

**US ARMY AVIATION CENTER OF EXCELLENCE
FORT NOVOSEL, ALABAMA**

**FY 2024
ANNUAL MANAGEMENT DIRECTIVE 715 REPORT**



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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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Parts A-D: Agency Identifying Information

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For period covering October 1, 2022, to September 30, 2023.			
PART A Department or Agency Identifying Information	1. Agency		USAG Fort Novosel
	1.a. 2 nd level reporting component		IMCOM ID-Training
	1.b. 3 rd level reporting component		IMCOM
	1.c. 4 th level reporting component		AMC
	2. Address		2218 6th Ave
	3. City, State, Zip Code		Fort Novosel AL 36362
	4. CPDF Code	5. FIPS Code	ARXA
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		303
	2. Enter total number of temporary employees		0
	3. Enter total number employees paid from non-appropriated funds		367
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		670
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		COL John Miller III, Commander, USAG Fort Novosel
	2. Agency Head Designee		John Watson, DGC, USAG Fort Novosel
	3. Principal EEO Director/Official/Official Title/series/grade		Craig B. Tuttle, EEO Director, GS-0260-13
	4. Title VII Affirmative EEO Program Official		
	5. Section 501 Affirmative Action Program Official		
	6. Complaint Processing Program Manager		Holli Miller, EEO, GS-0260-12
	7. Other Responsible EEO Staff		Lesa Willard - Disability Program Manager
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
	U.S. ARMY INSTALLATION MANAGEMENT COMMAND		ARXA 01045

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EEO FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:		*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	x
Brief paragraph describing the agency's mission and mission-related functions	x	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential	x
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	x	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	x
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	x	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	x
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	x	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	x
Summary of EEO Plan action items implemented or accomplished	x	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	x
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]	x	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	x	*Organizational Chart	x

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PART E: EXECUTIVE SUMMARY

Organization Info:

Headquarters U.S. Army Garrison (USAG), Fort Novosel, formerly (Fort Rucker) is the Home of Army Aviation. USAG Fort Novosel's mission is to care for the Soldiers, Family Members and Civilians of Fort Novosel and to set the conditions for mission success. Further information can be found at <http://www.novosel.army.mil>.

Fort Novosel covers approximately 63,000 acres of southeast Alabama countryside in an area known as the Wiregrass, named for a wild grass peculiar to the region. Much of the main post is in Dale County, with the remaining government-owned and leased acreage in Coffee, Geneva, and Houston Counties.

The U.S. Army Aviation Center of Excellence (USAACE) trains, educates, and develops agile and adaptive Army Aviation leaders, manages the Aviation Enterprise, and integrates Aviation capabilities and requirements across the warfighting functions to enable Commanders and Soldiers on the ground to fight and win.

The Fort Novosel Equal Employment Opportunity Program is a special staff function, co-located with the Equal Opportunity Office, which is in a separate building, away from the Civilian Humana Resources Agency (CHRA) and the Staff Judge Advocate. The location of the facility has a definite advantage in processing complaints since it affords privacy for clients, emphasizes neutrality, yet is close to the Labor Counselor and other officials who are important to the resolution and/or the processing of complaints.

The Fort Novosel EEO Office is a part of the IMCOM Installation Directorate – Training with IMCOM EEO Headquarters in San Antonio, Texas.

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Mission

MISSION

Provide synchronized and integrated base support for the aviation training mission and quality-of-life services for Soldiers, Civilians, and Family members.

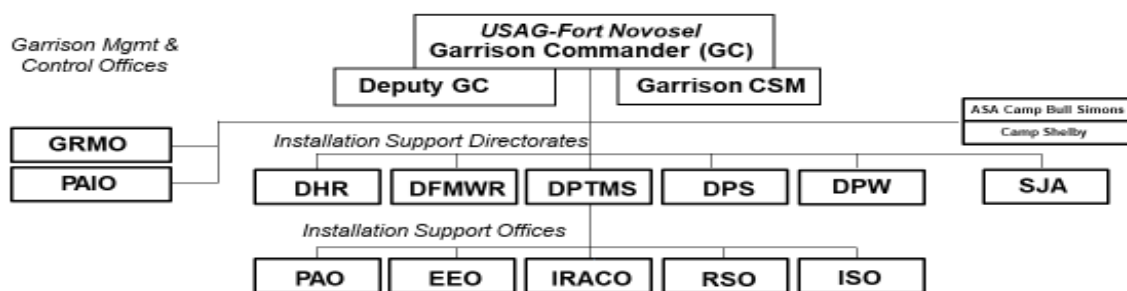
VISION

Fort Novosel is a premier installation where an environment exists dedicated to creating and sustaining the future of Army Aviation

