



FY23



Equal Employment Opportunity



Installation Management Command Management Directive 715



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EEOC FORM 715-01 PART A - D			
For period covering October 1, 2022, to September 30, 2023.			
PART A Department or Agency Identifying Information	1. Agency		Department of the Army
	1.a. 2 nd level reporting component		Installation Management Command (IMCOM)
	1.b. 3 rd level reporting component		IMCOM Directorate – Sustainment (ID-S)
	1.c. 4 th level reporting component		USAG, Aberdeen Proving Ground
	2. Address		6488 Rodman Road, Bldg. 4305, Suite 111
	3. City, State, Zip Code		Aberdeen Proving Ground MD 21005
	4. Agency Code	5. FIPS Code	ARBA
PART B Total Employment	1. Enter total number of permanent workforce		580
	2. Enter total number of temporary workforce		9
	3. Enter total number employees paid from non-appropriated funds		233
	TOTAL Workforce [add lines]		822
PART C.1 Head of Agency and Head of Agency Designee	Agency Leadership		Name & Title
	1. Head of Agency		COL Philip J. Mundweil, Garrison Commander
	2. Head of Agency Designee		Mr. Michael P. 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		Mr. Jamie Gallentine, EEO Specialist
	5. Disability Program Manager (SEPM)		Ms. Lavon Forbes, EEO Specialist
	6. Other Responsible EEO Staff		Ms. Crystal Gant, EEO Specialist
	6. Other Responsible EEO Staff		Ms. Antoinette Brown, EEO Specialist, Fellow
	7. Other Responsible EEO Staff		
	8.		

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
	Organizational Chart		Yes
	462 Report		Yes
	EEO Policy		Yes
	Anti-harassment Policy		Yes
	Disabled Veterans Affirmative Action Plan		Yes
	FEORP		No
	Facility Accessibility Surveys		No
	Hispanic 9-point Plan		Yes

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>.

APG: Mission

We provide responsive installation services to our military and those who enable them.

APG: Vision

Inspire and invest in all people; to create an installation of choice for the Army of the future.

Location and Employees: Aberdeen Proving Ground (APG-North), Aberdeen, Maryland, Edgewood (APG South), Edgewood, Maryland (Both located in Harford County), Adelphi Laboratory Center, Adelphi, Maryland (Prince Georges County) and Blossom Point (Charles County). APG is a Subordinate Command under the Installation Directorate – Sustainment that falls under the Installation Management Command (IMCOM) and provides Base Operations Support, Quality of Life, and Services Essential to the entire APG Community, Workforce and the Warfighting Mission. APG is Harford counties largest employer.

Workforce: The APG Garrison workforce consist of **822** employees (including NAF) responsible for numerous technical achievements across a broad spectrum of military capabilities.

EEO Services Delivered: The United States Army Garrison (USAG), APG Equal Employment Opportunity Office (EEO) delivers services not just to Garrison personnel but to mission partners located on APG (90 in total) which consist of informal and formal complaint processing, legal reviews for all Garrison formal complaints as well as for Tobyhanna, Fort Huachuca and Picatinny Arsenal, Advisory

Services, Anti-Harassment Program Process, Alternate Dispute Resolution (ADR), EEO and DEIA monthly Training (and by request), awards review (DA Form 1256), and Reasonable Accommodations (RA) minus ATEC, DEVCOM and CECOM (each have a DPM to process RAs).

Serviced Population: The servicing population includes Garrison (Appropriated and Non-Appropriated fund Employees and some Contractors) MEDCOM, JPEO, PEO, NETCOM, CHRA, INSCOM, ACC, CMA, CECOM, DEVCOM, ATEC and 20th CBRNE as well as other smaller organizations within the APG footprint (90 total). The servicing population that the Garrison EEO office 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), MD715 Reporter and iComplaints. The data reflects all Appropriated Fund (AF) employees as well as Non-Appropriated fund employees (NAF). Contractor information is not included other than for statistical purposes (total population) outside of the general parameters of this report.

The MD 715 requires each agency to analyze its workforce to ensure that qualified applicants from diverse groups are included in the workplace pool. The National Civilian Labor Force 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 Defense Civilian Personnel Data Systems (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.

Workforce Analysis Summary:

As of 30 September 2023, the data enclosed in this report encompass APG's Garrison total workforce data. The Garrison has direct command and control of 822 civilian employees (includes NAF personnel). There are 580 appropriated personnel and 242 non-appropriated personnel including 9 temporary personnel.

The civilian workforce on APG is compared to the National Civilian Labor Force (NCLF-Harford County). Data showed that overall, for FY23 the civilian workforce was comprised of 539 (65.57%) male employees, a decrease of 8 (10.61%) from FY22 (76.18%) and 283 (34.42%) female employees, an increase from FY22 (23.81%). Compared to the NCLF, males are above by 13.77% (NCLF 51.80%) while females are below by **13.78%** (NCLF 48.20%). Females have remained below the NCLF since FY18.

Total Workforce Data (Table: A1): The analysis of the workforce data indicated that the majority female workforce population participation rates are below the **2014-2018 NCLF**. They are:

Hispanic Males	NCLF 6.80%,	APG 2.79%	Hispanic Females	NCLF 6.20%,	APG 0.48%
White Males	NCLF 35.70%,	APG 44.52%	White Females	NCLF 31.80%,	APG 9.73%
Black Males	NCLF 5.70%,	APG 6.81%	Black Females	NCLF 6.60%,	APG 5.59%
Asian Males	NCLF 2.20%,	APG 0.97%	Asian Females	NCLF 2.20%,	APG 0.36%
NH/OPI Males	NCLF 0.10%,	APG 0.36%	NH/OPI Females	NCLF 0.10%,	APG 0.12%
AI/AN Males	NCLF 0.30%,	APG 0.60%	AI/AN Females	NCLF 0.30%,	APG 0.00%
Two or more Males NCLF 1.00%,		APG 9.48%	Two or more Females NCLF 1.10%,		APG 18.12%

**Native Hawaiian or Other Pacific Islander (NH/OPI), American Indian or Alaskan Native (AI/AN)*

Disabled Workforce Data (Table: B1):

The Federal goal for Individual's with a disability is 12%. The Garrison currently employs **104** Individuals with Disabilities (PWDs), **12.65%**. This is above the Federal goal by .65%.

The Federal goal for Person's with a targeted disability is 2%. The Garrison currently employs **32** Individuals with Targeted Disabilities (PWTDs), **3.89%**. This is above the Federal goal by 1.89%. There were 80 personnel that elected not to identify their disability.

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

The NCLF is 51.80% for males and 48.20% for females.

68 GS 11 personnel, 45 (66.17%) male (14.37% above) and 23 (33.82%) female (**14.38% below**)
 81 GS 12 personnel, 55 (67.90%) male (16.10% above) and 26 (32.09%) female (**16.11% below**).
 49 GS 13 personnel, 33 (67.34%) male (15.54% above) and 16 (32.65%) female (**15.55% below**).
 15 GS 14 personnel, 11 (73.33%) male (21.53% above) and 4 (26.66%) female (**21.54% below**)
 2 GS 15 personnel, 2 (100%) male and **0 females**.

