

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

EEOC FORM 715-01 PART A - D			
For period covering October 1, 2019, to September 30, 2020.			
PART A Department or Agency Identifying Information	1. Agency		Department of the Army
	1.a. 2 nd level reporting component		Installation Management Command
	1.b. 3 rd level reporting component		ID-S
	1.c. 4 th level reporting component		Fort George G. Meade
	2. Address		4432 Llewellyn Ave.
	3. City, State, Zip Code		Fort George G. Meade
	4. Agency Code	5. FIPS Code	
PART B Total Employment	1. Enter total number of permanent workforce		6,318
	2. Enter total number of temporary workforce		30
	3. Enter total number employees paid from non-appropriated funds		403
	TOTAL Workforce [add lines]		6,751
PART C.1 Head of Agency and Head of Agency Designee	Agency Leadership		Name & Title
	1. Head of Agency		Commander Fort George G. Meade Garrison
	2. Head of Agency Designee		COL Christopher Nyland
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		Lydia Elliott-Buettner
	2. Affirmative Employment Program Manager		Lydia Elliott-Buettner
	3. Complaint Processing Program Manager		Felicia Seals-Hilliard
	4. Disability Program Manager (SEPM)		Jose Flores

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	5. Other Responsible EEO Staff	Ruby Yuen
	6.	
	7.	

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		Agency and FIPS Codes	
	None			
PART D.2 Mandatory and Optional Documents for this Report	Did the agency submit the following documents		Please respond Yes or No	Comments
	Organizational Chart		Yes	
	462 Report		Yes	
	EEO Policy		Yes	
	Anti-harassment Policy		Yes	
	Disabled Veterans Affirmative Action Plan		Yes	
	FEORP			
	Facility Accessibility Surveys		Yes	

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715 - PART E
EXECUTIVE SUMMARY

Organization info:

Fort George G. Meade, Nation's Platform for Intelligence, Information and Cyber Operations is located in Anne Arundel County, Maryland. The Office of Management and Budget (OMB) identifies the geographic area where most of the employees and applicants reside by Federal Information Processing Standards (FIPS) Code. Fort Meade resides within the DC-MD-VA-WVA FIPS code area of 24003. Our organization's web link is <https://home.army.mil/meade>.

The mission of IMCOM is to deliver quality base support from the Strategic Support Area enabling readiness for a globally responsive Army. Fort Meade's vision is accomplished by integrating the Army's core values with its values of being morally strong, operationally effective, nurturing excellence, and by being responsive, optimistic, and energetic.

The majority of the employees at Fort Meade work in intelligence and security administration. The workforce includes multiple career fields ranging in grades from entry level General Schedule (GS) and Wage Grade (WG) positions to Senior Management (SES), Appropriated Fund (AF) and Non-Appropriated Fund (NAF) positions. We have DCIPs personnel pay bands within INSCOM organizations.

The Garrison commander and management teams are committed to equality of employment and an environment where all employees can contribute fully to the accomplishment of the mission. The Garrison Commander recognizes that a successful Affirmative Employment Program is a shared responsibility of all management and supervisory officials, including EEO, CPAC, and Resource Management, therefore, Fort Meade works as a team to ensure fair and equal advancement for all employees regardless of ethnicity, gender, disability, and other non-merit factors.

Fort Meade reports annually on its accomplishments in the area of equal employment opportunity. The reporting specifications are contained in numerous Equal Employment Opportunity Commission (EEOC) directives. The principle directive is EEOC Management Directive (MD) 715. It is within the scope of the MD 715's guidelines that this annual update and accomplishment report is prepared. The mission of the EEO office is to advise and assist the Garrison commander, staff, and employees on all matters regarding EEO and to promote fair and equitable treatment for civilian employees without regard to race, color, religion, gender, national origin, age, genetic information, mental or physical disability and/or retaliation for protected activity.

EEO products and services include EEO advisory services, compliance issues, complaints management and processing, reasonable accommodations, and EEO related training. Fort

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Meade's serviced population is 6,751, this represents a decrease of 3,405 employees over the prior year. This represents a decrease of 33.5% in the workforce from the last year. The Fort George G. Meade community is made up of partner activities to include major Army Command Headquarters staff and subordinate activities such as the U.S. Army Training and Doctrine Command, U.S. Army Sustainment Command, U.S. Army Aviation and Missile Command, U.S. Military Entrance Processing, NETCOM/9th Army Signal Command, US Army Military District of Washington, U.S. Army Criminal Investigation Command, U.S. Army Intelligence and Security Command, U.S. Army Medical Command, U.S. Army Civilian Resources Command, U.S. Army Cyber Command, and US Army Material Command.