FY24 USAG - Fort Novosel Organization Chart



USAG Fort Novosel Alignment



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Data Base Info

The data for this report was extracted from the Defense Civilian Personnel Data System (DCPDS) utilizing Business Objects Applications (BOBI) and Entelitrak (ETK). Because the HR data system has not been retooled to meet MD 715 requirements, and OPM has not issued an authorization for the retooling, many data points in the accompanying data tables will not consistently sum up to the total Army workforce. This is especially true in the calculations for persons with disabilities. The reportable codes used by EEOC vary from those in the HR data system in that some codes were excluded. Because of this exclusion, many of the data tables will not sum to the total Army workforce. In addition, many of the tables that capture data on Ethnicity and Race Indicator (ERI) groups, because of the variety of pay plans used in Army do not fit into the aspects of "GS" or "Wage Grade" equivalents. Therefore, many of those data points were excluded.

The Federal information processing standards codes (FIPS codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. FIPS are used by government agencies, contractors, and vendors to ensure their systems and products meet the government's requirements. The FIPS code used for Fort Novosel is 01031+.

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).

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PART E.1: Workforce Analyses

Summary Analysis (Narrative) of Workforce

Garrison Workforce - Appropriated Fund							Total Workforce Incl NAF			Demographics		
ERI / Sex	FY 2023			FY 2024			FY 2024			Dale	Coffee	Houston
	#	%	CLF	#	%	CLF	#	%	CLF	County	County	County
American Indian	5	1.58%	0.60%	4	1.32%	0.60%	4	0.57%	0.60%	0.90%	1.50%	0.60%
Asian	0	0.00%	4.40%	0	0.00%	4.40%	0	0.00%	4.40%	1.50%	1.70%	1.30%
Native Hawaiiin/Other Pacific Islander	1	0.31%	0.20%	2	0.66%	0.20%	2	0.29%	0.20%	0.20%	0.50%	0.10%
Black	54	17.14%	12.30%	53	17.49%	12.30%	67	9.82%	12.30%	21.80%	17.10%	27.70%
Hispanic	15	4.75%	13.00%	16	5.28%	13.00%	16	2.33%	13.00%	7.20%	9.90%	4.80%
White	236	74.91%	67.50%	220	72.60%	67.50%	228	33.42%	67.50%	72.40%	75.90%	68.00%
Two or More Races	4	1.26%	2.10%	8	2.64%	2.10%	365	53.50%	2.10%	3.20%	3.40%	2.40%
Total	315		0	303			682					
Females	107	33.96%	48.20%	107	35.31%	48.20%	386	56.59%	48.20%	51.00%	50.20%	52.00%
Males	208	66.03%	51.80%	196	64.68%	51.80%	296	43.40%	51.80%	49.00%	49.80%	48.00%

(Data Table: A1)

Total Workforce (AF) – Distribution by Ethnicity and Race Indicator (ERI) and Sex:

At the end of FY 2024, the Fort Novosel workforce consisted of 303 Permanent Appropriated Fund (AF) employees and 379 Non-Appropriated Fund (NAF) employees for a total workforce of 682. Overall, Females made up 35.31% (107) and Males made up 64.68% (196) of the Permanent Appropriated Fund Workforce.

Permanent Appropriated Fund Females' participation rate representation in the workforce (35.31%) was below the 48.20% CLF. There was no decrease of Females in the total workforce overall as compared to the previous fiscal year.

Permanent Appropriated Fund Males' participation rate representation in the workforce (64.68%) was above the 51.80% CLF. There was a -1.35% decrease (208/196) of Males in the total workforce overall as compared to the previous fiscal year.

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Total Workforce (AF) – Distribution by Disability:

At the end of FY 2024, Individuals with Disabilities (IWD) represented 21.12% (64/303) of the total Appropriate Fund (AF) population; and of the total population, 5.94% (18/303) were Individuals with Targeted (IWT) Disabilities. The overall participation rate of individuals with disabilities (IWD) 21.12% is above the federal high of 12.00%. The overall participation rate of Individuals with Targeted Disabilities (IWTD) 5.94% is above the Federal High of 2.00%.