Garrison does not consist of SES personnel.

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

GS 11 personnel 16 (23.52%) PWDs and 6 (8.82%) PWTDs.

GS 12 personnel 13 (16.04%) PWDs and 6 (7.40%) PWTDs.

GS 13 personnel 5 (10.20%) PWDs and 2 (4.08%) PWTDs.

GS 14 personnel 3 (20%) PWDs and 0 (0%) PWTDs.

GS 15 personnel 0 (0%) PWDs and 0 (0%) PWTDs.

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 occupational categories. 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): 102 employees: males make up 53 (APG 51.96% NCLF 52.80%) and females were 49 (APG 48.03% NCLF 46.70%) of the population. Compared to the NCLF, males are below by 1.34% while females were above by 1.33%. White males were 38.23% and White females 27.45%. Hispanic males make up 2.94% while Hispanic females make up 0%. Hispanic males are above the NCLF by 2.54% and below by 0.30% for females. Black males make up 7.84% while Black females make up 16.66%, both are above the NCLF by 6.64% for males and 15.56% for females. The participation rates for Asian females, Native Hawaiian or other Pacific Islander females and American Indian or Alaskan Native males as well as two or more races male and female are all higher than the NCLF. Asian male, Native Hawaiian or other Pacific Islander males and American Indian or Alaskan Native are consistent with the NCLF at 0%.

Category 2 (Professionals): 141 employees: males dominated this category with (APG 75.88% NCLF 53.30%) representation compared to (APG 24.11% NCLF 46.70%) for females. Males exceeded NCLF by 22.58% while females were under NCLF by 22.59%. Records indicate that the discrepancy has existed since at least 2012 and remains consistent. Female representation rates above the NCLF were Black females (APG 4.96% NCLF 1.10%), Asian females (APG .70% NCLF 0.20%), Hispanic females by .30% (APG .70% NCLF .40%) and two or more races' females (APG 2.12% NCLF 0.40%). White females are below the NCLF by 29.10% (APG 15.60% NCLF 44.70%).

Category 3 (Technicians): 30 employees: Males dominated this category with a (APG 96.66% NCLF 53.30%) representation compared to (APG 3.33% NCLF 46.70%) for females. Males are above by 43.46% and females were below by 43.37%. Records indicate that the discrepancy has existed since at least 2012 and remains consistent. There were 6.66% Hispanic males (NCLF .40%), 76.66% white males (NCLF 51.10%), 6.66% black males (NCLF 1.20%) and 6.66% Two or more races' males (NCLF .20%).

Category 4 (Administrative and Support Workers): 36 employees: Females represent 69.44%, (NCLF 46.70%) of the workforce in this category while males made up 30.55%, (NCLF 53.30%). Compared to the NCLF, females were above 22.74% while males were below 22.75%. White males (APG 22.22% NCLF 51.10%), White females (APG 33.33%, NCLF 44.70%), Black or African American females (APG 30.55%, NCLF 1.10%), Black or African American males (APG 2.77%, NCLF 1.20%), Hispanic or Latino males (APG 5.55%, NCLF .40%), Hispanic or Latino females (APG 2.77%, NCLF .30%), and Two or more Races females (APG 2.77% NCLF .40%). American Indian or Alaskan Native males, Two or more races' males, Asian males', and Asian females were all below NCLF 0% in each category.

Category 5 (Craft Workers): 135 employees: This category has been heavily dominated by males historically. Males made up 97.77% of the workforce in this category against a 53.30% NCLF rate. Females made up **2.22%** down from 4.08% in FY22 (1.86%). Hispanic or Latino males' **2.96%** (NCLF.40%), Black or African American males' **5.92%** (NCLF1.20%), Asian males' **.74%** (NCLF.40%), American Indian or Alaskan Native **1.48%** (NCLF.10%), Native Hawaiian or Other Pacific Islander **.74%** (NCLF0%) and Two or more races' **2.22%** (NCLF.20%). The following female groups were not represented falling below the NCLF for each: Hispanic or Latino (NCLF.30%), Black or African American (NCLF 1.10%), and Asian (NCLF.20%).

Category 6 (Operatives): 80 employees: This category was heavily dominated by males with a representation of 93.75%, 40.45% above the NCLF (53.30%). Females made up only **6.25%** (NCLF 46.70%) and were below by **40.45%**. There were four underutilized groups in this category: Hispanic females (APG **0%** NCLF 0.30%), Asian females (APG **0%**, NCLF .20%) and Two or More races' males and females (APG **0%** NCLF .20%/40%).

Category 7 (Laborers and Helpers): 8 employees: This category is dominated by males with a representation of 100%, 46.70% above the NCLF (NCLF 53.30%). Females made up **0%**. White males made up the majority of the workforce at 87.50% (NCLF 84%), followed by Two or more races males (APG **12.50%** NCLF .20%).

Category 8 (Service Workers): 47 employees: This category was dominated by males with a representation rate of 95.74%, (NCLF 53.30%). Females made up **4.25%**, **42.45%** below the NCLF 46.70%. There were five groups in this category that fell below the NCLF and had **0%** representation: Hispanic or Latino females (NCLF .30%), White females (NCLF 44.70%), Asian males (NCLF .40%), Asian females (NCLF .20%) and Two or more races' (NCLF .40%).

Top Major Occupations (Table A6-1):

Series	Description	2022	2023	Male	Female
0083	Police	81	70	65 (92.85%)	5 (7.14%)
0081	Fire Protection and Prevention	62	48	46 (95.83%)	2 (4.16%)
0085	Security Guard	46	44	42 (95.45%)	2 (4.54%)
0301	Misc. Administration and Program	33	30	19 (63.33%)	11 (36.66%)
5301	Misc. Industrial Equipment Maint.	25	29	29 (100%)	0 (0%)

There was a decrease of Police personnel from 81 Police to 70 (65 male and 5 female), fire personnel from 62 to 48 (46 male and 2 female) and security guards decreased from 46 to 44 (42 male, 2 female). 0301 decreased by 3 and 5301 increased by 4.

Top Major Occupations for PWDs and PWTs (Table B6-1):

Series	Description	PWD	PWTD
5306	Air Conditioning Equipment Mechanic	8	2

0808	Architecture	7	2
0511	Auditing	5	4
0809	Construction Control Tech	4	2
5716	Engineering Equipment Operator	2	2

Management Levels (Table A3-3-1):

91 personnel in supervisor or manager positions, a decrease of 6; 7 (APG 83.51% NCLF 57.80%) were males and 15 (APG **16.48%**, NCLF 42.10%) were females. 2 Hispanic males (APG 2.19%, NCLF .20%) and 0 Hispanic females (NCLF .70%). 62 White males (APG 68.13%, NCLF 57.50%) and 6 White females (APG **6.59%**, NCLF 38.50%). 10 Black males and 7 Black females (APG 10.98%, NCLF 0% and APG 7.69% NCLF 1.80%). 0 Asian males and 2 Asian female (APG 0% NCLF 0% and APG 2.19% NCLF 0.70%). 2 two or more races male and 0 two or more races' females (APG 2.19% NCLF 0.20% and APG **0%** NCLF 0.50%). No Native Hawaiian or Other Pacific Islanders male or females nor American Indian or Alaskan Native.

