



FY22

Equal Employment Opportunity



**Installation Management Command
Management Directive 715**



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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	24025
PART B Total Employment	1. Enter total number of permanent workforce		710	
	2. Enter total number of temporary workforce		8	
	3. Enter total number employees paid from non-appropriated funds		208	
	TOTAL Workforce [add lines]		926	
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. Michael Kreilein, 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		Ms. Monique N. Moore, EEO Officer	
	2. Affirmative Employment Program Manager		Ms. Monique N. Moore, EEO Officer	
	3. Complaint Processing Program Manager 1 Oct – 28 Aug 22		Vacant	
	4. Complaint Processing Program Manager 29 Aug 22-30 Sep 22		Mr. Jamie Gallentine	
	5. Disability Program Manager (SEPM)		Ms. Lavon Forbes, EEO Specialist	
	6. Other Responsible EEO Staff		Ms. Crystal Gant, EEO Specialist	
	7. Other Responsible EEO Staff		Ms. Antoinette Brown, EEO Specialist, DA Fellow	
	8. Other Responsible EEO Staff		Ms. Jamia Hocog, Military Intern (Jun -Aug 22)	

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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		Yes	Completed uploaded into the Reporter
	Disabled Veterans Affirmative Action Plan		Yes	Completed uploaded into the Reporter
	FEORP		No	
	Facility Accessibility Surveys		No	
	Hispanic 9 point Plan		No	

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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) and Blossom Point (Charles County). APG is a subordinate Command under Installation Management Command (IMCOM) with the Installation Directorate - Sustainment (ID-S) and provide 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 926 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) deliver services to major tenant commands, subordinate commands, and smaller tenant organizations (92) which consist of informal and formal complaint processing, advisory services, Reasonable Accommodations, Anti-Harassment program, Alternate Dispute Resolution (ADR), EEO and EEO related 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) as well as 92 tenant organizations on APG to include MEDCOM, JPEO, PEO, NETCOM, LRC, CHRA, RNEC, MRICD, PHC, CECOM, CCDC, 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).

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 not included other

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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. The FIPS is used for the local area for awareness.

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 2022, the data enclosed in this report shows APG's Garrison data. The Garrison has direct command and control of 926 civilian employees (includes NAF personnel). There are 718 appropriated personnel and 208 non-appropriated personnel an increase of 89 personnel from 2021, of that 8 are temporary personnel.

The civilian workforce on APG (Garrison Employee's only) is compared to the National Civilian Labor Force 2014-2018 (NCLF-Harford County). Data showed that overall civilian workforce was comprised of 547; 76.18% male employees, and 171; 23.81% female employees. Compared to the National Civilian Labor Force, males are above by 24.38% while females are below by 24.39%. Females have remained below the NCLF for the past 5 years.

Table: A1: The examination of the workforce data indicated that the minority workforce (non-white males) population participation rates are below the NCLF 2014-2018 in all categories except Black, Native Hawaiian or other Pacific Islander, American Indian or Alaskan Native male and females. Additionally, Two or more males are above the NCLF 2014-2018. They are:

Hispanic Males	NCLF 6.80%, APG 4.31%	Hispanic Females	NCLF 6.20%, APG 0.97%
White Males	NCLF 35.70%, APG 57.93%	White Females	NCLF 31.80%, APG 13.78%
Black Males	NCLF 5.70%, APG 10.30%	Black Females	NCLF 6.53%, APG 7.52%
Asian Males	NCLF 2.20%, APG 0.97%	Asian Females	NCLF 2.20%, APG 0.55%
NH/OPI Males	NCLF 0.10%, APG 0.55%	NH/OPI Females	NCLF 0.10%, APG 0.13%
NA/NA Males	NCLF 0.30%, APG 0.83%	NA/NA Females	NCLF 0.00%, APG 0.00%
Two or more Males	NCLF 1.00%, APG 1.25%	Two or more Females	NCLF 1.10%, APG 0.83%

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

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Table: B1

The Federal goal for Individual's with a disability is 12%. The Garrison currently employs 121 Individuals With Disabilities (IWDs), 16.85%. This is above the Federal goal by 4.85%. The Federal goal for Person's with a targeted disability is 2%. The Garrison currently employs 34 Individuals With Targeted Disabilities (IWTDs), 4.74%. This is above the Federal goal by 2.74%. There were 82 personnel that have not self-identified.

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

The NCLF is 51.80 for males and 48.20% for females

78 GS 11 personnel, 49 (63%) male (11.20%) and 29 (37%) female (-11.20%)

152 GS 12 personnel, 102 (67%) male (15.20%) and 50 (33%) female (-15.20)

67 GS 13 personnel, 42 (63%) male (11.20%) and 25 (37%) female (-11.20%)

18 GS 14 personnel, 14 (78%) male (26.20%) and 4 (22%) female (-26.20%)

3 GS 15 personnel, 3 (100%) male (48.20%) and 0 females (-48.20%)

Garrison does not consist of SES personnel.