(Data Table: B1)

Garrison Workforce - Appropriated Fund		
Disability Status	#	%
No Disability (05)	183	60.39%
Disability (02-03, 06-99)	64	21.12%
Do not wish to Identify (01)	56	18.48%
Targeted Disability	18	5.94%
Total:	303	

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Overall--U.S. ARMY INSTALLATION MANAGEMENT COMMAND			
Handcp Rprtbl	Handcp Rprtbl Desc	TotalPop	PWTD
01	I DO NOT WISH TO IDENTIFY MY DISABILITY OR HEALTH CONDITION	56	Not Targeted
03	TRAUMATIC BRAIN INJURY	1	Targeted
05	I DO NOT HAVE A DISABILITY OR SERIOUS HEALTH CONDITION	173	Not Targeted
06	I HAVE A DISABILITY OR SERIOUS HEALTH CONDITION, NOT LISTED ON THIS FORM	9	Not Targeted
13	SPEECH IMPAIRMENT	1	Not Targeted
15	HEARING IMPAIRMENT/HARD OF HEARING	2	Not Targeted
19	DEAF OR SERIOUS DIFFICULTY HEARING	3	Targeted
20	BLIND OR SERIOUS DIFFICULTY SEEING	2	Targeted
31	MISSING EXTREMITIES	1	Targeted
40	SIGNIFICANT MOBILITY IMPAIRMENT	1	Not Targeted
41	SPINAL ABNORMALITIES SPINA BIFIDA OR SCOLIOSIS	1	
44	NON-PARALYTIC ORTHOPEDIC IMPAIRMENTS	8	Not Targeted
59	NERVOUS SYSTEM DISORDER	1	Not Targeted
60	PARTIAL OR COMPLETE PARALYSIS	0	Targeted
80	CARDIOVASCULAR OR HEART DISEASE	2	Not Targeted
81	DEPRESSION, ANXIETY DISORDER, OR OTHER PSYCHIATRIC DISORDER	8	Not Targeted
82	EPILEPSY OR OTHER SEIZURE DISORDERS	1	Targeted
84	DIABETES	4	Not Targeted
85	ORTHOPEDIC IMPAIRMENTS OR OSTEO-ARTHRITIS	4	Not Targeted
86	PULMONARY OR RESPIRATORY CONDITIONS	4	Not Targeted
88	CANCER (PRESENT OR PAST HISTORY)	6	Not Targeted
90	INTELLECTUAL DISABILITY	1	Targeted
91	SIGNIFICANT PSYCHIATRIC DISORDER	9	Targeted
95	GASTROINTESTINAL DISORDERS	1	Not Targeted
96	AUTOIMMUNE DISORDER, LUPUS, FIBROMYALGIA,RHEUMATOID ARTHRITIS	4	Not Targeted
	Sum:	303	

(BOBI Query)

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PART E.2: FED 9

FED 9 Categories by Ethnicity and Race Indicator (ERI) and Disability (AF):

Data Table Summary Report for NOVOSEL (FY 2024)													
					FED9 CAT 1	FED9 CAT 2	FED9 CAT 3	FED9 CAT 4	FED9 CAT 5	FED9 CAT 6	FED9 CAT 7	FED9 CAT 8	FED9 CAT 9
Population (All Categories) Summary	#	FY2024	CLF	ABOVE/BE LOW	Officials & Managers	Professionals	Technicians	Sales Workers	Admin Support	Craft Workers	Operatives	Laborers/ Helpers	Service Workers
White Men	150	49.50%	35.70%	Above CLF	29	57	10	0	9	0	14	0	26
White Women	70	23.10%	31.80%	Below CLF	11	19	1	0	13	0	2	0	4
African American Men	29	9.57%	5.70%	Above CLF	5	7	0	0	2	0	3	0	9
African American Women	24	7.92%	6.60%	Above CLF	6	6	0	0	4	0	0	0	3
Hispanic Men	10	3.30%	6.80%	Below CLF	1	2	0	0	1	0	2	0	2
Hispanic Women	6	1.98%	6.20%	Below CLF	1	2	0	0	2	0	0	0	0
Asian Men	0	0%	2.20%	Below CLF	0	0	0	0	0	0	0	0	0
Asian Women	0	0%	2.20%	Below CLF	0	0	0	0	0	0	0	0	0
Hawaiian/ Other Pacific Islander Men	0	0%	0.10%	Below CLF	0	0	0	0	0	0	0	0	0
Hawaiian/Other Pacific Islander Women	2	0.66%	0.10%	Above CLF	0	0	0	0	0	0	0	0	0
Native American/ Alaskan Native Men	1	0.33%	0.30%	Above CLF	0	0	0	0	0	0	0	0	1
Native American/Alaskan Native Women	3	0.99%	0.30%	Above CLF	0	2	0	0	1	0	0	0	0
Two or More Races Men	6	1.98%	1.00%	Above CLF	2	4	0	0	0	0	0	0	1
Two or More Races Women	2	0.66%	1.10%	Below CLF	0	1	0	0	1	0	0	0	0
Totals	303				55	100	11	0	33	0	21	0	46
Men	196	64.68%	51.80%	Above CLF									
Women	107	35.31%	48.20%	Below CLF									
Disabilities	#												
Individuals with Disabilities	51				11	16	2	0	9	0	4	0	9