Data base info:

The data used was obtained the BOBi application to extract employment data from DCPDS. A query using the geo location filtering of Fort George G. Meade to pull the UICs for our serviced population. We use iComplaints to track our complaints. Included in this data are all the supported Army organizations on Fort Meade. There is no applicant pool provided in this report. The data is located in under the tab marked Data Tables in this report.

Limitations:

Race, ethnicity, and disability information contained within 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 (OPM).

Workforce Analyses:

Summary Analysis of the Work Force Profiles shows that we have lower than expect participation rates (34.02%) for White women. This has been the trend since 2015. Their present rate is 21.56% which is 12.46% below expected. The parity rate would equate to 840 females.

The expected participation rate 4.79 % (323) for Hispanic women is 2.44% (165). We need to improve the rate by 158 females to make parity. When we were using the LCLF we were above the expected participation rate (0.8%) for Hispanic females.

To have a two percent participation rate for individuals with disabilities there would have to be 125 people claiming targeted disabilities. Our participation rate is 0.6% (38) people. We need to develop new ways of attracting individuals with disabilities. In past attempts were found that transportation was a barrier to working on FGGM. There is not public transportation available. It is more convenient for people with mobility issues to work in DC with its public transportation. We were holding quarterly job fairs but since the COVID-19 breakout we are not. That was our means of attracting Individuals with disabilities into the work force. We also use Schedule A hiring incentive.

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- Ten occupational categories are 1701 General Education and training, 132 Intelligence, 2210 Information Technology management, (301) Miscellaneous administration and programs, 80 Security Administration, 303 Miscellaneous Clerk and assistants, 343 Management and program analysis, 201 Human resources management, 203 Human Resources Assistants; 101 Social Science and 560 Budget Analyst.
- Salary has been an issue effecting the ability to keep white females working here and in particular in keeping engineers here since DC offers higher grades.

Our overall population has decreased again this year. We have had several organization cut back or totally leave Fort Meade. That fact along with force reduction in current organizations caused a 3,405 loss in the total workforce or a 33.5% decrease in employment. First Army and Asymmetric warfare are no long here. Army Cyber and INSCOM have had reductions.

Essential Element A - F:

Form G summary

<u>Form G Element</u>	<u>Number of Deficiencies this year</u>	<u>Number of deficiencies last year</u>	<u>Number increase/decrease</u>	<u>Percent of Net change</u>
<u>A</u>	<u>1</u>	<u>3</u>	<u>-2</u>	<u>-16.7%</u>
<u>B</u>	<u>5</u>	<u>5</u>	<u>0</u>	<u>0%</u>
<u>C</u>	<u>9</u>	<u>1</u>	<u>+8</u>	<u>+18.2%</u>
<u>D</u>	<u>1</u>	<u>4</u>	<u>-3</u>	<u>-21.4%</u>
<u>E</u>	<u>4</u>	<u>0</u>	<u>+4</u>	<u>+15.4%</u>
<u>F</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>

Model Program Summary. The EEOC in Management Directive 715 mandated measure for the EEO program to rate the efficiency and effectiveness within the organization where it resides. These measures are calculated within Part G of the Affirmative action accomplishment report. Questions are posed to the EEO Manager with an area to explain. Per IMCOM instructions these boxes should all be filled with information regardless of the answer. The total of positive answers is calculated to a percentage in each of the six categories of the MD715 Model Program. The score for these totals is listed next to the strength scores. Deficiencies that effected the score are explained.

- Demonstrated commitment from agency leadership:
 - Strengths Scored 93% - We have strong support from senior leadership at the garrison and supported organization.

