for Hispanic females.

Category 4 (Administrative and Support Workers): There are 44 employees in the category: Females represent 65.90% (NCLF 78.50) of the workforce in this category while males made up 34.09% (NCLF 21.50%). Compared to the NCLF, females were below 12.60%. White males (10.40% NCLF 20.00%), White females (58.05% NCLF 74.70%) and Two or more Races – males (0.33% NCLF 0.50%). Minorities, with the exception of males who claim Two or more races, were consistently above the CLS with White females and Black females making up 80.19% (58.05% and 22.14%) of this category.

Category 5 (Craft Workers): There are 147 employees in the category: This category has been heavily dominated by males historically. Males made up 95.91% of the workforce in this category against a 94.90% NCLF rate. Females made up 4.08% up from FY19, 1.47% and FY20, 2.09% of the workforce and are below compared to the NCLF by 1.12% (5.20%). There was one underutilized minority group in this category: Two or more races – females (0.00% NCLF 0.10%).

Category 6 (Operatives): There are 91 employees in the category: This category was heavily dominated by males with a representation of 94.50%, 12.80% above the NCLF (81.70%). Females made up only 5.49% (NCLF 18.20%), and were below by 12.71%. There were four underutilized groups in this category: Hispanic females (.00% NCLF 0.20%), White females (4.39% NCLF 17.39%) and Two or More races – females (0.00% NCLF 0.10%).

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Category 7 (Laborers and Helpers): There are 14 employees in the category: This category is traditionally dominated by males with a representation of 94.85%, 5.85% above the NCLF (NCLF 89.00%). Females made up 7.14%, 4.06% below the NCLF (11.20). White males made up the majority of the workforce at 85.71% (NCLF 84.00), followed by White females (7.14% NCLF 11.20%). There were two groups in this category that fell below the NCLF: Black males (0.00% NCLF 3.50%) and Two or more races – males (0.00% NCLF 1.20%).

Category 8 (Service Workers): There are 56 employees in the category: This category was dominated by males with a representation rate of 94.64%, 51.34% (NCLF 43.30%). Females made up 5.35%, 51.45% below the NCLF (NCLF 56.80%). There were three groups in this category that fell below the NCLF: Hispanic females (0% NCLF 0.20%, White females (0% NCLF 54.70%) Asian males (0.00% NCLF 0.20%), Asian females (0.00% 0.20%) and American Indian or Alaskan Native males (0% NCLF 0.10%).

Top Major Occupations on APG (Table A6-1)

Series Description	2021	Male	Female
0083 Police	81	76 (94%)	5 (6%)
0081 Fire Protection and Prevention	62	58 (94%)	4 (6%)
0085 Security Guard	53	50 (94%)	3 (6%)
0301 Misc. Administration and Program	34	21 (66%)	13 (38%)
5301 Misc. Industrial Equipment Maint.	30	30 (100%)	0 (0%)

There was a decrease of Police personnel from 93 Police to 81 (87 male and 6 female), and fire personnel from 65 to 62 (62 male and 3) and 5301 decrease from 31 to 30 (31 male 0 female) while there was an increase in Security from 36 to 53 (34 male and 2 females) and 0301 remained the same 21 (13 males and 8 females).

Top Major Occupations on APG for IWDs and IWTDs (Table B6-1)

The top five major occupations for IWDs and IWTDs varied:

IWDs top occupations were 4749 Maintenance Mechanic (5), 5301 Misc. Industrial Equipment Maintenance (4), 0083 Police (10), 0080 Security (5) and 5705 Tractor Operating (8).

The top occupations for IWTDs were 0083 Police (3), 1035 Public Affairs (2), 0080 Security (2), 4749 Maintenance Mechanic (2), and 2151 Dispatching (2).

Management Levels (Table A3-3-1):

There were 97 personnel in a supervisor or manager position, of that 78 (80.41% NCLF 57.80) were males and 19 (19.58% NCLF 42.10) were females. The pay plan and grade of Managers range from GS8-GS15 and WS10-WS17. There were 2 Hispanic males and 0 Hispanic females (2.06% NCLF 0.20% and 0% NCLF 0.70%). There were 60 White males and 9 White females (61.85% NCLF 57.50% and 9.27% NCLF 38.50%). There were 13

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Black males and 9 Black females (13.40% NCLF 0% and 9.27% NCLF 1.80%). There was 1 Asian male and 1 Asian female (1.03% NCLF 0% and 1.03% NCLF 0.70%). There were 2 two or more races male and 0 two or more races females (2.06% NCLF 0.20% and **0% NCLF 0.50%**). There were no Native Hawaiian or Other Pacific Islanders male or females nor American Indian or Alaskan Native (0% NCLF 0%) for both races.

Recognitions and Awards (Tables A-13 and B-13)

There were a total of 3 monetary awards given to employees that received a **level 1** on performance appraisals (0 Hispanic, 1 White, 2 Black, 0 Asian, 0 for both Native Hawaii or other Pacific Islander and American Indian or Native Alaskan and 0 Two or more races).

There were a total of 328 monetary awards given to employees that received a **level 3** on performance appraisals (21 Hispanic, 240 White, 50 Black, 4 Asian, 1 Native Hawaii or other Pacific Islander, 6 American Indian or Native Alaskan and 6 Two or more races).

There were a total of 3 monetary awards given to employees that received a **level 4** on performance appraisals (3 White, 0 Asian, 0 for Hispanic, Black, Native Hawaii or other Pacific Islander and American Indian or Native Alaskan and Two or more races).

There were a total of 257 employees that received a **level 5** on performance appraisals (3 Hispanic, 201 White, 40 Black, 4 Asian, 3 Native Hawaii or other Pacific Islander, 0 American Indian or Native Alaskan and 6 Two or more races). No other award data was available.