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

11 (14.10%) GS 11 IWDs and 5 (6.41%) were IWTDs.

33 (21.71%) GS 12 IWDs and 10 (6.57%) were IWTDs.

12 (17.91%) GS 13 IWDs and 3 (4.47%) were IWTDs.

2 (11.11%) 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 80 employees in this category:

males make up 62 (77.50%) and females made up 18 (22.50%) of the population. Males dominated this category. Compared to the NCLF, males are above by 25.70% while females were below by 25.70% of the NCLF. White males and White females dominate this category when compared to the NCLF with a difference of 51.39% for White males and 23.75% for White females. Hispanic males make up 1.61% while Hispanic females make up 5.55%. Hispanic males are below the NCLF by 5.19% and females are below by 0.65%. Black males make up 9.67% while Black females make up 33.33%, both are above the NCLF by 25.70% for males and 26.73% for females. The participation rates for Asian females is above NCLF by 3.35%, while Asian males are below by 2.20%. Native

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Hawaiian, or other Pacific Islander females and American Indian or Alaskan Native females as well as two or more races female are all below the NCLF with zero participants identified. Two or more races' males are above NCLF by 0.61% while females are below by 1.10%.

Category 2 (Professionals): There was 156 employees in this category: males dominated this category with a 75% above NCLF by 23.20% while representation for females was 25% below NCLF by 23.20%. The only representation rates above NCLF were White males, Black females, Native Hawaiian, or other Pacific Islander and Two or more races' males. All other categories were below NCLF. Representation rates were Hispanic male 4.48% and female at 0.64%. Males are below NCLF by 2.32% and females 5.56%. White females achieved 16.02% however were below NCLF by 15.78%. Black males were below NCLF by 0.58% and Asian males by 0.28%. Asian females achieved 0.64% below NCLF by 1.56% and Native Hawaiian or other Pacific Islander females had no representation below NCLF by 0.10%; American Indian or Alaskan Natives were both at zero representation below NCLF by 0.30%. Two or more races males achieved 1.92% above NCLF by 0.92 and females were 0.64% below NCLF by 0.46%.

Category 3 (Technicians): There are 26 employees in this category: Males dominated this category with a 96.15% above NCLF by 44.35% while representation for females was 3.84% well below NCLF by 44.36%. Records indicate that the discrepancy has existed since at least 2012 and remains consistent. There were 7.69% Hispanic males (NCLF 6.80%) and 0% Hispanic females (NCLF 6.20%). White males again dominated the category with 76.92% (NCLF 35.70%) with White females occupying 3.84% some 27.96% below NCLF. Black males accounted for 7.69% exceeding NCLF by 1.99% however Black females were 0% below NCLF by 6.60%. Both Asian males and females were at 0% resulting in being below NCLF by 2.20%. Native Hawaiian or Other Pacific Islander and American Indian or Alaskan Native were not represented. Two or more races' males exceeded NCLF of 1% by 2.84% achieving a total of 3.84% however females accounted for 0% being 1.10% below NCLF.

Category 4 (Administrative and Support Workers): There was 43 employees in this category: Females represent 67.44% exceeding NCLF of 48.20% by 19.24% while males made up 32.55% some 19.25% below NCLF of 51.80%. The only categories meeting or exceeding the NCLF were White females by 5.40%, Black females by 18.98%, and Two or more races' by 1.22%. All other representative groups were far below the NCLF with White males below by 10.12%, Black males below by 1.05%. White males achieved 25.58% and Black males were at 4.65%. Hispanic males and females were below NCLF with males at 2.32% compared to NCLF of 6.80% and females at 2.32% compared to NCLF 6.20%. Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native both male and females had 0% representation in the category and Two or races' males being 0% also.

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Category 5 (Craft Workers): There was 142 employees in this category: This category has been heavily dominated by males historically. Males made up 96.47% of the workforce exceeding the NCLF rate of 51.80% by 44.67%. Females only accounted for 3.52% of the workforce and are far below compared to the NCLF of 48.20% by 44.68%. There was one underutilized male minority group in this category: Two or more races' males at .70% compared to NCLF 1% below by .30%. There was no representation of Hispanic, Black, Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native and Two or more races' females.