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- Deficiencies - When employees are promoted to supervisor they do not receive a copy of agencies EEO policies.
- Integration of EEO into the agency's strategic mission:
 - Strengths 85%- We are part of the strategic mission. Leaders routinely call for answers to questions related to equal employment opportunity.
 - Deficiencies –We need to develop an SEP program.
- Management and program accountability:
 - Strengths 77% - Reasonable Accommodation at the Garrison and Kimbrough are being addressed from the top down.
 - Deficiencies - Timetables are not set for meeting with CPAC Officer to discuss merit promotions, Disabled Veterans Affirmative Action Plan (DVAAP), employment plan for Latino employees (9point), training and awards.
- Proactive prevention of unlawful discrimination:
 - Strengths 100% -No Fear and anti-harassment, EEO and supervisor training in reasonable accommodations. We are now conducting training through MS Teams. We have two collateral duty mediators that we support by paying for their certification training.
 - Deficiencies - Managers are not involved in barrier analysis. There is no SEP committee. There is no New Employee Orientation (NEO).
- Efficiency:
 - Strengths 91% -The EEO staff work well together, minimizing stress as we can and provide support for each other with our heavy workload. Since most organizations we support are a mix of military and civilians personnel the EO and EEO staff work together and conduct training in unison for those people.
 - Deficiencies – One specialist is on weather and sick leave which leaves us understaffed.
- Responsiveness and legal compliance:
 - Strengths 100% - We are responsive and legal compliant
 - Deficiencies – None since part G has change from last year so did our percentage without any negative responses. The last two questions were for the Army agency,

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above this level.

Summary of Reasonable Accommodation Requests for FY 20.

We received 40 requests for RA's this fiscal year. Of these 29 were approved, 7 had no decision yet and 4 were denied. Tele work was requested in 24 of these. The average time to complete the process was 14 days

Accomplishments:

- We offer MS Team training as requested for our serviced organizations
- We are included in discussion on their current issues.
- Accomplishments reported on Parts H, I, and J.

Complaints processing summary (processed by):

- Twenty four pre complaints were filed this year.
- Fifteen formals were filed this year.
- Top bases were disability, race, reprisal and sex
- The top issues were harassment, disciplinary actions and non-accommodation
- Seven cases were closed by settlement agreements. Two were closed by Final agency decision, no discrimination. .
- The average processing times were 121 days for the report of investigation (ROI), For a FAD the average is 855 days and for a hearing the average time is 560 days.
- There is one case that is 437 days old, this case was given an ROI which was lost in transition. We had computers crashed and the COVID outbreak. IRD only saves cases 60 days at which time they are destroyed. This case is now being investigated again to replace the ROI. All parties are aware of the situation.

Tenant Complaints

<u>Total inventory (462)</u>	<u>Median informal days *</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days</u>	<u>Number formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
<u>45</u>	<u>24.81</u>	<u>10.75</u>	<u>1</u>	<u>13</u>	<u>1</u>	<u>10</u>	<u>9</u>

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IMCOM Complaints

<u>Total inventory (462)</u>	<u>Median informal days *</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days</u>	<u>Number of formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
<u>9</u>	<u>24</u>	<u>17</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>

Investigations

a. DOD IRD Completed # of investigations for complaints IMCOM Processed.

- (1) Investigated w/l 180 days = 8
- (2) Investigated w/l 360 days = 0
- (3) Investigated BEYOND 360 days= 0
- (4) Untimely completed investigation = 1

b. Agency investigation costs = \$0

c. DOD IRD completed # investigations for IMCOM complaints processed.

- (1) Investigated w/l 180 days = 2
- (2) Investigated w/l 360 days = 0
- (3) Investigated BEYOND 360 days= 0
- (4) Untimely completed investigation = 0

d. Agency Investigation cost = \$0

e. Summary Complaints Data

IMCOM cases. Closed complaints, WD, Settled 2, FAD w/o AJ 1 no discrimination, closed by FAA w AJ

Total complaints filed 2

Total closures w/monetary benefits with \$ 9,000 average per complaint.

Top 5 bases- race, color, reprisal, disability and age

TENANT processed. Closed complaints, WD, Settled 5, FAD w/o AJ, closed by FAA w AJ

Total complaints filed-13

Total closures w/monetary benefits with \$400,600 average per complaint.

Top 5 bases-race, color, reprisal, disability and GINA

Strategy for next FY:

- 1. For next year the EEO Office needs to increase the number of collateral duty counselor.
- 2. Encourages management to work with us to identify barriers and develop goals.
- 3. Recruit and train SEP committee members.

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

I, Lydia Elliott-Buettner, Equal Employment Opportunity Officer, am the Principal EEO Director/Official for: Fort George G. Meade.

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.

Lydia Elliott-Buettner

(EEO Signature Date)

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program
Status Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee

Date

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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.