Based on the data, the population of employees that received an award despite receiving an unacceptable level rating at level 1 is a Flag.

Gains and losses in the workforce:

There was a gain of 5 personnel from the prior year (FY20, 889 and FY21, 894).

Of the total workforce there were 62 losses from NAF (FY20 314 and FY21 252) the loss consisted of 24 males and 38 females) of that 32 were Two or more races females and 19 Two or more races males.

Separations: 13 from AF. Of the 13, 7 were voluntary and 6 involuntary (1 Hispanic male, 9 White males and 2 Black females).

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Form G summary

<u>Form G Element</u>	% 2020	% 2021	% Change
A Demonstrated Commitment From Agency Leadership	7% (1)	7% (1)	0%
B Integration of EEO into the Agency's Strategic Mission	15% (6)	15% (6)	0%
C Management and Program Accountability	23% (10)	11% (5)	50%
D Proactive Prevention of Unlawful Discrimination	35% (5)	35% (5)	0%
E Efficiency	4% (1)	0% (0)	4%
F Responsiveness and Legal Compliance	0%	0% (0)	0%

Model EEO Program Summary

Essential Element A- Demonstrated commitment from agency leadership:

Requires the agency head to issue written policy statements ensuring workplace free of discrimination harassment and all commitment to Equal Employment Opportunity; that EEO policies have been communicated to all employees and that the Agency EEO policies are vigorously enforced by agency management.

Strengths:

- The EEO Manager is an integral part of the Garrison Command's Staff and has direct and regular access to the Garrison Commander and the Deputy to the Garrison Commander. Additionally, the EEO Office is represented at Garrison staff meetings and disseminates EEO related information, events and activities.
- The EEO website is updated regularly with pertinent information for the workforce.
- The workforce is informed annually about the EEO process, ADR, Reasonable Accommodation Anti-Harassment and inappropriate workplace behaviors.
- The EEO Director participated in senior level staff meeting as well and disciplinary actions meeting (15-6).

Deficiency:

- At present the agency does not recognize personnel for their EEO Accomplishments.

Corrective Action:

- Work with DHR and Command team to collaborate in a way to recognize the workforce on their EEO accomplishments.

Essential Element B- Integration of EEO into the agency's strategic mission:

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

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supports that agency strategic mission; the EEO office has appropriate 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 and personnel actions; agency head; and sufficient human resources and budget are allocated to the EEO program.

Strengths:

- The Garrison Commander meets bi-weekly with the Garrison EEO Directors for the regular staff call meetings.
- The EEO Director provided the State of the Agency Briefing to the Garrison Commander.
- EEO Director has direct access to senior leaders through personal contact, emails, meetings, and staff calls.
- Duties and responsibilities for EEO officials are clearly defined in AR 690-600, position descriptions as well as DPMAP performance objectives.
- EEO informal and formal complaints are processed within the required timeline.
- EEO personnel emphasize and encourage the use of ADR at all levels.

Deficiencies:

- EEO Director did not take part in the current strategic plan. Nor does the Garrison strategic plan reference EEO/Diversity and Inclusion principles.

EEO staff is not trained to conduct a barrier analysis.

- Barrier Analysis are not conducted as a consequence of the high workload (complaints) and the inability to retain qualified EEO practitioners.
- Garrison does not have a functioning Special Emphasis Program (SEP). The SEP committee needs to be revitalized. The EEO staff was unable to dedicate staff members to revitalize the SEP committee without putting other EEO related elements/objectives at risk of failing.
- Lack of Collateral Duty Counselors to assist in counseling informal complaints add to the workload of the EEO Specialist and put other EEO related elements at risk such as training the workforce.
- The EEO offices does not have a budget.

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Corrective Action:

- EEO Director will speak with the GC and DGC about adding the required EEO principles per EEOC to the new Strategic Plan.
- Apply EEO personnel for the barrier analysis training funded by the Army.
- Meet with the DGC about a budget for the EEO office.

Essential Element C- Management and Program Accountability:

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; EEO personnel must meet regularly to assess whether personnel programs, policies and procedures are in conformity with instructions contained in EEO Management Directives; EEO program officials are required to provide regular (monthly/quarterly/semi-annual) updates to management/supervisory officials.

Strengths:

- EEO screens awards, and selections for the Senior Executive Service.
- EEO staff has good working relationship with CPAC and Legal officials.
- The EEO office notify the departments about all allegations of harassment or hostile work environment.
- The EEO office has an establish Disability Program Manager (DPM) to administer the RA process.
- The agency head support the anti-harassment program

Deficiencies:

- The current Anti-Harassment policy does not mention corrective actions or reference the EEOC Enforcement Guidance on Vicarious Employment Liability for Unlawful Harassment by Supervisors (1999).
- No firewall exists between EEO Director and EEO Specialist that handle the Anti-Harassment Program per AR690-12. Waiting on DA/EEOC to develop additional guidance and separate position for Anti-Harassment Program Manager.
- Currently, other than the DGC and GC meetings, the EEO Officer and DHR Director do not meet to discuss EEO related policies, procedures, MD's or personnel programs.

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- At present no timeline has been established to review any personnel related procedures or practices that may impede full participation in promotion, recognition, or development/training programs.
- Due to staffing shortage and high volume workload the EEO Office is not able to take on outreach and recruiting initiatives.
- Historically on APG the EEO office prepares the MD-715 report without assistance from DHR and other directorate.

Corrective Action:

- The EEO team will work with the Command team on updating the Anti-Harassment policy to include the required verbiage.
- Work with the DHR and DGC on efforts to develop and conduct outreach and recruiting initiatives.
- Partner with DHR and possible other directorates that have employment data to assist with preparing the FY21 MD-715.