New Hires- data source – USA Staffing (Table A-8 & B-8):

There was a total of 48 new hires during the reporting period. 42 were permanent; 6 were temporary. Males dominated new hires with 35 (APG 83.33% NCLF 51.80%) permanent new hires and 4 (APG 66.67% NCLF 51.80%) temporary new hires. Females comprised 7 (APG **16.67%** NCLF 48.20%) permanent new hires and 2 (APG **33.33%** NCLF 48.20%) temporary new hires. Hispanic or Latino males was 1 (APG **2.38%** NCLF 6.80%) while females were **0%** (NCLF 6.20%), White males comprised most new hires with 25 (APG **59.52%** NCLF 35.70%) permanent new hires and 3 (APG **50%** NCLF 35.70%) temporary new hires. Black or African American males were 4 (APG 9.52% NCLF 5.70%) and females were 4 (APG 9.52% NCLF 6.60%) permanent and 1 (16.67%) temporary, Asian females was 1 (APG 2.38% NCLF 2.20%) of permanent new hires, Two or more races' males were 5 (APG 11.90% NCLF 1%) permanent new hires and 1 (APG 16.67% NCLF 1%) temporary new hire. Six minority groups had **0%** representation among new hires both permanent and temporary: Hispanic or Latino females (NCLF 6.20%), Native Hawaiian or Other Pacific Islander males and females (NCLF .10% for each), American Indian or Alaskan Native males and females (NCLF .30% for each) and Two or more races' females (NCLF 1.10%).

2 new hires identified as persons with disabilities and 1 identified as a person with a targeted disability.

Applicant Flow Data (source – USA Staffing)

There was a total of 79 positions advertised during the FY. 3 were delegated examining, 78 were Direct Hire, 75 were merit promotion, and 1 was under the Pathway program. There were 1868 total applicants, 1248 (67%) were male, 427 (23%) were female, and 192 (10%) omitted. 872 (47%) were White, 499 (27%) were Black or African American, 145 (.08%) were Hispanic or Latino, 82 (.04%) were Asian, 23 (.01%) were Two or More Races, 25 (.01%) were American Indian or Alaska Native, 3 (.002%) were Native Hawaiian or Other Pacific Islander, and 217 (12%) omitted.

Recognitions and Awards (Tables A-13 and B-13): (743 Monetary and non-monetary awards)

Special Act or Service Awards - 7 (3 males and 4 females; 6 White and 1 Black).

Quality Step Increase - 28 (18 males 10 females; 22 White, 5 Black, and 1 two or more).

Certificate of Appreciation - 10 (9 males and 1 female; 5 White and 5 Black).

Certificate of Achievement - 21 (21 males and 0 females; 18 White, 2 Black, and 1 two or more).

Time off Awards - 127 (89 males 38 females; 1 Hispanic, 106 White, 15 Black, 1 Native Hawaiian or Other Pacific Islander, 1 American Indian or Alaskan Native, and 3 two or more).

On-The-Spot Cash Award - 66 (50 males 16 females; 51 White, 8 Black, 1 Asian, 2 Native Hawaiian or Other Pacific Islander, 1 American Indian or Alaskan Native, 2 two or more and 1 unknown).

Achievement Medal for Civil Service - 1 White male.

Performance Awards - 447 (367 males and 80 females; 4 Hispanic, 329 White 74 Black, 7 Asian, 4 Native Hawaiian or Other Pacific Islander, 4 American Indian or Alaskan Native and 25 two or more).

Demo Performance Increase - 2 (2 females both Black).

Civilian Service Commendation Medal - 4 (3 males and 1 female, all White).

Civilian Service Achievement Medal - 30 (25 males and 5 females; 22 White and 8 Black).

Gains and losses in the workforce –(BOBI):

58 employees new to the Army (including: not to exceed appointments) (43 males, 10 females and 5 unknowns; 1 Hispanic, 37 White, 3 Black, 1 Asian, 0 Native Hawaiian or Other Pacific Islander, 0 American Indian or Alaskan Native, and 5 two or more, and 11 unknowns.

- 9 reassignments (6 males, 3 females; 7 White, 1 Black, 1 two or more).
- 6 appointment conversions (5 males and 1 female; 2 White, 2 Black, and 2 two or more).
- 3 promotions (1 male, 2 females; 2 White and 1 Black).
- 2 changes to lower grade, level or band (1 male and 1 unknown; 1 White and 1 unknown).

*Data source – transfers, USA Staffing, hiring fares, schedule A, etc.

66 employment **losses** from appropriated funds: 1 death, 3 removals, 26 resignations, 19 terminations of appointment and 17 retirements (mandatory, disability, and voluntary).

Initiatives

Intelligence Community (IC) Initiative: Composition: The Garrison Intelligence and Security team is comprised of 10 individuals (9 White, and 1 Black). 5 identified as having a disability, 3 of which had a targeted disability, 4 no disability, and 1 did not identify. 7 personnel within the Intelligence and Security team had veteran status, and 3 did not.

Grade Distribution for GS 11-GS 15:

1 GS 13 personnel, 1 (100%) male and 0 female

2 GG 12 personnel, 2 (100%) male and 0 female

2 GS 12 personnel, 2 (100%) male and 0 female

2 GS 11 personnel, 2 (100%) male and 0 female

3 GS 9 personnel, 2 (66.66%) male and 1 (33.33%) female

Hiring: There was a total of 3 new hires for the Intelligence and Security team (2 White and 1 unknown). One individual resigned and there were no promotions.

Special programs to increase diversity:

The EEO office does not currently have any special programs to increase diversity in the Intelligence and Security population group. In the future the EEO office will work with Civilian Personnel Advisory Center (CPAC) and management official to encourage the use of student education employment programs and internships to recruit new and diverse talent. In addition, the EEO Office will conduct a training session on diversity in the workforce where all managers and supervisors can attend.

Hispanic Initiatives

The Garrison DHR is currently working on a pipeline to employment program. In addition, the EEO office (I.D.E.A. Council/ Special Emphasis Program) along with CPAC will also meet to discuss establishing liaisons with the local colleges to share information on employment and fellowship opportunities within the different agencies located on Aberdeen Proving Ground.

Based on the workflow data the Hispanic population comprises only .02% of upper-level grade positions (GS 11- GS 15). APG stood up its IDEA Council (SEPM) on 12 October 2023. The I.D.E.A Council will

analyze workflow data and if and when needed suggest initiatives to increase the Hispanic population as well as the female population.