A.1 - The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No/NA)	Comments
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	This is always done.
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	This is always done.
A.2 - The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No/NA)	Comments
Does the agency disseminate the following policies and procedures to all employees:	Yes	All information is on our website
Anti-harassment policy? [see MD 715, II(A)]	Yes	On the website
Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	On the website

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Does the agency prominently post the following information throughout the workplace and on its public website:	Yes	On the website
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	On the website, office email accounts
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	On the website and in the office
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/meade/index.jsp opportunity-office
Does the agency inform its employees about the following topics:	Yes	
EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	Yes	In policy letters, website, documents, email and phone
ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	In policy letters, website, documents, email and phone.
Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	In policy letters, website, documents, email and phone
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	In policy letters, website, documents, email and phone
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	Table of penalties
A.3 - The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator
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	This is a planned action for the office

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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	Several surveys are used
<p style="text-align: center;">Essential Element B: Integration of EEO into the agency's Strategic Mission This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.</p>		
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/NA)	Comments
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)]	No	I report to the Deputy Garrison Commander
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 is Gu
Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	Yes it does
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	Meetings, emails and telephone ca
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	During staff meeting and in the Sta
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	Meetings

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B.2 - The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No/NA)	Comments New Compliance Indicator
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	Yes along with leadership.
Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	Reports are reviewed
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	IRD is an outside agency that conducts complaints. We do not oversee them.
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	HQ EEOCCR is responsible for issuing final decisions.
Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	HQ EEOCCR is responsible for ensuring compliance.
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	Annually completed in the MD715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800.
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	Yes Fort Meade does not have a field office.
B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No/NA) Yes	Comments We are involved in workforce changes.

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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	HR meeting include EEO staff
Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	Yes	We are involved.
B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No/NA)	Comments
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:	Yes	This is always done.
to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes	Training received
to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	Training received
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	Training received
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	Training received

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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	The Fort Meade EEO Office has no field office.
to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	Training received
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	Training received
to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	Yes	Training received
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	Training received
to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	Training received
to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes	HQ EEOCCR is responsible for compliance issues
Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes	Fort Meade does not have a Field office
Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	Yes in positions descriptions
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	We ensure our counselors and me
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	We ensure they do get the training
B.5 - The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No/NA)	Comments New Indicator

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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:	Yes	It is mandatory training.
EEO Complaint Process? [see MD-715(II)(B)]	Yes	It is mandatory training.
Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	It is mandatory training.
Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	It is mandatory training.
Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes	It is mandatory training.
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	It is mandatory training.
B.6 - The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No/NA) Yes	Comments New Indicator This is always done.
Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	No	We only have the IWD program
Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes	In human resource meetings this is discussed

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When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	No	This is a goal.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	No	This is a goal.
<p style="text-align: center;">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.</p>		
C.1 - The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No/NA)	Comments
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	Fort Meade does not have a field Office.
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.		Fort Meade does not have a field Office.
Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		Fort Meade does not have a field Office.
C.2 - The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments New Indicator

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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	We have a policy
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	We have a policy
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	We do not have a separate Anti-
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	We follow the prevention of harassment Directive 2025-40
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	It is included in the EEO program
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 Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes	Directive 2025-40
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	It is covered
Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes	We follow EEOC
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	Our IWD program Manager is For the installation

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Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes	He works in the EEO Office
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	Coordinated with CPAC
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	The timelines are clear
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	Process is timely
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	EEOC process
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	EEOC process
C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No/NA)	Comments New Indicator
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	In their performance elements
Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:	Yes	This is always done.
Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes	In most organizations the Deputies

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		have the settlement authority.
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	This is a standard practice.
Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	This is the goal.
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	This is the goal.
Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	This is always done.
Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	This is the goal.
Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	This is the goal.
Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	This is always done.
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)]	No	We have two breach of settlement decisions from OFO.
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	I do this.
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	.
C.4 - The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Yes	Comments This needs to improve. CPAC has High turnover in the last two years

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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	Scheduling this again
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	In the works for this actions
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	The Department of the Army has not completed a project to supply accurate applicant pool data to conduct this.
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)]	No	This is a goal
Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:	Yes	We have this year.
Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	Yes	On hiring and recruitments
Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	Yes	Before corona virus we had job Fairs with state of Maryland.
Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes	On line and as requested
Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes	This is a goal
Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	This is a goal
C.5 - Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No/NA)	Comments This is always done.