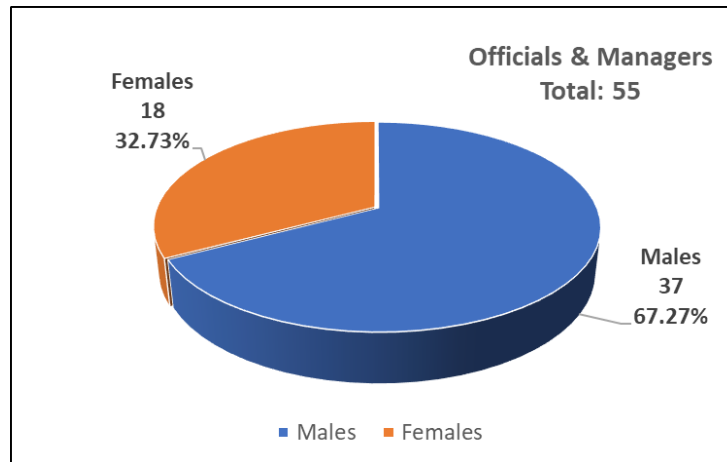
(Data Table: A3)

The following pages provide detailed statistics on each of the FED 9 categories. This information reflects the current status of each racial/ethnic category in relation to current Civilian Labor Force (CLF) numbers as well as by sex and disability.

The following FED 9 Categories are not represented in the appropriated fund work force **Sales Workers, Craft Workers, Laborers/Helpers.**

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FED 9 Category 1: Officials & Managers



Official & Managers comprise 55 (18.15%) of the total population. Females in this category represent 18 (32.73%) of the total population and are above the Civilian Labor Force (CLF) (31.80%) by - 0.92%. Males in this category also represent 37 (67.27%) of the total population and are above the CLF (51.80%) by 15.47%.

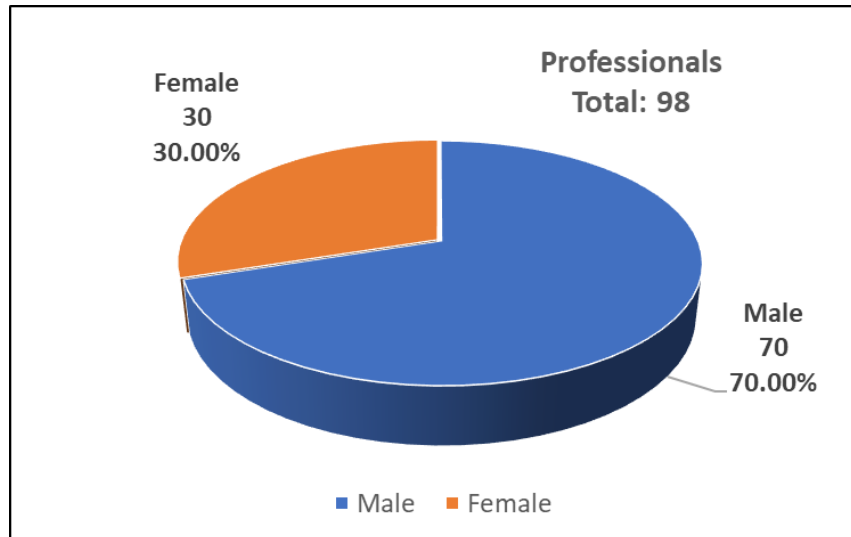
Racial/Ethnic Category	Total	CLF	Above/Below CLF	Difference
White Men	29	35.70%	52.73%	17.03%
White Women	11	31.80%	20.00%	-11.80%
African American Men	5	5.70%	9.09%	3.39%
African American Women	6	6.60%	10.91%	4.31%
Hispanic Men	1	6.80%	1.82%	-4.98%
Hispanic Women	1	6.20%	1.82%	-4.38%
Asian Men	0	2.20%	0.00%	-2.20%
Asian Women	0	2.20%	0.00%	-2.20%
Hawaiian/Other Pacific Islander Men	0	0.10%	0.00%	-0.10%
Hawaiian/Other Pacific Islander Women	0	0.10%	0.00%	-0.10%
Native American/Alaskan Native Men	0	0.30%	0.00%	-0.30%
Native American/Alaskan Native Women	0	0.30%	0.00%	-0.30%
Two or More Races Men	2	1.00%	3.64%	2.64%
Two or More Races Women	0	1.10%	0.00%	-1.10%
Total Employees	55			

(Data Table: A3)

Individuals with Disabilities make up 11 (20.00%) of this category which is above the Federal Goal of 12.00%.

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FED 9 Category 2: Professionals



Professionals comprise 100 (32.34%) of the total population. Females in this category represent 30 (30.00%) of the total population and are below the Civilian Labor Force (CLF) (48.20%) by **-18.20%**. Males in this category also represent 70 (70.00%) of the total population and are above the CLF (51.80) by **18.20%**.