Reasonable Accommodations and Personal Assistance Services

Total # of RA's = **30**; # of RA's for PAS = **0**; # of RA's for Religion = **1**; # of approval = **26**; # of denials = **1**; # of pending at end of FY = **1**; # of voluntary withdrawals this FY = **2**; total time to decision on RA requests this FY = **11** days (average # of days) **7** (median # of days).

DVAAP Summary FY23

Total # of Appropriated Civilian Employees **580**; # of Veterans/% of Civilian Workforce **263/45%**; # of Disabled Veterans/% of Civilian Workforce **213/37%**; # of 30% or More Disabled Veterans/% of Civilian Workforce **97/17%**.

Form G summary

Form G Element	%2021	%2022	%2023	%Change
A - Demonstrated Commitment From Agency Leadership	7% (1)	0% (0)	0% (0)	0%
B - Integration of EEO into the Agency's Strategic Mission	15% (6)	5% (2)	5% (2)	0%
C - Management and Program Accountability	23% (10)	0% (0)	0% (0)	0%
D - Proactive Prevention of Unlawful Discrimination	35% (5)	14% (2)	0% (0)	-14%
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:

EEO policy statements were signed by the new GC in June 2023 which communicated leadership commitment to equal employment opportunity, the reasonable accommodation process and diversity, equity, and inclusion as well as the Anti-harassment policy. All policies were sent out to the workforce and uploaded to the garrison website.

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.

The EEO Office disseminates EEO and DEIA related information, as well as attend events and activities in support of the mission and outreach.

The EEO website is updated regularly with pertinent information for the workforce.

The workforce is trained annually on the EEO process, ADR, Reasonable Accommodation Anti-Harassment and inappropriate workplace behaviors.

Personnel are recognized for EEO accomplishments thru the quarterly EEO Newsletter, EEO Change Culture Award, Commanders note, quarterly awards ceremonies, and annual evaluations.

Deficiency: N/A

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 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 EEO Director meets with the GC and DGC monthly to provide updates on complaints, RA's, ADR, harassment allegations, compliance and advise on any pending or foreseeable concerns or issues.

The EEO Director provided the State of the Agency Briefing to the Garrison Commander.

EEO Director has direct access to senior leaders through personal contact, emails, meetings, and staff calls.

Duties and responsibilities for EEO officials are clearly defined in AR 690-600, position descriptions as well as DPMAP performance objectives.

EEO personnel stress and encourage the use of ADR at all levels for not just garrison but all mission partners.

Collateral Duty Counselors have completed the annual required refresher training to maintain eligibility per AR 690-600, as well as all EEO practitioners.

Deficiencies:

Garrison does not have a functioning Special Emphasis Program (SEP). The SEP committee needs to be revitalized.

Corrective Action:

EEO Office will work on the execution of the SEP to kick-start the program by the beginning of 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:

Conducted quarterly training on Reasonable Accommodation procedures via Teams and during New Employee Orientation.

EEO staff has good working relationship with CPAC and Legal officials.

The EEO office notify the directorates/mission partners about all allegations of harassment or hostile work environment for processing per AR690-12.

The anti-harassment policy statement was signed by the new GC in September 2023 which communicated leadership commitment to creating a work environment free from harassment, to include harassment that is not only unlawful, but also conduct that adversely affects the work environment.

Deficiencies: N/A

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:

EEO has a public website with EEO information made available to internal and external populations. Ensure disability related questions from members of public are answered promptly and accurately.

Continually inform and encourage the workforce of the importance of employee self-identification of disability status through various methods. Some examples include emails and EEO newsletter provides announcements to the workforce for self-identifying. The information is used in aggregate to support and promote opportunities and programs for PWD.

Promote communication and awareness of EEO principles thru briefings and training to ensure employees and supervisors are educated on their roles and responsibilities.

EEO has an exit survey to solicit recommendations from departing employees on how the command could improve.

Deficiencies: N/A

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 accurate demographic data on civilian employees. The iComplaints universe is an automated Army-wide complaints tracking system which monitors complaint activity. Both of these data sources were used to complete the MD-715 Report.

An effective ADR program is in place. The named Responsible Management Official(s) are prohibited from participating in the ADR.

System in place to re-survey the workforce on an annual basis.

The Informal and formal complaints processed timely with 100% success rate.

The EEO Office research and review other federal agencies best practices and adopt them when applicable to improve the EEO program.

Established a clear separation between the EEO complaint program and the defensive function; and have access to sufficient legal resources separate from the agency representative.

The EEO office developed and utilize an in-house tracking spreadsheet to assist in monitoring complaints to ensure timelines are met.

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:

The ADR Program Manager ensures compliance with all settlement agreements.

EEO practitioner provide oversight and management controls to ensure orders and corrective actions are in compliance with EEO statutes, EEOC regulations, and policy guidance.

Deficiencies: N/A

Accomplishments:

- The Garrison conducted a standdown day for all personnel designed to allow maximum participation and complete most of the mandatory annual training in the first quarter of the FY.
- The EEO website is updated intermittently to ensure everyone is kept up to date on EEO and EEO related data.
- EEO Newsletter published quarterly and distributed to the workforce and mission partners.
- The EEO office maintained a full staff to include DA Fellow (now FTE for APG EEO office).
- The EEO office conducted 12 EEO/DEIA virtual trainings where over 1700 personnel signed on to participate. Some of the trainings conducted were unconscious bias, Civility in the workplace, effective Communication, Anti-harassment, reasonable accommodation, etc.
- EEO Office developed an EEO Practitioner Smart-Book for consistency and provide guidance related on the EEO processing. This book is directive in nature and in accordance with regulatory guidance.
- Command Climate Surveys: utilized to request feedback from the workforce about perceptions, opinions, beliefs, and attitudes. After receiving feedback, the information and action plans were briefed to senior leadership for implementation to address areas needing improvement. This also allows for the Commander to demonstrate his commitment to the workforce and also illustrate to the employees that their concerns are being heard, and they are valued contributors to the APG mission.
- Leader development monthly sessions and bi-annual symposium continue to improve on the workforce concerns and enrichment and professional development of the managers and supervisors.