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Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)	Yes	Table of penalties.
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	This would be the action taken.
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	This would be the action taken.
C.6 - The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No/NA) Yes	Comments This is always done.
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	Using the MD715 and the State of the Agency reports.
Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes	In meetings, emails and phone calls.
Element D: Proactive Prevention		
Element D requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.		
D.1 - The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No/NA) Yes	Comments

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Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	We look for them when processing The MD 715.
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	We use recognized triggers, work-Force data, climate surveys and harassment data.
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	CPAC completes these.
D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No/NA)	Comments New Indicator
Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	Under representation could indicate a barrier.
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	Issues in complaints could show These.
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	This would help prevent class Complaints.
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;	Yes	This is done.

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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.		
D.3 - The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No/NA)	Comments New Indicator
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	But we need an SEP to assist with this action.
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	We have done this but need more Action.
Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes	We did prior to the virus.
D.4 - The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure Met? (Yes/No/NA) Yes	Comments New Indicator Included in Part J of the MD715.
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	It is updated annual.
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	During job fairs, meetings, training And on website.

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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	During job fairs, meetings, training And on website.
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	We were conducting job fairs

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.

E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No/NA)	Comments
	Yes	This is always done.
Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes	This is always done.
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	This is always done.
Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes	This is always done.
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	Average process time this past year Was 10.5 days.
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	We have rarely had a problem in this area.
Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	IRD is an outside entity which Conducts all investigations regarding

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		EEO complaints, we do not oversee this function.
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	IRD is an outside entity which Conducts all investigations regarding EEO complaints, we do not oversee this function.
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 oversees the timely issuance Of final agency decisions.
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	HQ Army EEOCCR is responsible for this function.
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	We would if we used them.
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	This is done.
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	We do this.
E.2 - The agency has a neutral EEO process.	Measure Met? (Yes/No/NA) Yes	Comments Revised Indicator Our office is neutral.
Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	Yes	The processes are separate from Each other.
When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-	Yes	The process is separate from the Defensive function.

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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.		
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	The process is separate from the Defensive function.
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	We have no issues with that here.
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)	Yes	There are five days build into the 1 days to complete the acceptance dismissal of formal complaints.
E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No/NA)	Comments
Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	Yes	IT is used in both processes.
Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	No	The deputy has settlement authority
Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes	We do encourage this with employees and supervisors.
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	They are involved in the terms.
Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	Yes	Deputies have settlement authority
Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes	We do this in the MD715 and State of the agency.
E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No/NA)	Comments We evaluate it in the MD715 and when conducting MICP.

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Does the agency have systems in place to accurately collect, monitor, and analyze the following data:		
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	We use iComplaints.
The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	We use DCPDS.
Recruitment activities? [see MD-715, II(E)]	No	The Department of the Army has not completed a project to supply accurate applicant pool data to conduct a thorough barrier analysis is not possible
External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	No	The Department of the Army has not completed a project to supply accurate applicant pool data to conduct a thorough barrier analysis is not possible
The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	These are tracked in the MD715 Reporter.
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	These are tracked in iComplaints.
Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	Yes	Several surveys are used.
E.5 - The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No/NA)	Comments We review it in the MD715 and in MICPs.
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	These trends are analyzed in the State of the Agency report.

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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	With other Army agencies
Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes	With other Army agencies

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.

F.1 - The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No/NA)	Comments
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	HQ Army EEOCCR is responsible for overseeing the timely issuing of Final agency decisions.
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	HQ Army EEOCCR is responsible for Overseeing this function.
Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes	HQ Army EEOCCR is responsible for Overseeing this function.
Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes	HQ Army EEOCCR is responsible for Overseeing this function.
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	HQ Army EEOCCR is responsible for Overseeing this function.
F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No/NA)	Comments
Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	HQ Army EEOCCR is responsible for Overseeing this function.

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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	HQ Army EEOCR is responsible for Overseeing this function.
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	HQ Army EEOCR is responsible for Overseeing this function.
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	HQ Army EEOCR is responsible for Overseeing this function.
Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	HQ Army EEOCR is responsible for Overseeing this function.
F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No/NA)	Comments
Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	Yes	HQ Army EEOCR is responsible for Overseeing this function.
Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	Yes	HQ Army EEOCR is responsible for Overseeing this function.