Essential Element D- Proactive Prevention:

Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment practices in the workplace.

Strengths:

- Disability accommodation decisions/actions and medical retirement packages are reviewed by the Disability Program Manager for compliance.

The agency has a voluntary exit interview

Deficiencies:

- At present EEO personnel does not regularly review sources of information to find barriers.
- At present the agency has not established actions plans to remove barriers, as no barriers have been identified due to understaffing of the EEO office as the complaint process requires great deal of attention. The high workload does not allow for additional duties without causing undue stress and high turnover of qualified EEO practitioners.
- The current websites does not include the Affirmative Action Plan for people with disabilities and targeted disabilities.

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Corrective Action:

- Update the EEO website.

Essential Element E- Efficiency:

Requires the agency head to have effective systems in place for evaluating the impact and effectiveness of the agency's EEO program as well as an efficient and dispute resolution program.

Strengths:

- EEO uses the Business Objects Applications (BOBi) system to gather data on civilian employees. The iComplaints universe is an automated Army-wide complaints tracking system which monitors complaint activity. Both of these data sources were used to complete the MD-715 Report.
- An effective ADR program is in place and has an 82% success rate.
- Reasonable Accommodation Program is in place.
- The Informal and formal complaints processed timely.
- The EEO Office utilizes the iComplaints tracking system as per regulatory guidance.
- Legal sufficiency review are conducted by none Garrison legal team. The Garrison Complaints Manager maintains and active roster and assist Picatinny Arsenal and Tobyhanna with all legal reviews for all formal complaints.
- The EEO office developed and utilize an in house tracking spreadsheet to assist in monitoring complaints to ensure timelines.

Deficiencies:

- N/A

Essential Element F- Responsiveness and Legal Compliance:

Requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

Strengths:

- Legal compliance followed IAW Management Directive 110 and AR 690-600.
- The ADR Program Manager ensures compliance with all settlement agreements.

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- All request for hearings are processes in a timely manner per 29 CFR
- The EEO Office ensure all documents are provided to EEOC within the required timeline.

Deficiencies: N/A

Accomplishments:

- Website updated to include PAS Program
- ADR is required for all USAG APG Management
- EEO newsletter established
- Setup quarterly Meetings with DHR and EEO
- EEO added to the out-processing form to have all outgoing personnel complete the exit survey.
- All non-responses/or late responses of RA request will be submitted to DGC, Mr. Bruce Griggs.
- -Project Inclusion: The Garrison implemented the Department of Army's Project Inclusion to drive a culture of diversity, awareness, and inclusion. The goal is to eliminate racism and extremism by establishing open and transparent feedback sessions supported by action plans that achieve tangible results. The Garrison conducted about 10 listening sessions with their employees, notes were taken and summaries were provided to the EEO Director for a roll-up
- Hired 2 EEO Specialist and 1 DA Intern

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Complaints processing summary (processed by Garrison EEO Office):

APG EEO office provides complaint processing for multiple organization to include organizations from IMCOM, FORSCOM, Futures Command, AASC, ACC, MEDCOM, AMC that are located on APG, Edgewood and Adelphi in Maryland.

1. Processing Times:

a. Informal Complaints Processed by Garrison

- 1) Total informal complaints initiated were **46**
- 2) Average number of days from contact to closure is **27**
 - (a) Cases counseled WITHIN 30 days = **27 (59%)**
 - (b) Counseled WITHIN 31-90 days = **14 (30%)**
 - i. Counseled within written extension period no longer than 60 days = **7 (15%)**
 - ii. Counseled within 90 days where individual participated in ADR = **5 (11%)**
 - iii. Counseled within 31-90 days that were untimely = **2 (0.4%)**
 - (c) Counseled BEYOND 90 days = **0 (0%)**

b. Informal Garrison Complaints

- 1) Total informal complaints initiated were **8**
- 2) Average number of days from contact to closure is **27**
 - (a) Cases counseled WITHIN 30 days = **6 (75%)**
 - (b) Counseled WITHIN 31-90 days = **2 (25%)**
 - i. Counseled within written extension period no longer than 60 days = **0 (0%)**
 - ii. Counseled within 90 days where individual participated in ADR = **5 (63%)**
 - iii. Counseled within 31-90 days that were untimely = **0 (0%)**
 - (c) Counseled BEYOND 90 days = **0 (0%)**

c. Formal Complaints Processed by Garrison

- 1) Total number of formal complaints initiated were **19**
- 2) Average days between formal filed and date ROI issued were **143 days**

d. Formal Garrison Complaints

- 1) Total number of formal complaints initiated were **4**
- 2) Average days between formal filed and date ROI issued were **143 days**

2. ADR

(a) Informal Complaints Processed by Garrison

- 1) ADR offered **14 times (30%)** out of **46** informal complaints
- 2) ADR accepted **13 times (93%)** out of the **14** offered
- 3) Of the **13** pre-complaints accepted for ADR, **5 (38%)** settled their complaints

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4) **0** settled with monetary benefits totaling **\$0**

(b) Informal Garrison Complaints

- 1) ADR offered **2** times (**20%**) out of **10** informal complaints
- 2) ADR accepted **2** times (**100%**) out of the **2** offered
- 3) Of the **2** pre-complaints accepted for ADR, **0** (**0%**) settled
- 4) **0** settled with monetary benefits totaling **\$0**, averaging **\$0**

3. Investigations

(a) The Department of Defense Investigations and Resolutions Directorate completed **19** investigations for complaints Garrison processed.