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 **36**
- 2) Average number of days from contact to closure is **27**
 - (a) Cases counseled WITHIN 30 days = **27** (75%)
 - (b) Counseled WITHIN 31-90 days = **9** (25%)
 - i. Counseled within written extension period no longer than 60 days = **0** (%)
 - ii. Counseled within 90 days when participated in ADR = **9** (25%)
 - iii. Counseled within 31-90 days that were untimely = **0** (0%)
 - (c) Counseled BEYOND 90 days = **0** (0%)

b. Informal Garrison Complaints

- 1) Total informal complaints initiated were **6**
- 2) Average number of days from contact to closure is **15**
 - (a) Cases counseled WITHIN 30 days = **6** (100%)
 - (b) Counseled WITHIN 31-90 days = **0** (0%)
 - (c) Counseled within written extension period no longer than 60 days = **0** (0%)
 - (d) Counseled within 90 days where individual participated in ADR = **0** (0%)
 - (e) Counseled within 31-90 days that were untimely = **0** (0%)
 - (f) Counseled BEYOND 90 days = **0** (0%)

c. Formal Complaints Processed by Garrison

- 1) Total number of formal complaints initiated were **22**
- 2) Average days between formal filed and date ROI issued were **134** days
- 3) Average days to accept/dismiss formal complaint **10.36** days

d. Formal Garrison Complaints

- 1) Total number of formal complaints initiated were **2**
- 2) Average days between formal filed and date ROI issued were **134** days
- 3) Average days to accept/dismiss formal complaint **10.36** days

2. ADR

a. **Informal Complaints Processed by Garrison**

- 1) ADR offered **20 times (56%)** out of **36** informal complaints
- 2) ADR accepted **16 times (80%)** out of the **20** offered
- 3) Of the **20** pre-complaints accepted for ADR, **4 (20%)** settled their complaints
- 4) 0 settled with monetary benefits totaling \$0

b. **Informal Garrison Complaints**

- 1) ADR offered **3 times (50%)** out of **6** informal complaints
- 2) ADR accepted **2 times (67%)** out of the **3** 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 **18** investigations for complaints Garrison processed.

- 1) Investigated within 180 days = **18 (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 = No actual cost to the government but IRD estimates each case to cost \$7,853.44 - \$141,361.92

(b) The Department of Defense Investigations and Resolutions Directorate completed 1 investigation for Garrison complaints processed.

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

Agency investigation costs = No actual cost to the government but IRD estimate each case to cost \$7,853.44 - \$7,853.44

Summary:

Of the total 32 complaints Garrison closed in FY23, 6 (19%) were withdrawn and 8 (25%) were settled, 11 (34%) were closed by a Final Agency Decision WITHOUT an Administrative Judge and 7 (22%) were closed by Final Agency orders WITH an Administrative Judge. The number of complaints filed in FY23 was 21. There was a total of 8 closures with benefits, 6 with monetary benefits totaling \$175,360.00 and \$132, 860 was for garrison complaints.

The top 5 bases for complaints of discrimination processed by Garrison were reprisal, race (Black), sex (female), physical disability, and age. The top 5 claims/issues were Non-sexual Harassment, Other Terms/Conditions of Employment, Termination, Reasonable Accommodation (Disability), and Reassignment.

The top 5 bases for complaints processed by Garrison that were settled were reprisal, sex, race (Black), color, and disability both mental and physical. The top 5 claims/issues were Non-sexual Harassment, Other Terms/Conditions of Employment, Reassignment and Disciplinary Action.

Total inventory (462)	Median informal days	Median Formal days	Number of formals beyond 180 days	Number formals accepted or dismissed	Number of formals remanded	Number of ADR offered	Number of ADR conducted
68	27	134	0	19	0	17	14

Strategy for next FY:

The overarching strategy for FY24 is to continue our efforts to strengthen staff and command relationships through aggressive outreach, training, and education. The following strategic objectives will result in continued progress for establishing and maintaining a “Model EEO Program.

Collaborate with mission partners and key stakeholders in support of Civilian Workforce initiatives with the goal of achieving greater diversity at all levels.

The EEO office will encourage our mission partners to utilize ADR and continue to provide advisory services and try to resolve complaints at the lowest level.

The EEO Office will also continue to provide face to face, virtual and by request training to all personnel to include mission partners.

Pipeline to employment: DHR will continue to take lead on the pipeline to employment, provide and host trainings that inform and educate on the different hiring flexibilities and conduct hiring fairs.

Implement the Special Emphasis Program with the kickoff on 12 October 2023 with an EEO/DEIA Fun Run/Walk. The I.D.E.A Council will meet monthly.

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

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.

MOORE.MONIQUE
E.N.1054863809

Digitally signed by
MOORE.MONIQUE.N.1054863809
Date: 2024.01.24 10:01:02 -05'00'

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



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MUNDWEIL.PHILIP.JOHN.1169188412
Date: 2024.01.25 08:11:52 -05'00'



Signature of Agency Head or Agency Head Designee
PHILIP J. MUNDWEIL
COL, IN
Commanding





Date



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	A.1 - The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No)	Comments
			A "No" response to any measure in Part G is a program deficiency requiring a Part H.
A.1.a	Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	Yes	Mid-June (Annually)
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	https://home.army.mil/apg/index.php/about/Garrison/EEO
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	
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	https://home.army.mil/apg/index.php/about/Garrison/EEO
A.2.c	Does the agency inform its employees about the following topics:		
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	Yes	Annually
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	Annually
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	Annually
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	Yes	Annually
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	Yes	Annually
 Compliance Indicator  Measures	A.3 - The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	Yes	EEO Culture Change Award, Spotlight in the quarterly EEO Newsletter, Commanders Note and annual evaluation.



A.3.b	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes	
Essential Element B: Integration of EEO into the agency's Strategic Mission This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.			
 Compliance Indicator  Measures	B.1 - The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
B.1.a	Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	The Garrison Commander is the 2 nd line Supervisor of the EEO Officer
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	Yes	Deputy Garrison Commander
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	
B.1.b	Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes	
B.1.c	During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.	Yes	5 April 23
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 	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.



Measures			
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
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	
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	Yes	N/A - strategic plan not required at the Garrison Level.

	principles in the strategic plan in the comments column.		
 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	
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	
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	The EEO office do not process final agency decisions. EEOCCR process all FADs.
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 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	
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	
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	No	Currently the EEO office has a Disability Program Manager but other areas of SEPM were not implemented this FY. Kick-off set




	USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		for 5 Oct 23 (FY24). Not separately funded from EEO.
B.4.a.9	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	No funds were allotted for the National Disability Employment Awareness Month Program (NDEAM) in Oct.
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	
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	Yes	






	and avoid disputes arising from ineffective communications? [see MD-715, II(B)]		
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.
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	No	Not implemented this FY.
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	yes	
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	
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	
Essential Element C: Management and Program Accountability This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.			
 Compliance Indicator  Measures	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.
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  Measures	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.
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	
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	Per AR 690-12 – No timeline is stipulated to begin the inquiry outside of the 1-day notification to legal. EEO Do not track processing time.




C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	Yes	
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes	
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	Yes	
C.2.b.2	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes	
C.2.b.3	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes	
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	
C.2.c	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes	
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	Yes	https://home.army.mil/apg/index.php/about/Garrison/EEO
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.



C.3.a	Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes	
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:		
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes	
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes	
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	
C.3.b.4	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills 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
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	
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	
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	HR or DHR provide information when requested in preparing the MD715
 Compliance Indicator	C.5 - Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.



			
Measures			
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	Yes	
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	Yes	1
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	Annually
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 and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]	Yes	
 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	
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 Survey, Exit Survey and complaint data to include allegations of harassment and or HWE.
 Compliance Indicator	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.

			
Measures			
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	
 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	
Essential Element E: Efficiency This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.			