Category 6 (Operatives): There was 82 employees in this category: This category was heavily dominated by males with a representation of 95.12%, 43.32% above the NCLF (51.80%). Females made up only 4.87% some 43.33% below NCLF of 48.20%. There were several underutilized groups in this category: Hispanic females (.00% NCLF 6.20%), White females (3.65% NCLF 31.80% resulting in -28.15%), Black females (1.21% NCLF 6.60% resulting in -5.39%). Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, and Two or more races' females all had 0% participations.

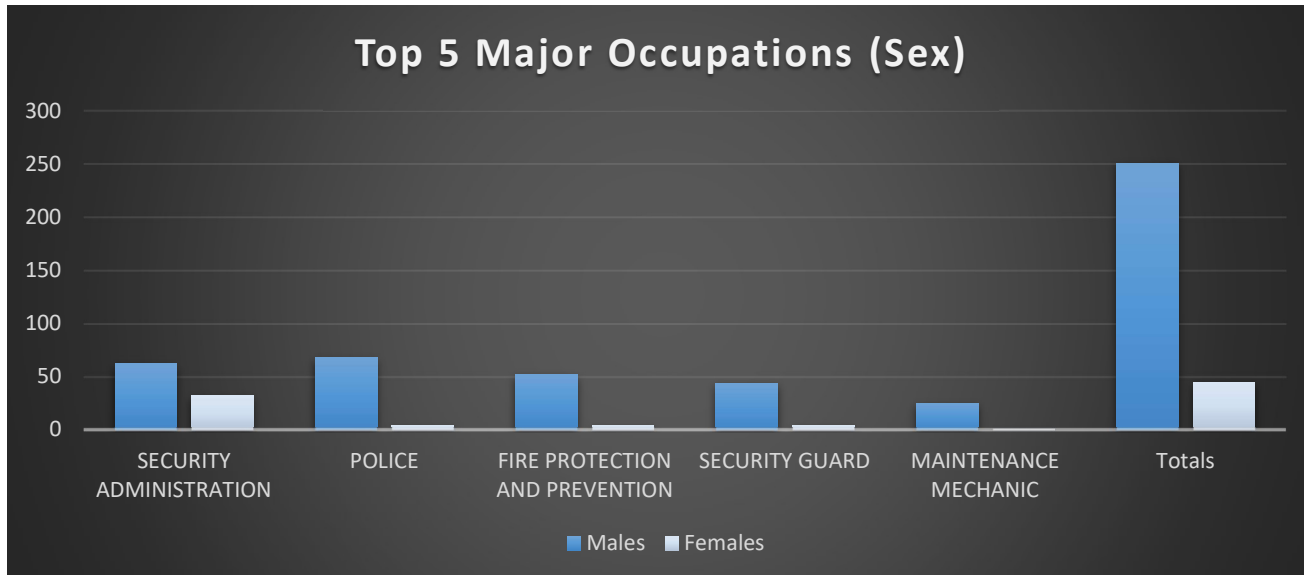
Category 7 (Laborers and Helpers): There was 8 employees in this category: This category is traditionally dominated by males with a representation of 87.50%, 35.70% above the NCLF 51.80%. Females made up 12.50%, 35.70% below the NCLF of 48.20%. White males made up most of the workforce at 87.50% reaching 51.80% above NCLF 35.70% and followed by White females at 12.50% with NCLF 31.80%). All other representative groups had 0% participation.

Category 8 (Service Workers): There was 53 employees in this category: This category was dominated by males with a representation rate of 92.45%, exceeding NCLF 51.80% by 40.65%. Females made up 7.54%, 40.66% below the NCLF of 48.20%. There were three groups in this category that exceeded the NCLF: Black males at 32.07% above NCLF by 26.37%, American Indian or Alaskan Native at 1.88% surpassing NCLF .30% by 1.58%, and Two or more races' males at 3.77% exceeding NCLF 1% by 2.77%. Underutilization groups were Hispanic males and females with males at 5.66% and females at 1.88% placing males 1.14% below NCLF of 6.80% and females below 4.32% NCLF of 6.20% and Black females at 5.66% below .94% from NCLF of 6.60%. All other representative groups were at 0% participation in the category.

Top Major Occupations on APG (Table A6-1)

Series Description	2022	Male	Female
0080 Security Administration	94	62 (66%)	32 (34%)
0083 Police	72	68 (94%)	4 (6%)
0081 Fire Protection and Prevention	56	52 (93%)	4 (7%)
0085 Security Guard	48	44 (92%)	4 (8%)
4749 Maintenance Mechanic	26	25 (96%)	1 (4%)

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There was a decrease of Police personnel from 81 police down to 72. Fire personnel also decreased from 62 to 56. Security decreased from 53 to 48. Security Administration and Maintenance Mechanic are new categories for this fiscal year.