- 1) Investigated within 180 days = **17** (**89%**)
- 2) Investigated within 181-360 days = **2** (**11%**)
- 3) Investigated BEYOND 360 days = **0** (**0%**)
- 4) Untimely completed investigation = **0** (**0%**)

Total investigation costs = \$110,491.27

(b) The Department of Defense Investigations and Resolutions Directorate completed **4** investigations for Garrison complaints processed.

- 1) Investigated within 180 days = **1** (**100%**)
- 2) Investigated within 360 days = **0** (**0%**)
- 3) Investigated BEYOND 360 days = **0** (**0%**)
- 4) Untimely completed investigation = **0** (**0%**)

Agency investigation costs = \$5,815.33

Summary:

Of the total 24 complaints Garrison closed in FY21, 5 (2%) were withdrawn and 9 (41%) were settled, 8 (17%) were closed by a Final Agency Decision WITHOUT an Administrative Judge and 5 (17%) were closed by Final Agency orders WITH an Administrative Judge. The number of complaints filed in FY20 was 52. There was a total of 9 closures with benefits, 7 with monetary benefits totaling **\$1,766,310**.

The top 5 bases for complaints of discrimination processed by Garrison were reprisal, sex (female), age, race (Black), and physical disability. The top 5 claims/issues were non-sexual harassment, Termination, performance evaluation/appraisal, assignment of duties and Retirement (Constructive Discharge).

The top 5 bases for complaints processed by Garrison that were settled were reprisal, sex, religion, race (Black) and physical disability. The top 5 claims/issues were non-sexual harassment, disciplinary action, assignment of duties, terms/conditions of employment, and termination.

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<u>Total inventory (462)</u>	<u>Median informal days</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days</u>	<u>Number formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
<u>70</u>	<u>27</u>	<u>143</u>	<u>0</u>	<u>19</u>	<u>2</u>	<u>14</u>	<u>13</u>

Strategy for next FY:

The general plan for next year is the address the deficiencies in part G and the limited analysis with the appropriate parties based the objectives and planned activities on part H and I.

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715 - PART F
CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS

I, Deicherrie V. Stackhouse, EEO Director, am the Principal EEO Director/Official for: Aberdeen Proving Ground, Maryland.

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.

Mr. Deicherrie V. Stackhouse
EEO Director
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

John M. Casiano
Commanding
COL, IN

Date





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715 - PART G
Agency Self-Assessment Checklist

Essential Element A: Demonstrated Commitment From agency Leadership This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.			
 Compliance Indicator	A.1 - The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No)	Comments
 Measures			
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	Yes	
A.1.b	Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	Yes	
 Compliance Indicator	A.2 - The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No)	Comments
 Measures			
A.2.a	Does the agency disseminate the following policies and procedures to all employees:		
A.2.a.1	Anti-harassment policy? [see MD 715, II(A)]	Yes	
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website: https://home.army.mil/apg/index.php/about/Garrison/EEO	Yes	
A.2.b.1	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	Yes	
A.2.b.2	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes	



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A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	https://home.army.mil/apg/index.php/about/Garrison/EEO
A.2.c	Does the agency inform its employees about the following topics:		
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	Yes	Annually
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	Annually
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	Annually
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	Yes	Annually
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	Yes	Annually
 Compliance Indicator  Measures	A.3 - The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	No	Currently working on recognitions such as cert. of appreciation, spotlight in the quarterly newsletter
A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes	
Essential Element B: Integration of EEO into the agency's Strategic Mission This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.			
 Compliance Indicator  Measures	B.1 - 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.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.





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B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	The Garrison Commander is the 2 nd line Supervisor of the EEO Officer
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	Yes	Deputy Garrison Commander
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes	
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I]] If "yes", please provide the date of the briefing in the comments column.	Yes	A short briefing was provided to the outgoing Commander prior to him PCSing May 2021
B.1.d	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	Yes	
 Compliance Indicator  Measures	B.2 - The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
B.2.a	Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]	Yes	
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	The investigations are handle by IRD

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B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	HQ Army EEOCCR is responsible for overseeing the timely issuing of final agency decisions.
B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	
B.2.f	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	Yes	
B.2.g	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	N/A	
 Compliance Indicator	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
B.3.a	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	Yes	Minus the Strategic Planning
B.3.b	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	No	new GC took command on 23 Jun 2021, per the outgoing GC the strategic plan will be revised under the new GC. The EEO Director will speak with the new GC about the required additions to the strategic plan.
 Compliance Indicator	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:		
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes	





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B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	recently hired 2 new EEO Specialist in developmental positions and 1 DA CP28 EEO Intern. However, there are no funds to have the staff trained to conduct a barrier analysis.
B.4.a.3	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes	
B.4.a.4	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	Yes	
B.4.a.5	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	N/A	
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	FY21 budget cuts minimized hard-copy documents
B.4.a.7	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	Yes	Minus Applicant data
B.4.a.8	to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	No	Currently the EEO office has a Disability Program Manager but other areas of SEPM are not covered due to lack of adequate staffing. Will review in the near future to re-access collateral duty SEPMs.
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	No funds were allotted for the Disability Program as per regulatory guidance
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes	
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes	EEO has a separate Line of Accounting however the amount provided to EEO was \$0.

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B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	
B.4.d	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	Yes	
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	Yes	
 Compliance Indicator	B.5 - The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:		
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes	
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	
B.5.a.4	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes	
B.5.a.5	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	Yes	
 Compliance Indicator	B.6 - The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	No	

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B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	No	
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	No	
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	No	

Essential Element C: Management and Program Accountability
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.