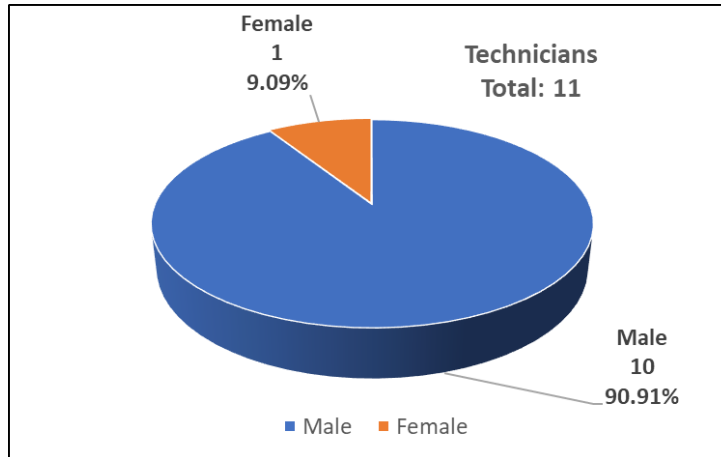
Racial/Ethnic Category	Total	CLF	Above/Below CLF	Difference
White Men	57	35.70%	57.00%	21.30%
White Women	19	31.80%	19.00%	-12.80%
African American Men	7	5.70%	7.00%	1.30%
African American Women	6	6.60%	6.00%	-0.60%
Hispanic Men	2	6.80%	2.00%	-4.80%
Hispanic Women	2	6.20%	2.00%	-4.20%
Asian Men	0	2.20%	0.00%	-2.20%
Asian Women	0	2.20%	0.00%	-2.20%
Hawaiian/Other Pacific Islander Men	0	0.10%	0.00%	-0.10%
Hawaiian/Other Pacific Islander Women	0	0.10%	0.00%	-0.10%
Native American/Alaskan Native Men	0	0.30%	0.00%	-0.30%
Native American/Alaskan Native Women	2	0.30%	2.00%	1.70%
Two or More Races Men	4	1.00%	4.00%	3.00%
Two or More Races Women	1	1.10%	1.00%	-0.10%
Total Employees	100			

(Data Table: A3)

Individuals with Disabilities make up 16 (16.32%) of this category which is above the Federal Goal of 12.00%.

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FED 9 Category 3: Technicians



Technicians comprise 11 (3.63%) of the total population. Females in this category represent 1 (9.09%) of the total population and are below the Civilian Labor Force (CLF) (48.20%) by **-39.11%**. Males in this category also represent 10 (90.90%) of the total population and are above the CLF (51.80) by **39.11%**.

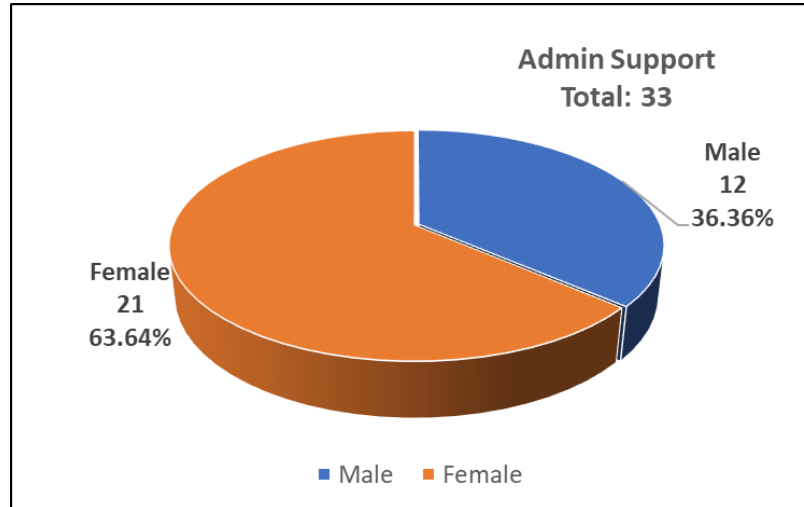
Racial/Ethnic Category	Total	CLF	Above/Below CLF	Difference
White Men	10	35.70%	90.91%	55.21%
White Women	1	31.80%	9.09%	-22.71%
African American Men	0	5.70%	0.00%	-5.70%
African American Women	0	6.60%	0.00%	-6.60%
Hispanic Men	0	6.80%	0.00%	-6.80%
Hispanic Women	0	6.20%	0.00%	-6.20%
Asian Men	0	2.20%	0.00%	-2.20%
Asian Women	0	2.20%	0.00%	-2.20%
Hawaiian/Other Pacific Islander Men	0	0.10%	0.00%	-0.10%
Hawaiian/Other Pacific Islander Women	0	0.10%	0.00%	-0.10%
Native American/Alaskan Native Men	0	0.30%	0.00%	-0.30%
Native American/Alaskan Native Women	0	0.30%	0.00%	-0.30%
Two or More Races Men	0	1.00%	0.00%	-1.00%
Two or More Races Women	0	1.10%	0.00%	-1.10%
Total Employees	11			

(Data Table; A3)

Individuals with Disabilities make up 2 (18.18%) of this category which is above the Federal Goal of 12.00%.