MD-715 - PART G

Agency Self-Assessment Checklist

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715 - PART H
EEO Plan to Attain the Essential Elements of a Model EEO Program

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
No SEP committee	We only have a disability Program manager

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)
1/6/2020	Recruitment for member's	1/20/21		
1/20/21	Recruitment for IWTD	2/15/21		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
SEP MGR	Jose Flores	Yes

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)
Recruitment	1/15/2021	Yes		
Training	TBD			

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

Report of Accomplishments

Fiscal Year	Accomplishments
FY20	We have retained three member.

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FY 2020 MEADE	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.: No EEO Award program
OBJECTIVE:	Recognize individuals and organizations that support EEO goals.
RESPONSIBLE OFFICIAL:	SEP manager
DATE OBJECTIVE INITIATED:	10/14/2020
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/14/2021
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Build SEP program	1/20/2021
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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FY 2020 MEADE	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agenc EEO Program and Plan.: HR director and EEO Officer meeting
OBJECTIVE:	To set up regular meeting
RESPONSIBLE OFFICIAL:	EEO Officer
DATE OBJECTIVE INITIATED:	10/14/2020
TARGET DATE FOR COMPLETION OF OBJECTIVE:	6/16/2021
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: Need to set up a meeting with Garrison directors.	TARGET DATE (Must be specific) 1/18/2021
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

FY 2020 MEADE	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.: The participation rate for white women is severely below the expected rate.
OBJECTIVE:	The object is to bring the white female participation rate closer to the 34.02%. It now stands at 17.27%, 16.75% blow expected rate
RESPONSIBLE OFFICIAL:	EEO, SEP and CPAC
DATE OBJECTIVE INITIATED:	10/13/2020
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2021
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE: Recruitment planning	TARGET DATE 1/20/21
Recruit for Federal Women's program members	2/15/2021
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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FY 2020 MEADE	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.: There is no direct involvement by senior leaders identifying barriers
OBJECTIVE:	To get buy in from senior leaders and assistance.
RESPONSIBLE OFFICIAL:	EEO Officer
DATE OBJECTIVE INITIATED:	9/11/2020
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/13/2021
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Call a meeting obtain ideas Garrison director.	1/27/2021
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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715 - Part I
EEO Plan To Eliminate Identified Barrier

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Representation	Date table A1 for 2020 and employment trend since 2015.	White women are 16.75% below expected rate.

EEO Group(s) Affected by Trigger (Check)

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

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	WF 16.75% below CLF
Complaint Data (Trends)	Yes	Numbers are not significant.
Grievance Data (Trends)	No	

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	NO	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	NO	Need to request these from CPAC
Focus Groups	Yes HR meeting	Higher grades in DC
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	Need to research these
Other (Please Describe)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes) White women have a trend of under representation at FGGM Since 2015. High Grades seem to be the motivating factor for transfers to DC	Barrier(s) Identified? (Yes or No)
Reviewed data the group is below expected rates at the Garrison and the fort overall.	

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

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Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
SEP FEW	10-20-2020	2-15-2021	Not yet		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
SEP MGR	Joe Flores	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1-20-21	SEP Recruitment		
2-15-2021	Name SEP FEW MGR		

Report of Accomplishments

Fiscal Year	Accomplishments

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715 - Part I
EEO Plan To Eliminate Identified Barrier

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

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Undrepresentation	A2	Hispanic women are 2.29% below expected rate compared to CLF.

EEO Group(s) Affected by Trigger (Check)

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

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	2.29% below expected participations rate.
Complaint Data (Trends)	Yes	No significant numbers in filings.
Grievance Data (Trends)	No	

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	Need to get this from CPAC
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	Need to get this from CPAC
Focus Groups	No	SEP could accomplish this
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	NO	Need to research these
Other (Please Describe)	No	

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
Just starting this one	No

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

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Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
SEP	10/20/20	1/20/21	Yes		
HEP MGR	10/20/20	2/15/21	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
SEP MGR	Jose Flores	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1/20/21	Recruitment for all women		

Report of Accomplishments

Fiscal Year	Accomplishments

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

a. Cluster GS-1 to GS-10 (PWD)	Yes		No	X
b. Cluster GS-11 to SES (PWD)	Yes		No	X
We have over the 12% bench mark in grades 11 through 15.				

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

a. Cluster GS-1 to GS-10 (PWD)	Yes	X	No	
b. Cluster GS-11 to SES (PWD)	Yes	X	No	
We are below the 2% benchmark in grades 6 through 15.				