 Compliance Indicator  Measures		Measure Met? (Yes/No)	Comments
	C.1 - The agency conducts regular internal audits of its component and field offices.		A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	N/A	
C.1.b	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	N/A	
C.1.c	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]	N/A	
	C.2 - The agency has established procedures to prevent all forms of EEO discrimination.		A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes	



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C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	Yes	Per the EEOC the Anti-Harassment Program Manager should not work in the EEO office and report directly to the agency head. At present the EEO Specialist handle the notification of the allegation.
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	Yes	
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	Yes	
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes	
C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	Yes	
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes	
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	Yes	
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes	
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes	



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C.2.b.4	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	Yes	
C.2.b.5	Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.	No	50%
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes	
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	Yes	https://home.army.mil/apg/index.php/about/Garrison/EEO
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes	
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:		
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes	
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes	
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills	Yes	




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	to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	Yes	
C.3.c	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	Yes	
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	Yes	
 Compliance Indicator  Measures	C.4 - The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.4.a	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	Yes	Quarterly
C.4.b	Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	Yes	Annually
C.4.c	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for	Yes	






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	workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		
C.4.d	Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	Yes	
C.4.e	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:		
C.4.e.1	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes	
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	No	Outreach and recruiting not developed
C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes	
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	No	
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	No	HR or DHR does not assist in preparing the MD715
 Compliance Indicator	C.5 - Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	Yes	
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	No	
C.5.c	If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]	Yes	
 Compliance Indicator	C.6 - The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.





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Measures			
C.6.a	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	Yes	
C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes	
Essential Element D: Proactive Prevention This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.			
	D.1 - The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No)	Comments
Compliance Indicator			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
			
Measures			
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	
D.1.b	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes	
D.1.c	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	Yes	
	D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No)	Comments
Compliance Indicator			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
			
Measures			



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D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	
D.2.b	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	No	
D.2.c	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 realignments? [see 29 CFR §1614.102(a)(3)]	Yes	
D.2.d	Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	No	
 Compliance Indicator  Measures	D.3 - The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	No	
D.3.b	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	No	
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	No	
 Compliance Indicator  Measures	D.4 - The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	Yes	https://home.army.mil/apg/index.php/about/Garrison/EEO



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D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	Yes	
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	Yes	
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	Yes	
Essential Element E: Efficiency This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.			
 Compliance Indicator	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes	
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	Yes	
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes	
E.1.d	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	Yes	
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	Yes	
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	The Proponent for Investigations is the Investigation and Resolution Directorate (IRD).
E.1.g	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be	Yes	





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	completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	Yes	
E.1.i	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	Yes	
E.1.j	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	N/A	
E.1.k	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	Yes	
E.1.l	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	Yes	
 Compliance Indicator  Measures	E.2 - The agency has a neutral EEO process.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
E.2.a	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.b	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	Yes	The EEO Office utilize 6 different legal agencies to conduct legal reviews; CCDC, CECOM, ATEC, Fort Huachuca, Tobyhanna and Picatinny Arsenal
E.2.c	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.d	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	Yes	
E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency	Yes	





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	review for timely processing of complaints? EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)		
 Compliance Indicator	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
E.3.a	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	Yes	
E.3.b	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	Yes	
E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes	
E.3.d	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	Yes	
E.3.e	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	Yes	
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes	
 Compliance Indicator	E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
E.4.a	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:		
E.4.a.1	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	Yes	
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	





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E.4.a.3	Recruitment activities? [see MD-715, II(E)]		
E.4.a.4	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	No	Applicant flow data not tracked
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	
E.4.a.6	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes	
E.4.b	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes	
 Compliance Indicator	E.5 - The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
E.5.a	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	Yes	Annual Self-Assessment MD715
E.5.b	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	Yes	Newsletter Newcomer's Brief Welcome Packet
E.5.c	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes	Fort Lee Fort Detrick Redstone Arsenal
Essential Element F: Responsiveness and Legal Compliance This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
 Compliance Indicator	F.1 - The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
F.1.a	Does the agency have a system of management controls to ensure that its officials timely comply	Yes	

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	with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]		
F.1.b	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	Yes	
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes	
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes	
F.1.e	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	Yes	
 Compliance Indicator  Measures	F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes	
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	Yes	
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes	
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.

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F.3.a	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	N/A	HQ Army EEOCCR submits to EEOC an accurate and complete No FEAR Act report
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	N/A	Starting FY 2019 commands will timely post on its public webpage its quarterly No FEAR Act data

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
A.3.a C.2.c.1 C.3.b.1 C.3.c -C.3.d C.4.a D.1.c E.3.b	<p>recognition of employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity</p> <p>Garrison does not have policy and procedures for requests for Personal Assistance on its website</p> <p>Participate in ADR for Garrison</p> <p>Does the EEO Director recommend improvements or corrections, for the Department heads that failed in EEO responsibilities</p> <p>EEO Director and DHR Director meet regularly to assess personnel programs, policies and procedures</p> <p>Exit Interview Survey for Garrison Employees</p> <p>Does the agency require managers and supervisors to participate in ADR once it has been offered</p>

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/01/2020	Establish and implement recognition for EEO accomplishments	09/01/2021		09/24/2021
10/01/2020	Seek further guidance from IMCOM HQs EEO and post on website	09/01/2021		07/01/2021
10/01/2020	Meet with GC and DGC on benefits of ADR	3/5/2021		12/01/2020
10/01/2020	Meet with GC and GDC to EEO Director recommendations on EEO related responsibilities when Department heads fail in EEO responsibilities	3/5/2021		12/01/2020
10/01/2020	Setup quarterly meeting between EEO and DHR	6/4/2021		3/24/2021

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Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/1/2020	Initial meeting to brainstorm ideas	1/5/2021		3/8/2021
10/1/2020	Encourage the use of ADR for the entire workforce	3/5/2021		3/01/2021