 Compliance Indicator  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	
E.1.e	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	Yes	
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	The Proponent for Investigations is the Investigation and Resolution Directorate (IRD). The EEO office monitor to ensure timelines 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	EEOCCR process all FAD's then forward to the EEO office.
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	EEOCCR Process all FAA's then forward to the 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 - IMCOM does not use contractors in EEO



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





	stages of the EEO process? [see 29 CFR §1614.102(b)(2)]		
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.
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 - Applicant flow data 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	Town Halls, Climate Survey (DEOCS), Exit Survey, Complaints, bases of complaints, Harassment notifications.
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	Newcomer's Briefings, Written Claims, Websites
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

Essential Element F: Responsiveness and Legal Compliance

This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

 Compliance Indicator  Measures	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.
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  Measures	F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	
F.2.a.1	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes	
F.2.a.2	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	Yes	
F.2.a.3	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes	
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
 Compliance Indicator  Measures	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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

715 - PART H
EEO Plan FY 23 To Attain the Essential Elements of a Model EEO Program

MD-715 PART H	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
DESCRIPTION AND TYPE OF PROGRAM DEFICIENCY:	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)? B.6.b To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)?			
RESPONSIBLE OFFICIAL:	Ms. Monique Moore EEO Director, Mr. Michael Kreilein Deputy Garrison Commander, COL Phillip Mundweil Garrison Commander			
DO THE RESPONSIBLE OFFICIAL'S PERFORMANCE STANDARDS ADDRESS THIS PLAN?				(Yes or No) No
Date Initiated	Target Completion Date	Date Modified	Date Completed	Objective Description
10/1/2020	9/30/2024	10/1/2023		Have EEO personnel trained to administer the SEPM
10/1/2020	9/30/2024	10/1/2023		Have EEO personnel trained to conduct a barrier analysis
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:				
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
02/01/2024	Allocate Funding and Schedule EEO Specialist participation in required training for both Special Emphasis and Barrier Analysis	Yes		
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE				
FY 23 Senior Managers involved in planning and establishment of SEPM. FY 23 Recurring meetings with GC, DGC and CSM reference roll out of SEPM, and kickoff event of Fun Run held on 12 October 2023.				

715 - PART H

EEO Plan FY 22 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	To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)?
B.6.b	To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)?
C.4.e.2.	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]
C.4.e.4.	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]
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)]
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,
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)] c. I] If "yes", please identify the data sources in the comments column.
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)]
D.3.c.	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/1/2020	Establish and Conduct quarterly EEO Committee meeting with senior Garrison leaders	6/1/2021	2/10/2021	10/01/2022

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/1/2020	Barrier Analysis Training	10/1/2021	5/17/2021	
10/1/2020	Bi-annual Barrier Analysis Review	7/15/2021	5/17/2021	07/01/2023

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director (Acting)	Ms. Monique Moore	No
Deputy Garrison Commander	Mr. Michael Kreilein	No
Garrison Command	COL Phillip Mundweil	no

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1/1/2021	Initial meeting	Yes	6/14/2022	10/30/22
10/1/2021	Develop SEPM recruitment letter	Yes	6/14/2022	07/01/23
10/1/2021	Develop Appointment Orders for SEPM	Yes	8/01/2022	08/01/23
10/1/2021	Canvass workforce for interested employees on SEPM appointment	Yes	9/01/2022	08-09/23

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
6/1/2021	Initial Meeting to plan a way ahead (topics MD-715, barrier analysis, SEP, and incorporating action plan and objective into current Garrison Strategic Plan)	Yes	5/01/2022	08/23/23
10/01/2021	Conduct limited analysis	Yes	8/03/2022	09/01/23

Report of Accomplishments

Fiscal Year	Accomplishments
FY 23	Meet with GC, DGC, CSM reference SEPM and Plan
FY 23	SEPM Council established, and recruitment completed August-September 2023
FY 23	Planned and coordinated staff across garrison to hold SEPM Fun Run kickoff event originally planned for 10/5/23 however was rescheduled for 10/12/23.
FY 23	Establish and Conduct quarterly EEO Committee meeting with senior Garrison leaders

Part I: Barrier Analysis and Planned Activities

MD-715 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
TRIGGER ANALYSIS			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The participation rate for females in the permanent workforce is below NCLF for GS-09 –GS-15		
SOURCE OF TRIGGER:	BOBI queries, Data Tables (female workforce population totals)		
MD-715 WORKFORCE DATA TABLE:	A4; A8		
NARRATIVE DESCRIPTION OF TRIGGER	Participation rate for females is significantly below NCLF (46.70%) at 20.84% with a gap of 25.86% . Female participation rate in new hires was 16.67% (NCLF 48.20%).		
EEO GROUP(S) AFFECTED BY TRIGGER:	Check all that apply:		
	All Men		Asian Males
	All Women	X	Asian Females
	Hispanic or Latino Males		Native Hawaiian or Other Pacific Islander Males
	Hispanic or Latino Females		Native Hawaiian or Other Pacific Islander Females
	White Males		American Indian or Alaska Native Males
	White Females		American Indian or Alaska Native Females
	Black or African American Males		Two or More Races Males
	Black or African American Females		Two or More Races Females

BARRIER ANALYSIS PROCESS			
SOURCES OF DATA:	Sources	Source Reviewed (Y/N)?	Identify Information Collected
	Workforce Data Tables	Y	Permanent Workforce; New Hires
	Complaint Data (Trends)	N/A	N/A
	Grievance Data (Trends)	N/A	N/A
	Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		
	Climate Survey (e.g., FEVS)		
	Exit Interview Data		
	Focus Groups		
	Interviews		
	Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		
	Other (Please Describe) Applicant Data		
STATUS OF BARRIER ANALYSIS PROCESS:	Barrier analysis process completed?	(Y/N) N	
	Barrier(s) identified?	(Y/N) N	
STATEMENT OF IDENTIFIED BARRIER(S): (Description of Policy, Procedure, or Practice)	A deep dive into the trigger has not yet been concluded to determine if it's an actual barrier and if any past practices are a factor.		