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FED 9 Category 5: Administrative Support Workers



Administrative Support Workers comprise 33 (10.89%) of the total population. Females in this category represent 21 (63.63%) of the total population and are above the Civilian Labor Force (CLF) (48.20%) by **15.43%**. Males in this category also represent 12 (36.36%) of the total population and are below the CLF (51.80) by **-15.44%**.

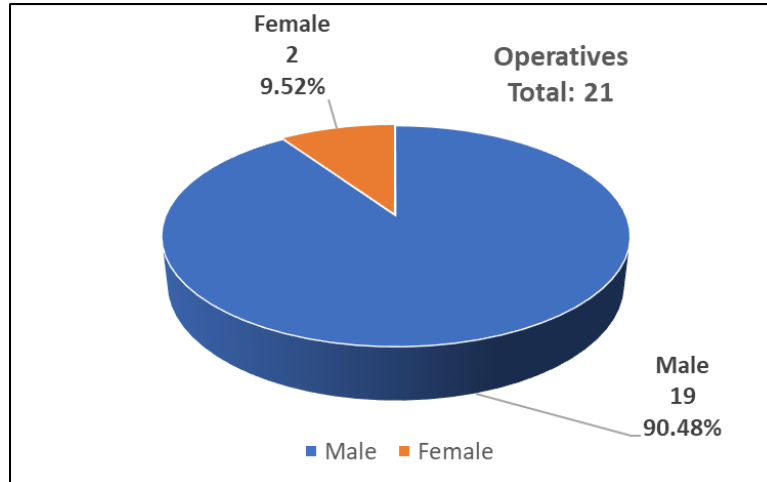
Racial/Ethnic Category	Total	CLF	Above/Below CLF	Difference
White Men	9	35.70%	27.27%	-8.43%
White Women	13	31.80%	39.39%	7.59%
African American Men	2	5.70%	6.06%	0.36%
African American Women	4	6.60%	12.12%	5.52%
Hispanic Men	1	6.80%	3.03%	-3.77%
Hispanic Women	2	6.20%	6.06%	-0.14%
Asian Men	0	2.20%	0.00%	-2.20%
Asian Women	0	2.20%	0.00%	-2.20%
Hawaiian/Other Pacific Islander Men	0	0.10%	0.00%	-0.10%
Hawaiian/Other Pacific Islander Women	0	0.10%	0.00%	-0.10%
Native American/Alaskan Native Men	0	0.30%	0.00%	-0.30%
Native American/Alaskan Native Women	1	0.30%	3.03%	2.73%
Two or More Races Men	0	1.00%	0.00%	-1.00%
Two or More Races Women	1	1.10%	3.03%	1.93%
Total Employees	33			

(Data Table: A3)

Individuals with Disabilities make up 9 (26.47%) of this category which is above the Federal Goal of 12.00%.

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FED 9 Category 7: Operatives



Operatives comprise 21 (6.93%) of the total population. Females in this category represent 2 (9.52%) of the total population and are below the Civilian Labor Force (CLF) (48.20%) by **-38.68%**. Males in this category represent 19 (90.47%) of the total population and are above the CLF (51.80) by **38.68%**.