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director	Mr. Deicherrie V. Stackhouse	No
DGC	Mr. Mitchell Jones	No
DHR Director	Ms. Janet Dettwiler	No
GC	COL Timothy Druell	No

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
06/01/2021	Initial meeting to brainstorm ideas on establishing recognition for EEO accomplishments	Yes		07/7/2021
9/3/2021	Telephonic meeting with IMCOM HQs EEO Disability Program Manager to seek guidance on the PAS program	Yes		12/15/2020
9/3/2021	Add Information to Website	Yes		07/15/2021
9/3/2021	Setup Meeting	Yes		12/01/2020

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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
9/3/2021	Setup quarterly Meetings with DHR and EEO	Yes		3/24/2021
9/3/2021	EEO added to the out-processing form to have all outgoing personnel complete the exit survey	Yes		3/8/2021
9/3/2021	Meeting with GC and DGC	Yes		12/01/2020

Report of Accomplishments

Fiscal Year	Accomplishments
21	Website updated to include PAS Program
21	ADR is required for all USAG APG Management
21	EEO newsletter established
21	Setup quarterly Meetings with DHR and EEO
21	EEO added to the out-processing form to have all outgoing personnel complete the exit survey

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Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
B.3.b	Garrison Strategic Plan does not reference EEO/diversity and inclusion principles.
B.4.a.8	To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? Are senior managers involved in the implementation of SEPM?
B.6.a	To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)?
B.6.b	Do senior managers participate in the barrier analysis process?
B.6.c	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)?
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/01/2020	Review Current Garrison Strategic Plan	03/01/2021	3/01/2021	
10/01/2020	Meet with GC and DGC to advise a change	09/01/2021	7/15/2021	
10/01/2020	Have EEO personnel trained to administer the SEPM	11/25/2021	9/7/2022	
10/01/2020	Have EEO personnel trained to conduct a barrier analysis	11/25/2021	9/7/2022	

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Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director (Acting)	Ms. Monique Moore	No
DGC	Mr. Bruce Griggs	No
GC	COL John Casiano	No

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
6/1/2021	Meeting to review current strategic plan	Yes	3/1/2022	
9/1/2021	Update strategic plan	yes	3/1/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

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Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
C.2.b.5	Does the agency process all accommodation request within the time frame set forth in its reasonable accommodation process?
C.4.e.2.	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]
C.4.e.4.	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]
C.5.b. c	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/1/2020	Ensure all RA request process within set timeline	5/31/2021	06/14/2022	18 Oct 2021
10/1/2020	Establish and Conduct quarterly EEO Committee meeting with senior Garrison leaders	6/1/2021	2/10/2021	
10/1/2020	Barrier Analysis Training	10/1/2021	5/17/2021	
10/1/2020	Bi-annual Barrier Analysis Review	7/15/2021	5/17/2021	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director (Acting)	Ms. Monique Moore	No

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Title	Name	Performance Standards Address the Plan? (Yes or No)
Deputy Garrison Commander	Mr. Bruce Griggs	No
Garrison Command	COL John Casiano	no

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1/1/2021	Initial meeting	Yes	6/14/2022	
10/1/2021	Develop SEPM recruitment letter	Yes	6/14/2022	
10/1/2021	Develop Appointment Orders for SEPM	Yes	8/01/2022	
10/1/2021	Canvass workforce for interested employees on SEPM appointment	Yes	9/01/2022	
6/1/2021	Initial Meeting to plan a way ahead (topics MD-715, barrier analysis, SEP, and incorporating action plan and objective into current Garrison Strategic Plan)	Yes	5/01/2022	
9/30/2021	Barrier Analysis Training for staff	NO	6/14/2022	
10/01/2021	Conduct limited analysis	Yes	8/03/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

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EEO Plan To Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
<p>D.2.b.</p> <p>D.2.d</p> <p>D.3.a.</p> <p>D.3.b.</p> <p>D.3.c.</p>	<p>Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]</p> <p>Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions,</p> <p>Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)] c. I] If "yes", please identify the data sources in the comments column.</p> <p>If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]</p> <p>Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]</p>

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/1/2020	Establish and Conduct quarterly EEO Committee meeting with senior Garrison leaders	10/1/2021	6/14/2022	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director (Acting)	Ms. Monique Moore	No

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Title	Name	Performance Standards Address the Plan? (Yes or No)
Garrison Commander	COL John Casiano	No
Deputy Garrison Commander	Mr. Bruce Griggs	No
Garrison Directors	Ms. Renee Presley, Ms. Janet Dettwiler, Mr. Joseph Moscone, Mr. Thomas Kuchar, Mr. Bruce Griggs, Mr. Robb Altenburg	No

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
6/1/2021	Initial Meeting to plan a way ahead (topics MD-715, barrier analysis, SEP, and incorporating action plan and objective into current Garrison Strategic Plan	Yes	5/01/2022	

Report of Accomplishments

Fiscal Year	Accomplishments

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715 - Part I
EEO Plan To Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Tables	Table A4-1	The participation rate for females in the permanent workforce is below NNCLF for GS-11 –GS-15
Workforce Tables	Table A4-1	The participation rate for females in the permanent workforce is below NNCLF for GS-11

EEO Group(s) Affected by Trigger (Check)