Top Occupational Categories on APG for IWDs and IWTDs

The top occupational categories for IWDs and IWTDs varied:

IWDs top occupational categories were Administrative Support Workers (23.25%), Craft Workers (21.83%), and Management (Managers & Supervisors 25.83%). All other categories were near or exceeded the 12% goal except for Executives and Laborer/Helpers both of which had 0% participation of IWDs. Total IWDs were 121 achieving a 16.85% participation rate exceeding the 501 Goal of 12% by 4.85%

The top occupational categories for IWTDs were Professionals (4), Craft Workers (4), and Administrative Support Workers (3). Total IWTDs were 34 achieving a participation rate of 4.74% exceeding the 501 Goal by 2.74%.

Management Levels (Table A3-3-1):

There were 80 personnel in management positions, of that 62 were males at 77.50% and 18 were females at 22.50%. The pay plan and grade of Managers range from GS8-GS15 and WS10-WS17. There were 1 Hispanic males (1.61%) and 1 Hispanic females (5.55%). There were 54 White males (87.09%) and 10 White females (55.55%) There were 6 Black males and 6 Black females at 9.67% and 33.33% respectively. There was 1 Asian female and 0 Asian males at 5.55% and 0% respectively. Two or more races' had 1 male achieving 1.61%. Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native had 0% representation among management despite the total work force having 3

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male Native Hawaiian or Other Pacific Islander and 5 male American Indian or Alaskan Native.

Recognitions and Awards

There was a total of 4 awards given to employees that received a **level 1** on performance appraisals. 3 were performance (monetary) awards and 1 time off award. All of the performance awards were monetary and were given to White males (1-GS13, 1-GS12, & 1-GS6). The GS 13 awardee was in a supervisory status. The time off award (40 hours) went to a female (GS-13) who was also in a supervisory status.

There was a total of 536 awards given to employees that received a **level 3** on performance appraisals. 474 were performance (monetary) awards. 53 were time off awards. 2 were on the spot cash awards. There were 5 Civilian Service Commendation Medals issued and 2 Civilian Service Achievement Medals issued. Grade and Race/Ethnicity was varied among all award types were comparative to representative participation rates.

There was a total of 3 awards given to employees that received a **level 4** on performance appraisals all were given to White males in the grades of GS 11 and GS 12.

There was a total of 240 employees that received a **level 5** on performance appraisals 185 were White, 42 were Black or African American, 2 were Hispanic, 4 were Asian, 4 were American Indian or Alaskan Native, and 3 were Native Hawaiian or Other Pacific Islander.

Gains and losses in the workforce:

There was a total of 45 New Hires, 11 males and 34 females. There were 4 Hispanic, 1 male and 3 females. 27 were White all of which were males. 5 were Black or African American, 4 males and 1 female. Finally, 2 were males of Two or more races. No New Hires identified as Asian, Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, or Two or more races' females.

Employee losses and separations were not populated in data.

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Form G summary

Form G Element	% 2020	% 2021	% 2022	% Change
A Demonstrated Commitment From Agency Leadership	7% (1)	7% (1)	0% (0)	7%
B Integration of EEO into the Agency's Strategic Mission	15% (6)	15% (6)	5% (2)	10%
C Management and Program Accountability	23% (10)	11% (5)	0% (0)	11%
D Proactive Prevention of Unlawful Discrimination	35% (5)	35% (5)	0% (0)	35%
E Efficiency	4% (1)	0% (0)	0% (0)	0%
F Responsiveness and Legal Compliance	0%	0% (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 via online No-Fear training or upon request.
- Personnel to include collateral duty EEO personnel are recognized for their EEO related accomplishments via the EEO quarterly Newsletters, Commander's Notes as well as the Commander's awards program.
- The current EEO policies are provided to all new employees via newcomers' EEO packet furnished DHR.

Deficiency:

- none

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 supports that agency strategic mission; the EEO office has appropriate effective means of

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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 monthly with the Garrison EEO Directors for the EEO update and review of EEO related information to include informal and formal complaints.
- The EEO Director provided the State of the Agency Briefing to the Garrison Commander.
- EEO Director has direct access to senior leaders through emails, meetings, weekly breakfast with the Commander and staff calls.
- Duties and responsibilities for EEO officials are clearly defined in AR 690-600, as well as DPMAP performance objectives.
- EEO informal and formal complaints are processed within the required timeline.
- EEO personnel promote and encourage the use of ADR at all levels.
- Not all of the EEO staff is trained to conduct a barrier analysis, however, they were able to review data from BOBi queries to provide oversight of the Garrison's workforce.
- The EEO office has over 17 Collateral Duty Counselors to assist in counseling informal complaints and utilize the Army's shared neutral program for ADR (Mediation).
- The EEO Officer was involved in the implementation of the new hiring and telework policies.
- Although, the EEO program was not provided a monetary sum to budget for the FY, The EEO program was able to order required office supplies, attend training, renew the EEO Advisory subscription and pay TDY for EEO trainer's (Collateral Duty Counselor training).