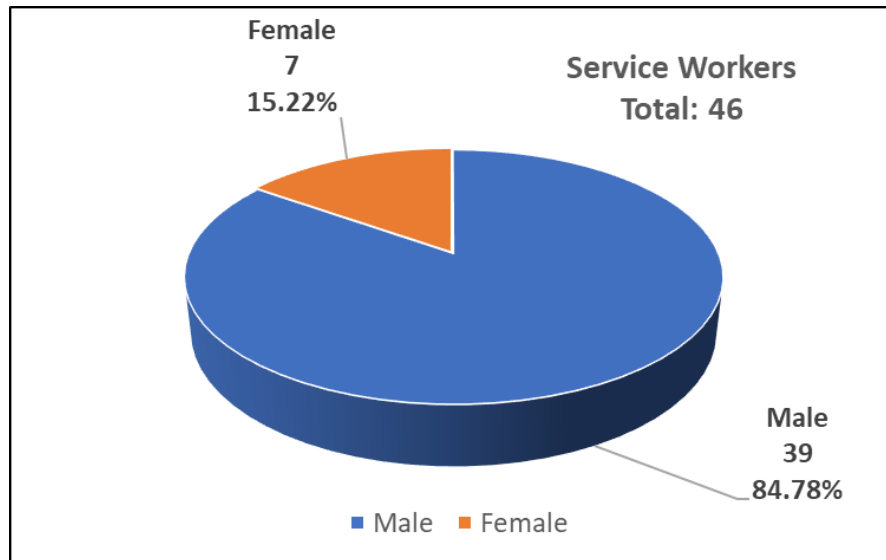
Racial/Ethnic Category	Total	CLF	Above/Below CLF	Difference
White Men	14	35.70%	66.67%	30.97%
White Women	2	31.80%	9.52%	-22.28%
African American Men	3	5.70%	14.29%	8.59%
African American Women	0	6.60%	0.00%	-6.60%
Hispanic Men	2	6.80%	9.52%	2.72%
Hispanic Women	0	6.20%	0.00%	-6.20%
Asian Men	0	2.20%	0.00%	-2.20%
Asian Women	0	2.20%	0.00%	-2.20%
Hawaiian/Other Pacific Islander Men	0	0.10%	0.00%	-0.10%
Hawaiian/Other Pacific Islander Women	0	0.10%	0.00%	-0.10%
Native American/Alaskan Native Men	0	0.30%	0.00%	-0.30%
Native American/Alaskan Native Women	0	0.30%	0.00%	-0.30%
Two or More Races Men	0	1.00%	0.00%	-1.00%
Two or More Races Women	0	1.10%	0.00%	-1.10%
Total Employees	21			

(Data Table: A3)

Individuals with Disabilities make up 4 (19.04%) of this category which is above the Federal Goal of 12.00%.

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FED 9 Category 9: Service Workers



Service Workers comprise 46 (15.18%) of the total population. Females in this category represent 7 (15.21%) of the total population and are below the Civilian Labor Force (CLF) (48.20%) by **-32.98%**. Males in this category also represent 39 (84.78%) of the total population and are above the CLF (51.80) by **32.98%**.

Racial/Ethnic Category	Total	CLF	Above/Below CLF	Difference
White Men	26	35.70%	56.52%	20.82%
White Women	4	31.80%	8.70%	-23.10%
African American Men	9	5.70%	19.57%	13.87%
African American Women	3	6.60%	6.52%	-0.08%
Hispanic Men	2	6.80%	4.35%	-2.45%
Hispanic Women	0	6.20%	0.00%	-6.20%
Asian Men	0	2.20%	0.00%	-2.20%
Asian Women	0	2.20%	0.00%	-2.20%
Hawaiian/Other Pacific Islander Men	0	0.10%	0.00%	-0.10%
Hawaiian/Other Pacific Islander Women	0	0.10%	0.00%	-0.10%
Native American/Alaskan Native Men	1	0.30%	2.17%	1.87%
Native American/Alaskan Native Women	0	0.30%	0.00%	-0.30%
Two or More Races Men	1	1.00%	2.17%	1.17%
Two or More Races Women	0	1.10%	0.00%	-1.10%
Total Employees	46			

(Data Table: A3)

Individuals with Disabilities make up 9 (19.56%) of this category which is above the Federal Goal of 12.00%.

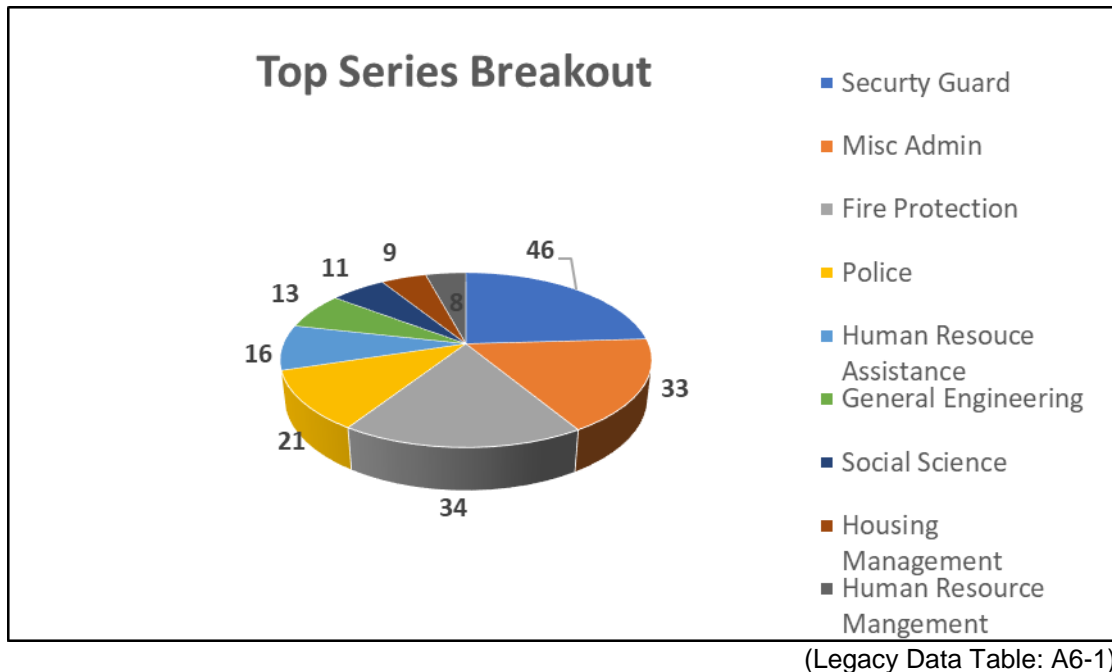
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PART E.3: Summary of Top Series