<input type="checkbox"/>	All Men	<input checked="" type="checkbox"/>	All Women
<input type="checkbox"/>	Hispanic or Latino Males	<input type="checkbox"/>	Hispanic or Latino Females
<input type="checkbox"/>	White Males	<input type="checkbox"/>	White Females
<input type="checkbox"/>	Black or African American Males	<input type="checkbox"/>	Black or African American Females
<input type="checkbox"/>	Asian Males	<input type="checkbox"/>	Asian Females
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Males	<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander Females
<input type="checkbox"/>	American Indian or Alaska Native Males	<input type="checkbox"/>	American Indian or Alaska Native Females
<input type="checkbox"/>	Two or More Races Males	<input type="checkbox"/>	Two or More Races Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	yes	Reviewed table A1 to compare NCLF rates to APG rates

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Complaint Data (Trends)	no	
Grievance Data (Trends)	no	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	no	
Climate Assessment Survey (e.g., FEVS)	no	
Exit Interview Data	no	
Focus Groups	no	
Interviews	no	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	no	
Other (Please Describe)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
no	no

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
OPM policy is to hire the best qualified candidate – no data to compare applicants to hires

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Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
When the EEO office is trained, conduct analysis using 2020 NCLF data					

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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715 - Part I
EEO Plan To Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Tables	Table B-1	The participation rate for individuals with a disability is below the federal goal is 12%

EEO Group(s) Affected by Trigger (Check)

X	All Men	X	All Women
	Hispanic or Latino Males		Hispanic or Latino Females
	White Males		White Females
	Black or African American Males		Black or African American Females
	Asian Males		Asian Females
	Native Hawaiian or Other Pacific Islander Males		Native Hawaiian or Other Pacific Islander Females
	American Indian or Alaska Native Males		American Indian or Alaska Native Females
	Two or More Races Males		Two or More Races Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	
Complaint Data (Trends)	no	
Grievance Data (Trends)	no	

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	no	
Climate Assessment Survey (e.g., FEVS)	no	
Exit Interview Data	no	
Focus Groups	no	
Interviews	no	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	no	
Other (Please Describe)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan

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Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
When the EEO office is trained, conduct analysis using 2020 NCLF data					

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

Report of Accomplishments

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715 - Part I
EEO Plan To Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce Tables	Table A6-1	Low participation rate for personnel in job series: SECURITY GUARD, ENGINEERING TECHNICAL, MECHANICAL ENGINEERING, MANAGEMENT AND PROGRAM ANALYSIS, MANAGEMENT CLERICAL AND ASSISTANCE, GENERAL PHYSICAL SCIENCE

EEO Group(s) Affected by Trigger (Check)

	All Men		All Women
	Hispanic or Latino Males		Hispanic or Latino Females
	White Males	X	White Females
	Black or African American Males		Black or African American Females
X	Asian Males	X	Asian Females
	Native Hawaiian or Other Pacific Islander Males		Native Hawaiian or Other Pacific Islander Females
X	American Indian or Alaska Native Males		American Indian or Alaska Native Females
	Two or More Races Males		Two or More Races Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Reviewed table A4-1 to compare rates to APG rates
Complaint Data (Trends)	No	

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	N/A	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No; When the EEO office is trained, conduct analysis using 2020 NCLF data	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
To be identified upon completion of barrier analysis.

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Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
When the EEO office is trained, conduct analysis using 2020 NCLF data	6/1/2021	10/1/2021	No		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director, Acting	Ms. Monique Moore	No
DHR Director	Ms. Janet Dettwiler	No

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

Report of Accomplishments

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715 - Part J
Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), Equal Employment Opportunity Commission (EEOC) regulations (29 C.F.R. § 1614.203(e)) and Management Directive (MD) 715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD 715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)	Yes		No	
b. Cluster GS-11 to SES (PWD)	Yes		No	
Barrier Analysis not conducted				

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)	Yes		No	
b. Cluster GS-11 to SES (PWD)	Yes		No	
Barrier Analysis not conducted				

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

N/A

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Section II: Model Disability Program

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. Plan to Provide Sufficient and Competent Staffing for the Disability Program.

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

	Yes		No	X
To provide the necessary training and classes for the new DPM				

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD				CPAC Functions
Answering questions from the public about hiring authorities that take disability into account				Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Processing reasonable accommodation requests from applicants and employees				Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Section 508 Compliance				Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Architectural Barriers Act (ABA) Compliance				Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Special Emphasis Program for PWD and PWTD				Lavon Forbes, DPM, APG

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Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
				Lavon.forbes.civ@army.mil

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

	Yes		No	X
To attend training and classes for the Disability Program				

B. Plan to Ensure Sufficient Funding for the Disability Program.

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient *funding* and other *resources*.

	Yes	X	No	

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

A. Plan to Identify Job Applicants with Disabilities.

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

<p>Wounded Warrior Recruitment Strategy-CHRA will partner with Wounded Warrior (WW) Program offices to identify wounded veterans interested in employment into the Army Civilian Corps.</p> <p>Schedule A Hiring- CHRA Schedule A Coordinators will review all supporting documentation for employment and meet with candidates to give them an overview of the program, Resumes review, discussion of interest in types of positions based on their experience and/or education level. Coordinators will do a summarization of meeting, candidates will be added to Master Roster used to identify candidates for potential positions that becomes available based off their experience.</p>

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2. Pursuant to 29 C.F.R. § 1614.203(a) (3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

Schedule A Hiring Authority- Schedule A Coordinators will represent the APG CPAC at Special Emphasis Program events to include briefing, presentations, and training sessions. Schedule A coordinators will maintain a database of all Schedule A candidates resumes and search the Incoming CPAC work for potential positions that may fit a candidate.

Wounded Warrior Recruitment Strategy- CHRA will create and maintain an Expedited Wounded Warrior Referral Program which distributes the resumes of Wounded Warrior to Army Command and Equal Employment Opportunity (EEO) Officers.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

Wounded Warrior Recruitment Strategy- Partner with Wounded Warrior Program to identify wounded veterans interested in employment. Create and maintain a WW resume inventory which is web-based and searchable by the WW's job interests and location preference. Propose a Department of Defense Priority Placement Program (PPP) that will give WW resumes maximum exposures across all DOD components.