EEO PLAN TO ELIMINATE IDENTIFIED BARRIER(S)						
OBJECTIVE(S):	Objective	Date Initiated (M/D/Y)	Target Date (M/D/Y)	Sufficient Funding/ Staffing	Modified Date (M/D/Y)	Date Completed (M/D/Y)
	To increase the female workforce	Jan 11 24	Sep 30 24	Yes		
RESPONSIBLE OFFICIAL(S):	Title	Name			Performance Standards Address Plan? (Y/N)	
	DHR Director EEO Director Human Resource Mgr Commander DGC	Delissa Green Monique Moore Tina Betria COL Mundweil Mr. Kreilein			N	
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:						
Target Date (M/D/Y)	Planned Activities				Modified Date	Completion Date

		(M/D/Y)	(M/D/Y)																																
Sep 30 24	Meet with DHR and CPAC Brief and discuss with Command Team Brief Directors																																		
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE																																			
MD-715 PART I	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT																																		
TRIGGER ANALYSIS																																			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Participation rate for males in Management Occupational Category exceed NCLF.																																		
SOURCE OF TRIGGER:	BOBI queries, Data Tables (workforce population totals)																																		
MD-715 WORKFORCE DATA TABLE:	A3																																		
NARRATIVE DESCRIPTION OF TRIGGER	Participation rate for males in Management Occupational Category are 81.57% (NCLF51.80%) over by 29.77% . Within this population White males dominate with 88.70% (NCLF 38.33%) over by 50.37% .																																		
EEO GROUP(S) AFFECTED BY TRIGGER:	Check all that apply: <table border="1"> <tr> <td>All Men</td> <td>X</td> <td>Asian Males</td> <td></td> </tr> <tr> <td>All Women</td> <td>X</td> <td>Asian Females</td> <td></td> </tr> <tr> <td>Hispanic or Latino Males</td> <td></td> <td>Native Hawaiian or Other Pacific Islander Males</td> <td></td> </tr> <tr> <td>Hispanic or Latino Females</td> <td></td> <td>Native Hawaiian or Other Pacific Islander Females</td> <td></td> </tr> <tr> <td>White Males</td> <td></td> <td>American Indian or Alaska Native Males</td> <td></td> </tr> <tr> <td>White Females</td> <td></td> <td>American Indian or Alaska Native Females</td> <td></td> </tr> <tr> <td>Black or African American Males</td> <td></td> <td>Two or More Races Males</td> <td></td> </tr> <tr> <td>Black or African American Females</td> <td></td> <td>Two or More Races Females</td> <td></td> </tr> </table>			All Men	X	Asian Males		All Women	X	Asian Females		Hispanic or Latino Males		Native Hawaiian or Other Pacific Islander Males		Hispanic or Latino Females		Native Hawaiian or Other Pacific Islander Females		White Males		American Indian or Alaska Native Males		White Females		American Indian or Alaska Native Females		Black or African American Males		Two or More Races Males		Black or African American Females		Two or More Races Females	
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Black or African American Males		Two or More Races Males																																	
Black or African American Females		Two or More Races Females																																	

BARRIER ANALYSIS PROCESS			
SOURCES OF DATA:	Sources	Source Reviewed (Y/N)?	Identify Information Collected
	Workforce Data Tables	Y	Workforce Data
	Complaint Data (Trends)	N/A	N/A
	Grievance Data (Trends)	N/A	N/A
	Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		
	Climate Survey (e.g., FEVS)		
	Exit Interview Data		
	Focus Groups		
	Interviews		
	Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		
	Other (Please Describe) Applicant Data		
STATUS OF BARRIER ANALYSIS PROCESS:	Barrier analysis process completed?	(Y/N) N	
	Barrier(s) identified?	(Y/N) N	
STATEMENT OF IDENTIFIED BARRIER(S): (Description of Policy, Procedure, or Practice)	A deep dive into the trigger has not yet been concluded to determine if it's an actual barrier and if any past practices are a factor.		

EEO PLAN TO ELIMINATE IDENTIFIED BARRIER(S)						
OBJECTIVE(S):	Objective	Date Initiated (M/D/Y)	Target Date (M/D/Y)	Sufficient Funding/ Staffing	Modified Date (M/D/Y)	Date Completed (M/D/Y)
RESPONSIBLE OFFICIAL(S):	Title	Name			Performance Standards Address Plan? (Y/N)	
PLANNED ACTIONS TOWARD COMPLETION OF OBJECTIVE:						
Target Date (M/D/Y)	Planned Activities				Modified Date (M/D/Y)	Completion Date (M/D/Y)
REPORT OF ACCOMPLISHMENTS AND MODIFICATIONS TO OBJECTIVE						

Part J: Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Individuals with Disabilities

MD-715 PART J	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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To capture agencies’ affirmative action plans for PWD and PWTD, EEOC regulations (29 CFR. § 1614.203(e)) and MD-715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR. § 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.

- 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

- 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 (PTWD)	Yes		No	X
b. Cluster GS-11 to SES (PTWD)	Yes		No	X

- Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.
 - The agency communicated numerical goals to the USAG leaders, hiring managers, and recruiters through written communication with the USAG Management Team, Schedule A related trainings, annual Agency briefings and the Civilian Human Resources Agency (CHARA).

Section II: Model Disability Program

Pursuant to 29 CFR. §1614.203(d)(1), agencies must ensure sufficient staff, training, and resources to recruit and hire Individuals with Disabilities and Individuals 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 & Competent Staffing for the Disability Program

- 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	
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- 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			Tina Betarie, CPAC, APG Tina.m.betarie.civ@army.mil Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Answering questions from the public about hiring authorities that take disability into account	X			Tina Betarie, CPAC, APG Tina.m.betarie.civ@army.mil/CPAC Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Processing RA requests from applicants and employees	X			Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Section 508 Compliance	X			Quentin Johnson, PAO, APG Quentin.w.johnson.civ@army.mil Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil
Architectural Barriers Act (ABA) Compliance	X			Jeremy Sautter, DPW, APG Jeremy.j.sautter.civ@army.mil Lavon Forbes, DPM, APG Lavon.forbes.civ@army.mil

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Special Emphasis Program (SEP) for PWD/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	
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- DPM has over 2 years of sufficient OJT to perform responsibilities, but attending the DPM course would greatly benefit the program and mission by providing full knowledge and application of the program.

B. Plan to Ensure Sufficient Funding for the Disability Program

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

Yes		No	X
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- The Disability Program would benefit from having a separate budget/funding from the EEO program to assist with conducting the annual Disability Awareness Month Observance. This Observance is mandated by law to be handled by the EEO Office.

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 CFR. § 1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of PWD. 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.

- DA employees, supervisors and managers rely on the Army Civilian Human Resources Agency (CHARA) to provide human resources support including

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

position classification, recruitment and staffing to include the use of special appointment authorities and the recruitment strategies listed below:

- Noncompetitive Placement: Noncompetitive placement consideration is given to veterans using the Veterans Recruitment Appointment (VRA) Authority.
- The Veterans Employment Opportunity Act (VEOA). The VEOA is the special appointment authority that allows eligible veterans, including disabled veterans, to compete for positions under merit promotion procedures.
- The Workforce Recruitment Program (WRP) for students and Recent College Graduates with Disabilities. USAG, APG, will attempt to increase command participation.
- 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; qualified 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 CFR. § 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 PWTB for positions in the permanent workforce.

- Schedule A Hiring Authority- Schedule A Coordinators will represent the APG CPAC at Special Emphasis Program events to include briefing, presentations, and training sessions. Schedule A coordinators will maintain a database of all Schedule A candidates resumes and search the Incoming CPAC work for potential positions that may fit a candidate.
- Wounded Warrior Recruitment Strategy- CHRA will create and maintain an Expedited Wounded Warrior Referral Program which distributes the resumes of Wounded Warrior to Army Command and Equal Employment Opportunity (EEO) Officers.

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

- Wounded Warrior Recruitment Strategy- Partner with Wounded Warrior Program to identify wounded veterans interested in employment. Create and maintain a WW resume inventory which is web-based and searchable by the WW's job interests and location preference.