Deficiencies:

- 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

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members to revitalize the SEP committee without putting other EEO related elements/objectives at risk of failing. The purpose of SEP is to ensure that agencies take affirmative steps to provide equal opportunity to everyone in all areas of employment and eliminate discriminatory practices and policies (EEO Function).

Corrective Action:

- The EEO Officer will provide training and guidance on the Special Emphasis Program and plan to develop the Special Emphasis Program by FY24.

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 per AR 690-12.
- The EEO office has an established Disability Program Manager (DPM) to administer the RA process.
- The agency head support the anti-harassment program
- DHR has conducted several recruitment initiatives.
- The EEO Officer update the GC monthly and bi-monthly to all directors via SITREP.
- Quarterly Commander's award program.
- Ensure all Supervisors and Managers are aware of the efforts and objectives to evaluate performance based on EEO activities.

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Deficiencies:

- None

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 are reviewed by the Disability Program Manager for compliance.
- The current websites include the Affirmative Action Plan for people with disabilities and targeted disabilities.
- APG has increased the number of personnel with disability and personnel with a targeted disability (hired and self-identified via SF256)
- The agency has an exit interview form provided during out-processing by the EEO office and can request a face-to-face meeting with the GC or DGC for exit interview
- The EEO Officer was included in all policy and procedure meetings, drafts, etc.to ensure there are no negative impacts on any group of personnel.
- Action plans are tailored to address any identified barrier.

Deficiencies:

- None

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 data sources were used to complete the MD-715 Report.

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- An effective ADR program is in place and has a high success rate.
- Reasonable Accommodation Program is in place and timely.
- The Informal and formal complaints processed timely.
- The EEO Office utilizes the iComplaints tracking system as per regulatory guidance.
- Per requirement, legal sufficiency reviews are not conducted by Garrison or CECOM legal team. The Garrison Complaints Manager maintains an active roster of attorneys that conduct legal sufficiency reviews 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 and efficiency.

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.
- All request for hearings are processed in a timely manner per 29 CFR 1614
- The EEO Office ensure all documents are provided to EEOC within the required timeline.

Deficiencies: N/A

Accomplishments:

- Website updated to include PAS Program
- Leadership Development Monthly Sessions

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- Bi-annual Leadership Symposium
- DPW New Employee Orientation
- New Hiring Policy
- New Telework Policy
- ADR is required for all USAG APG Management
- EEO quarterly newsletter
- Quarterly Meetings with DHR and EEO
- Hired EEO Specialist (Complaints Manager)
- Quarterly award program
- Pipeline to employment
- DHR conducted several Virtual Hiring Fairs

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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 **52**
- 2) Average number of days from contact to closure is **27**
 - (a) Cases counseled WITHIN 30 days = **35 (67%)**
 - (b) Counseled WITHIN 31-90 days = **18 (33%)**
 - i. Counseled within written extension period no longer than 60 days = **2 (3.8%)**
 - ii. Counseled within 90 days where individual participated in ADR = **15 (29%)**
 - iii. Counseled within 31-90 days that were untimely = **1 (2%)**
 - (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 **33**
- 2) Average days between formal filed and date ROI issued were **142 days**

d. Formal Garrison Complaints

- 1) Total number of formal complaints initiated were **9**
- 2) Average days between formal filed and date ROI issued were **142 days**

2. ADR

(a) Informal Complaints Processed by Garrison

- 1) ADR offered **18 times (34%)** out of **53** informal complaints

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- 2) ADR accepted **18 times (100%)** out of the **18** offered
- 3) Of the **18** pre-complaints accepted for ADR, **8 (44%)** settled their complaints
- 4) **8** settled with monetary benefits totaling **\$1,000**

(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 **22** investigations for complaints Garrison processed.

- 1) Investigated within 180 days = **22 (100%)**
- 2) Investigated within 181-360 days = **0 (0%)**
- 3) Investigated BEYOND 360 days = **0 (0%)**
- 4) Untimely completed investigation = **0 (0%)**

Total investigation costs = \$160,968.50 (\$7,316.75 per investigation per IRD)

(b) The Department of Defense Investigations and Resolutions Directorate completed **8** investigations for Garrison complaints processed (1 still in investigative stage-amended complaint)

- 1) Investigated within 180 days = **7 (100%)**
- 2) Investigated within 360 days = **0 (0%)**
- 3) Investigated BEYOND 360 days = **0 (0%)**
- 4) Untimely completed investigation = **0 (0%)**

Agency investigation costs = \$51,217.25 (\$7,316.75 per investigation per IRD)

Summary:

Of the total 31 complaints Garrison closed in FY22, 4 (13%) were withdrawn and 9 (29%) were settled, 8 (26%) were closed by a Final Agency Decision WITHOUT an Administrative Judge and 10 (32%) were closed by Final Agency orders WITH an Administrative Judge. The number of complaints filed in FY22 was 52. There was a total of 9 closures with benefits, 8 with monetary benefits totaling **\$292,000 (not all monetary closures were Garrison)**.