Schedule A Coordinators-Review all supporting documentations for employment and meet with each candidates for an overview of the program and resume review. After the verification process, Coordinators search the incoming CPAC work for potential positions and inform the servicing HR Specialist of a potential qualified fit for the positions. The resumes are then sent to the HR Specialist to be forward to the hiring management official. The candidates may be placed non-competitively.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

	Yes	No	
Scheduled A Coordinators represent the APG at Special Emphasis Program events to include briefings, presentations, and training sessions.			

B. Plan to Establish Contacts with Disability Employment Organizations

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

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The Agency will continue to partner with CPAC and the other organizations to assist with training and dissemination of information pertaining to hiring PWD and PWTD.

C. Progression Towards Goals (Recruitment and Hiring)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Yes		No	X
b. New Hires for Permanent Workforce (PWTD)	Yes		No	X
Applicant data not tracked				

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. New Hires for MCO (PWD)	Yes		No	X
b. New Hires for MCO (PWTD)	Yes		No	X
Applicant data not tracked				

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Qualified Applicants for MCO (PWD)	Yes		No	X
b. Qualified Applicants for MCO (PWTD)	Yes		No	X
Applicant data not tracked				

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Promotions for MCO (PWD)	Yes		No	X
b. Promotions for MCO (PWTD)	Yes		No	X
Applicant data not tracked				

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d) (1) (iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar

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programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. Advancement Program Plan

Describe the agency's plan to ensure PWD, including PWTB, have sufficient opportunities for advancement.

To partner with CHRA and the Wounded Warrior Program for Federal On-the Job Training (OJT) in the EEO office and utilizing borrowed Military Manpower to maximize training/experience in the EEO field.

B. Career Development Opportunities

1. Please describe the career development opportunities that the agency provides to its employees.

Details, webinars, TDY training, collateral duties

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD 715 report, which is due on February 28, 2019.]

Career Development Opportunities	Total Participants		PWD		PWTB	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	Unknown					
Fellowship Programs	Unknown					
Mentoring Programs	Unknown					
Coaching Programs	Unknown					
Training Programs	Unknown					
Detail Programs	Unknown					
Other Career Development Programs	Unknown					

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3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD)	Yes		No	X
b. Selections (PWD)	Yes		No	X
Barrier Analysis not conducted				

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD)	Yes		No	X
b. Selections (PWTD)	Yes		No	X

C. Awards

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, and Incentives (PWD)	Yes		No	X
b. Awards, Bonuses, and Incentives (PWTD)	Yes		No	X

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD)	Yes		No	X
b. Pay Increases (PWTD)	Yes		No	X

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD)	Yes		No	X
b. Other Types of Recognition (PWTD)	Yes		No	X

D. Promotions

1. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

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a. SES	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
b. Grade GS-15	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
c. Grade GS-14	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
d. Grade GS-13	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X

2. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. SES	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
b. Grade GS-15	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
c. Grade GS-14	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
d. Grade GS-13	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
X					

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWD)	Yes		No	X
b. New Hires to GS-15 (PWD)	Yes		No	X
c. New Hires to GS-14 (PWD)	Yes		No	X
d. New Hires to GS-13 (PWD)	Yes		No	X
Barrier Analysis not conducted				

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

a. New Hires to SES (PWTD)	Yes		No	X
b. New Hires to GS-15 (PWTD)	Yes		No	X
c. New Hires to GS-14 (PWTD)	Yes		No	X
d. New Hires to GS-13 (PWTD)	Yes		No	X
Barrier Analysis not conducted				

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5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
b. Managers	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
c. Supervisors	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
Barrier Analysis not conducted					

6. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Executives	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
b. Managers	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
c. Supervisors	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
Barrier Analysis not conducted					

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWD)	Yes		No	X
b. New Hires for Managers (PWD)	Yes		No	X
c. New Hires for Supervisors (PWD)	Yes		No	X
Barrier Analysis not conducted				

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD)	Yes		No	X
b. New Hires for Managers (PWTD)	Yes		No	X
c. New Hires for Supervisors (PWTD)	Yes		No	X
Barrier Analysis not conducted				

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Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. Voluntary and Involuntary Separations

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

	Yes	No
Unknown		

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD)	Yes	No	X
b. Involuntary Separations (PWD)	Yes	No	X

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTD)	Yes	No	X
b. Involuntary Separations (PWTD)	Yes	No	X

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using *exit interview results and other data sources*.

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b),

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concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://home.army.mil/apg/index.php/my-fort/all-services/eeo-program>

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://home.army.mil/apg/index.php/my-fort/all-services/eeo-program>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

To encourage employees to use the CAPS program as an alternate resource for RA requests for equipment that is available for free to federal employees

C. Reasonable Accommodation Program

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

Average days 74, median days 46

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

When policies, procedures and guidelines are followed according to AR 600-12, Appendix C for processing the RA requests the program is very effective.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

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Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

There has not been a request for a PAS in FY21

Section VI: EEO Complaint and Findings Data

A. EEO Complaint data involving Harassment

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

	Yes		No	X
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2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

	Yes		No	X
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3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

B. EEO Complaint Data involving Reasonable Accommodation

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

	Yes		No	X
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2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

	Yes		No	X
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3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

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1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

	Yes		No	X
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2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

	Yes		No	X
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3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Trigger 1	N/A			
Barrier(s)				
Objective(s)				
Responsible Official(s)		Performance Standards Address the Plan?		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Fiscal Year	Accomplishments			

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4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A