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- 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 in a position.

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	X	No		N/a	
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- Scheduled A Coordinators represent the APG at Special Emphasis Program events to include briefings, presentations, and training sessions.

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.

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 or PWTD among the new hires in the permanent workforce? If yes, describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Yes		No	X
b. New Hires for Permanent Workforce (PTWD)	Yes		No	X

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD/PWTD among the new hires for any of the MCOs? If yes, describe the triggers below.

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

a. New Hires for MCO (PWD)	Yes		No	X
b. New Hires for MCO (PTWD)	Yes		No	X

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD/PWTD among the qualified internal applicants for any of the MCOs? If yes, describe the triggers below.

a. Qualified Applicants for MCO (PWD)	Yes		No	X
b. Qualified Applicants for MCO (PTWD)	Yes		No	X

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD/PWTD among employees promoted to any of the MCOs? If yes, describe the triggers below.

a. Promotions for MCO (PWD)	Yes		No	X
b. Promotions for MCO (PTWD)	Yes		No	X

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

Pursuant to 29 CFR §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 and PWTD have sufficient opportunities for advancement.

- USAG is committed to supporting the career advancement of Persons with Disabilities, Person with Targeted Disabilities, and disabled veterans within the organization. Examples of such commitment in the past year include but are not limited to: To partner with CHRA and the Wounded Warrior Program for Federal On-the Job Training (OJT) in the EEO office, utilizing borrowed Military Manpower to maximize training/experience in the EEO field and distribution of resumes to various hiring officials in and outside the agency.

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

B. Career Development Opportunities

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

- USAG offers several programs, tools, resources, and opportunities to support and encourage professional growth and advancement for all employees. The cornerstone of the agency's efforts to support professional development is the Individual Development Plan (IDP). Development of the IDP facilitates two-way communication between employees and supervisors about short and long-term goals for advancement. Additional services, tools and resources include Instructors-led and self-guided trainings, Competency modeling and gap assessments, Career map development and individual development plans, Details or rotational assignments; Internship or fellowship programs; Collateral duties; Webinars and TDY training.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

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

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The 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

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

4. Do triggers exist for PWTB among the applicants and/or selectees for any of the career development programs identified? (The 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 (PTWD)	Yes		No	X
b. Selections (PTWD)	Yes		No	X

C. Awards

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

a. Awards, Bonuses, & Incentives (PWD)	Yes		No	X
b. Awards, Bonuses, & Incentives (PTWD)	Yes		No	X

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

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

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

a. Other Types of Recognition (PWD)	Yes			No	X	N/A	
b. Other Types of Recognition (PTWD)	Yes			No	X	N/A	

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 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).

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

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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

a. New Hires to SES (PWD)	Yes		No	X
b. New Hires to GS-15 (PWD)	Yes		No	X
c. New Hires to GS-14 (PWD)	Yes		No	X
d. New Hires to GS-13 (PWD)	Yes		No	X

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

a. New Hires to SES (PWTD)	Yes		No	X
b. New Hires to GS-15 (PWTD)	Yes		No	X
c. New Hires to GS-14 (PWTD)	Yes		No	X
d. New Hires to GS-13 (PWTD)	Yes		No	X

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

a. Executives				
i. Qualified Internal Applicants (PWD)	Yes		No	X
II. Internal Selections (PWD)	Yes		No	X
b. Managers				
i. Qualified Internal Applicants (PWD)	Yes		No	X
II. Internal Selections (PWD)	Yes		No	X
c. Supervisors				
Qualified Internal Applicants (PWD)	Yes		No	X
II. Internal Selections (PWD)	Yes		No	X

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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

a. Executives				
i. Qualified Internal Applicants (PWTD)	Yes		No	X
ii. Internal Selections (PWTD)	Yes		No	X
b. Managers				
i. Qualified Internal Applicants (PWTD)	Yes		No	X
ii. Internal Selections (PWTD)	Yes		No	X
c. Supervisors				X
i. Qualified Internal Applicants (PWTD)	Yes		No	X
ii. Internal Selections (PWTD)	Yes		No	X

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

7. 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).

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

Section V: Plan to Improve Retention of Individuals with Disabilities

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 CFR. § 213.3102(u)(6)(i))? If no, please explain why the agency did not convert all eligible Schedule A employees.

Yes		No	X
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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 trigger below.

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

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

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

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

B. Accessibility of Technology and Facilities

Pursuant to 29 CFR. § 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 (ABA) 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 Web site for

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U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

An individual that desires to file a complaint can go to
<https://home.army.mil/apg/index.php/my-fort/all-services/eoo-program>

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

The information on Architectural Barriers Act is found at
<https://home.army.mil/apg/index.php/my-fort/all-services/eoo-program>

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

The EEO Office encourages employees to use the CAPS program as an alternate resource for RA requests for equipment that is available for free to federal employees.

C. Reasonable Accommodation Program

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

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

➤ Average days 11, median days 7

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

➤ When policies, procedures and guidelines are followed according to

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

AR 600-12, Appendix C for processing the RA requests the program is very effective.

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

Pursuant to 29 CFR. § 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 policies/procedures/practices to implement the PAS requirement. Examples of an effective program include timely processing PAS requests, timely providing approved services, conducting training for managers and supervisors, and monitoring requests for trends.

- There has not been a request for a PAS in FY23

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 of **21.98%**?

Yes	X APG 26%(4.02% above)	No		N/A	
-----	---	----	--	-----	--

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	N/A	
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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.

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 an RA, as compared to the government-wide average of **14.03** percent?

Yes		No	APG 11%	X
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2. During the last fiscal year, did any complaints alleging failure to provide RA in a finding of discrimination or a settlement agreement?

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

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

Section VII: Identification and Removal of Barriers

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

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		N/A	X
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3. Identify each trigger and plan to remove the barrier(s), including the barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

MD-715 PART J	Affirmative Action Plan for Individuals with Disabilities
Triggers	N/A
Source of Trigger	N/A
EEO Group(s) Affected	N/A
EEO Sources Reviewed	
Status of Barrier Analysis Process	
Objective(s) for the EEO Plan	

Plan to Address Barriers/Triggers Identified				
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date

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

Barrier Analysis Process: Similar to the barrier analysis process in Part I, in this section, briefly describe the steps taken and the data sources used to determine the underlying cause(s) of the trigger. Agencies should then identify whether they reviewed the listed sources of data and identify information that was collected.

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

N/A

In **Section VII.4**, describe why the agency did not timely complete one or more of its planned activities and provide its plan to ensure future activities are timely completed. If applicable, the agency should explain its process for holding the responsible official accountable for untimely planned activities.

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

N/A

In **Section VII.5**, describe the impact that the planned activities had on addressing the identified barrier(s). For example, the agency should consider whether the activities removed the trigger(s).

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

In **Section VII.6**, describe whether the agency intends to modify any of the plans because the planned activities did not correct the trigger(s).