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

Discussion during HR meeting and in the state of the Garrison briefing

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Section II: Model Disability Program

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

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

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

	Yes	<input checked="" type="checkbox"/>	No	
We were using quarterly job fairs and schedule A hiring initiative				

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1			CPAC personnel
Answering questions from the public about hiring authorities that take disability into account	1			Jose Flores and CPAC Personnel
Processing reasonable accommodation requests from applicants and employees	1			Jose Flores
Section 508 Compliance	1			Lydia Elliott-Buettner
Architectural Barriers Act (ABA) Compliance	1			Mr. Washington DPW
Special Emphasis Program for PWD and PWTD	1			Jose Flores

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.

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	Yes	X	No	
CP28 training for Disability Program Managers				

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

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

	Yes	X	No	
We are deficient in committee members				

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. Plan to Identify Job Applicants with Disabilities.

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

Job Fair after COVID 19 subsidies, use of schedule A in hiring for positions

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

Schedule A

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.

They are qualified if they meet the minimum job requirements for SKA

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

	Yes	No	
YES	<input type="checkbox"/>	<input type="checkbox"/>	

B. Plan to Establish Contacts with Disability Employment Organizations

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

Networking

C. Progression towards Goals (Recruitment and Hiring)

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

	Yes	No	
a. New Hires for Permanent Workforce (PWD)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. New Hires for Permanent Workforce (PWTD)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

	Yes	No	
a. New Hires for MCO (PWD)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. New Hires for MCO (PWTD)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

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

a. Promotions for MCO (PWD)	Yes		No	x
b. Promotions for MCO (PWTD)	Yes		No	x

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

Pursuant to 29 C.F.R §1614.203(d) (1) (iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

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A. Advancement Program Plan

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

We have people with targeted disabilities in the high grades. They have not been excluded from Advancement or retention.

B. Career Development Opportunities

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

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs	6,266	699		10.54%		0.6%

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

a. Applicants (PWD)	Yes		No	x
b. Selections (PWD)	Yes		No	x

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

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

C. Awards

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

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

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

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

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

a. Other Types of Recognition (PWD)	Yes	<input checked="" type="checkbox"/>	No	
b. Other Types of Recognition (PWTB)	Yes	<input checked="" type="checkbox"/>	No	
We used to have recognitions but no longer do that.				

D. Promotions

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

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

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

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

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

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

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

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

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

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

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

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

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Describe

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

a. New Hires for Executives (PWD)	Yes		No	
b. New Hires for Managers (PWD)	Yes		No	
c. New Hires for Supervisors (PWD)	Yes		No	
We don't have applicant pool data				

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

a. New Hires for Executives (PWTD)	Yes		No	X
b. New Hires for Managers (PWTD)	Yes		No	X
c. New Hires for Supervisors (PWTD)	Yes		No	X

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. Voluntary and Involuntary Separations

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

	Yes		No	
No eligibles this year, five employees will be next year.				

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

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

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

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

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

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

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

<http://home.army.mil/meade/eoo>

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

<http://home.army.mil/meade/eoo>

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

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We need to redo the accessibility study, new construction on the fort.

C. Reasonable Accommodation Program

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

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

Less than 30 business days

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

We have work groups addressing the problems at KACC. We no problems at the Garrison with RA's

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

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

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

We are working this issue. We have had no requests.

Section VI: EEO Complaint and Findings Data

A. EEO Complaint data involving Harassment

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

	Yes	<input checked="" type="checkbox"/>	No	
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2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

	Yes		No	<input checked="" type="checkbox"/>
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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.

NA

B. EEO Complaint Data involving Reasonable Accommodation

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

	Yes	<input checked="" type="checkbox"/>	No	
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2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

	Yes		No	<input checked="" type="checkbox"/>
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3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

DPM makes sure the process is followed. Often employees don't provide request prognosis, diagnosis or limitation as required.

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	<input checked="" type="checkbox"/>	No	
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2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

	Yes		No	<input checked="" type="checkbox"/>
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3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

Trigger 1	Accessibility to the Fort			
Barrier(s)	We have no public transportation for those who do not drive.			
Objective(s)	At one time we had a bus but could not keep up the service for lack of patronage.			
Responsible Official(s)		Performance Standards Address the Plan?		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
1/20/21	Planning meeting	Yes		
2/15/21	SEP meeting			
Fiscal Year	Accomplishments			

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

We could not guarantee ridership for public transportation.

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