The top bases for complaints of discrimination processed by Garrison were reprisal, sex (female), age, race (Black), and disability. The top claims/issues were non-sexual harassment, Disciplinary Actions, Promotions/non-Selection, performance evaluation/appraisal.

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<u>Total inventory (462)</u>	<u>Median informal days</u>	<u>Median Formal days</u>	<u>Number of formal 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>78</u>	<u>27</u>	<u>142</u>	<u>0</u>	<u>33</u>	<u>0</u>	<u>18</u>	<u>17</u>

Strategy for next FY:

The general plan for next year is to continue with the progress, addressing the deficiencies in part G and I coupled with building on the current initiatives such as the pipe line to employment, operationalizing the garrison, leadership development and adding initiatives such as a mentorship program and the EEO award program.

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

I, Monique N. Moore, 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.

Ms. Monique N. Moore
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





John M. Casiano
Commanding
COL, IN
Signature of Agency Head or Agency Head Designee

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  Measures		Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
	A.1 - The agency issues an effective, up to date EEO policy statement.		
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 comment's 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  Measures	A.2 - The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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 comment's 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.	Yes	Quarterly EEO Newsletter, Commander's Note, and Appreciation Award
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	
<p style="text-align: center;">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.</p>			
 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 comment's 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.]	Yes	N/A - The investigations are handled 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.]	Yes	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)]	Yes	N/A - APG does not have subordinate level components
 Compliance Indicator  Measures	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.
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 comment's column.	Yes	N/A - Per ID-S Garrison's do not require a strategic plan.
 Compliance Indicator  Measures	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.
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)]	Yes	N/A - APG does not conduct field audits as APG does not have field offices
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 workload and staffing.
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 monetary resources were allotted for the Disability Program.
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 allocated to EEO was

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			\$0. EEO was able to obtain needed supplies and training.
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  Measures	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.
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  Measures	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.

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B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	No	The EEO office has not yet been able to implement the SEP at this time. purpose is to ensure that agencies take affirmative steps to provide equal opportunity to everyone in all areas of employment and eliminate discriminatory practices and policies.
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	yes	EEO meet with the GC and DGC to discuss any red flags identifies during limited barrier analysis that is conducted.
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]	yes	EEO meet with the GC and DGC to discuss any red flags identifies during limited barrier analysis that is conducted to discuss a way ahead
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)]	yes	When identified by the EEO office, and pushed by the GC and DGC, Directors implement.

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	C.1 - The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
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.	Yes	N/A - APG does not have field offices
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.	yes	N/A - APG does not have field offices
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)]	yes	N/A - APG does not have field offices
 Compliance Indicator	C.2 - The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			



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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	
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	EEO is not aware of the timeline of the inquiry.
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	



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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	
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.	Yes	95%
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	



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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 to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	Yes	
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





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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 workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	Yes	
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)]	yes	DHR has conducted recruitment initiatives to acquire much needed personnel.
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)]	yes	EEO review and provide feedback on all policies.
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	yes	Historically the EEO office prepare the MD715. No other personnel outside of the EEO office are trained on the MD715. However, the EEO office does coordinate with DHR on multiple personnel actions.
 Compliance Indicator  Measures	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.
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	yes	Two





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	of disciplined/sanctioned individuals during this reporting period in the comments.		
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  Measures	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.
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.			
 Compliance Indicator  Measures	D.1 - The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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	Yes	





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	and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]		
 Compliance Indicator  Measures	D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	yes	
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	EEO participate in all HR (DHR) related meetings and if necessary, will discuss impact on personnel or applicants.
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.	yes	Climate Surveys, Exit Survey's, and Complaints Data.
 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)]	yes	
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)]	yes	
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	yes	



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 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
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	
<p style="text-align: center;">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.</p>			
 Compliance Indicator  Measures	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.
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	





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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	DOD IRD process all DA EEO complaints - APG EEO monitor timeliness to ensure the 180 day time lines are met.
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 completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	Yes	
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	N/A - EEOCCR process all Final Actions and submit to the processing EEO Office.
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.	yes	N/A - DA do not use contract personnel for EEO related programs.
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



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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	APG EEO has a firewall between reviewing attorney and the agency representative
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 review for timely processing of complaints? EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)	Yes	
 Compliance Indicator  Measures	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.
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  Measures	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.





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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	
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	yes	N/A - Data is not tracked
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)]	yes	N/A - 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  Measures	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.
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	Exit Survey, DEOCS, Town halls
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	Quarterly EEO Newsletter 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 Belvoir
<p style="text-align: center;">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.</p>			



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 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 with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	Yes	
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	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.
 Measures			
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	

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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.
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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715 - PART H
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>A.3.a</p> <p>B.6.b</p> <p>B.6.c</p> <p>B.6.d</p> <p>C.2.b.5</p> <p>C.4.e.2</p> <p>C.4.e.4 –C.4.e.5</p> <p>C.5.b</p> <p>D.2.b</p> <p>D.2.d</p> <p>D.3.a - D.3.d</p>	<p>recognition of employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity</p> <p>Do senior managers participate in the barrier analysis process?</p> <p>When barriers are identified, do senior managers assist in developing agency EEO action plans</p> <p>Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?</p> <p>Does the agency process all accommodation request within the time frame set forth in its reasonable accommodation process?</p> <p>Develop and/or conduct outreach and recruiting initiatives?</p> <p>Identify and remove barriers to equal opportunity in the workplace?</p> <p>Assist in preparing the MD-715 report?</p> <p>does the agency discipline or sanction managers and employees for discriminatory conduct?</p> <p>Does the agency examine the impact of policies, procedure, and practices by demographics?</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, etc.?</p> <p>Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices?</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?</p> <p>Does the agency periodically review the effectiveness of the plans?</p>

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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
10/01/2021	EEO Met with the GC and DGC to discuss any red flags identified during limited barrier analysis to discuss a way ahead with action plans	09/01/2021		02/15/2022
10/01/2021	Coordinated with DHR, CPAC on MD715 preparation	3/5/2022		7/01/2022
10/01/2021	Speak with GC, DGC and Directors to discuss discipline or sanction of managers of employees for discriminatory conduct	3/5/2022		7/01/2022
10/01/2021	Discussion on the agencies regularly examination of the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability as well as impact on groups of personnel prior to any HR decisions	6/4/2022		7/01/2022

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director	Monique Moore	No
DGC	Bruce Griggs	No
DHR Director	Janet Detwiler	No
Civilian HR Specialist	Ulanda Smalls	No
GC	COL John Casiano	No

Planned Activities Toward Completion of Objective

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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)
10/01/2021	Initial meeting to brainstorm ideas on establishing recognition for EEO accomplishments	Yes		02/7/2022
10/1/2021	EEO met with the GC and DGC to discuss any red flags identified and discuss action plan proposed.	Yes		7/01/2022
10/01/2021	EEO Met with the GC and DGC to discuss any red flags identified during limited barrier analysis to discuss a way ahead with action plans	Yes		7/01/2022
10/01/2021	Identified action plan are implemented and pushed by the GC and DGC for successful implementation	Yes		7/01/2022
10/01/2021	Any barriers identified are discussed during meeting with GC and DGC	Yes		7/01/2022
10/01/2021	Coordinated with DHR, CPAC on MD715 preparation.	Yes		6/20/2022
10/01/2021	Speak with GC, DGC and Directors to discuss discipline or sanction of managers of employees for discriminatory conduct	Yes		2/7/2022
10/01/2021	Discussion on the agencies regularly examination of the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability as well as impact on groups of personnel prior to any HR decisions	Yes		7/01/2022
10/01/2021	EEO Staff review exit interviews, DEOCS survey results, complaints, allegations of harassment	Yes		3/2/2022
10/01/2021	Tailor action plans to address the identified barriers, in particular policies, procedures, or practices and implement proposed plans and review for effectiveness of the identified plans	Yes		7/01/2022

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Report of Accomplishments

Fiscal Year	Accomplishments
FY22	Established recognition for EEO accomplishments (EEO Newsletter, Commander's Note, DPMAP)
22	EEO met with the GC and DGC to discuss any red flags identified and discuss action plan proposed, discuss a way ahead with action plans for successful implementation
22	Coordinated with DHR, CPAC on MD715 preparation
22	Speak with GC, DGC and Directors to discuss discipline or sanction of managers of employees for discriminatory conduct
22	Discussion on the agencies regularly examination of the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability as well as impact on groups of personnel prior to any HR decisions
22	EEO Staff review exit interviews, DEOCS survey results, complaints, allegations of harassment
22	Tailor action plans to address the identified barriers, in particular policies, procedures, or practices and implement proposed plans and review for effectiveness of the identified plans

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715 - PART H
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
B.4.a.8 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)? Are senior managers involved in the implementation of SEPM?

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	Have EEO personnel trained to administer the SEPM	11/25/2023	9/7/2022	
10/01/2020	Appoint SEPM for the Hispanic Employment Program (HEP), the Federal Women's Program (FWP), African American, Asian American Pacific Islander Program, Native American Program.	06/30/2023		
10/1/2022	Workload and workforce permitting start a SEP committee	11/25/2023	9/7/2022	

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director	Monique Moore	No
DGC	Michael Kreilein	No
GC	COL John Casiano	No

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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)
4/1/2023	Train staff (OJT) on the Special Emphasis Program	Yes	3/1/2022	
7/15/2023	Setup SEP committee's	Yes		
9/1/2023	Conduct committee meeting	Yes		

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 NCLF for GS-11 –GS-15

EEO Group(s) Affected by Trigger (Check)

<input checked="" 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
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)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Yes, Limited analysis conducted	No with the limited inquiry More information needed

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 personnel hired

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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)
To increase # of Female personnel	10/01/2022	09/30/2025	Yes		

Responsible Official(s)

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

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
01/31/2023	Meeting to discuss ways ahead		

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 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)
Yes, limited analysis was performed	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

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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)
Conduct Hiring Events	10/01/2021	10/01/2022	Yes		08/15/2022
Encourage personnel to self identify	10/01/2021	10/01/2022			09/01/2022

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
DHR Director	Janet Dettweiler	No
DHR HR Spec.	Ulanda Smalls	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

Fiscal Year	Accomplishments
FY 22	Total IWDs were 121 achieving a 16.85% participation rate exceeding the 501 Goal of 12% by 4.85%
FY 22	Total IWTDs were 34 achieving a participation rate of 4.74% exceeding the 501 Goal by 2.74%.

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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	x
b. Cluster GS-11 to SES (PWD)	Yes		No	x

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	x
b. Cluster GS-11 to SES (PWD)	Yes		No	x

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

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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	X	No	

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	X			CPAC Functions
Answering questions from the public about hiring authorities that take disability into account	X			Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Processing reasonable accommodation requests from applicants and employees	X			Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Section 508 Compliance	X			Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Architectural Barriers Act (ABA) Compliance	X			Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Special Emphasis Program for PWD and PWTD	X			Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil

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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	X	No	
DPM has sufficient OJT training to carry out responsibilities but could greatly benefit from the DPM course.				

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		No	X
The Disability Program does not have a separate budget from the EEO program. More funding is needed to assist with conducting annual Disability Awareness Month Observance. (the only observance required by law to be handled by the EEO Office others are function of the EOAs).				

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.

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.
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.

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.
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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 candidate 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	<input checked="" type="checkbox"/>	No	
Scheduled A Coordinators represent the APG at 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.

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
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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 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 PWTD, 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.

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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		PWTD	
	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					

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

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

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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.

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

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	ii. Internal Selections (PWTB)	Yes		No	X
c. Grade GS-14	i. Qualified Internal Applicants (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	Yes		No	X
d. Grade GS-13	i. Qualified Internal Applicants (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	Yes		No	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 (PWTB)	Yes		No	X
b. New Hires to GS-15 (PWTB)	Yes		No	X
c. New Hires to GS-14 (PWTB)	Yes		No	X
d. New Hires to GS-13 (PWTB)	Yes		No	X
Barrier Analysis not conducted				

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)	Yes		No	X
b. New Hires to GS-15 (PWTB)	Yes		No	X
c. New Hires to GS-14 (PWTB)	Yes		No	X
d. New Hires to GS-13 (PWTB)	Yes		No	X
Barrier Analysis not conducted				

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

6. Does your agency have a trigger involving PWTB 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 (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	Yes		No	X
b. Managers	i. Qualified Internal Applicants (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	Yes		No	X

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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				

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	
b. Involuntary Separations (PWD)	Yes		No	
Due to CHRA update information unavailable				

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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	
b. Involuntary Separations (PWTD)	Yes		No	
Due to CHRA update information unavailable				

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*.

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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), 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/about/Garrison/EEO

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/about/Garrison/EEO

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 continually encourage and educate employees to use the CAPS program as an alternate resource for RA requests for certain equipment that is available for free to federal employees.
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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.)

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Average days 18, median days 24

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.

Training is being conducted for managers and employees on the RA process via on-line No-Fear training. The guidelines, policies, procedures, and guidelines are being followed according to AR 600-12, Appendix C for processing the RA requests in a timely manner.

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.

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 FY22

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.

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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.

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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.

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)

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Fiscal Year	Accomplishments			

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