Summary Analysis of Top Series:

The top three series occupying major occupations that are essential to accomplishing the mission of Fort Novosel workforce were, 0081 (Fire Protection and Prevention), 0085 (Security Guards), and 0301 (Miscellaneous Administration & Program).



Series 0085 - Security Guards (46 Employees)

- 84.78% Males (39/46) (**Above** relevant CLF of 51.80%)
- 15.21% Females (7/46) (**Below** relevant CLF of 48.20%)
- Males - Asian, Native Hawaiian or Other Pacific Islander, Two or more races were underrepresented in this job series.
- Females – Hispanic, Asian, Native Hawaiian or Other Pacific Islander and American Indian/Alaskan Native and Two or more races were underrepresented in this job series.

Series 0081 - Fire Protection and Prevention (34 Employees)

- 100% Males (34/34) (**Above** the relevant CLF of 51.80%)
- 0% Females (**Below** the relevant CLF of 48.20%).
- Males – Hispanic, Asian, Native Hawaiian or Other Pacific Islander, American Indian/Alaskan Native and Two or more races were underrepresented in this job series.
- Females –Were underrepresented in this job series.

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Series 0301 - Miscellaneous Administration & Program (33 Employees)

- 60.60% (20/33) Males (**Above** the relevant CLF of 51.80%)
- 39.39% (13/33) Females (**Below** the relevant CLF of 48.20%)

- Males – Asian, Native Hawaiian or Other Pacific Islander, American Indian/Alaskan Native were underrepresented in this job series.
- Females – Asian, American Indian/Alaskan Native and Two or more races were underrepresented in this job.

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PART E.4: Summary of Awards by Performance

Summary Analysis of Awards by Performance Level:

Of the total permanent AF workforce (303), 285 Performance Awards were received, 178 (62.45%) went to males while 107 (37.54%) went to females, according to BOBI 13 employees were not rated.

Performance Awards by Performance Rating	Level 1	Level 3	Median Award Amount	Level 5	Median Award Amount
Total	1	90	\$1,310.00	179	\$2,359.50
Male	1	60	\$1,325.00	107	\$2,463.50
Female	0	30	\$1,295.00	72	\$2,205.50
White Male	1	42	\$1,284.00	85	\$2,488.00
White Female	0	21	\$1,578.00	46	\$2,211.00
Hispanic or Latino Male	0	5	\$1,662.50	5	\$0.00
Hispanic or Latino Female	0	0	\$0.00	6	\$0.00
Black African American Male	0	11	\$0.00	16	\$1,892.00
Black African American Female	0	6	\$1,295.00	17	\$2,200.00
Asian Male	0	0	\$0.00	0	\$0.00
Asian Female	0	0	\$0.00	0	\$0.00
Native Hawaiian/Pacific Islander Male	0	0	\$0.00	0	\$0.00
Native Hawaiian/Pacific Islander Female	0	0	\$0.00	1	\$0.00
American Indian/Alaskan Native Male	0	0	\$0.00	2	\$0.00
American Indian/Alaskan Native Female	0	1	\$0.00	2	\$0.00
Two or more races Male	0	2	\$0.00	1	\$2,738.00
Two or more races Female	0	1	\$0.00	1	\$0.00

(Data Table: A13-3)

Level 5 – Outstanding (179): Males received 59.77% (107/179) and females 40.22% (72/179) of these ratings. The median award amount for males was \$2,463.50. and females was \$2,205.50 Unlike last year, this year females received less in median award amount than their male counterparts. This data also reveals that Black Males receive a lower median award amount than their counterparts. Additionally in this category Hispanic Males and Females, Native American/Pacific Islanders Females, American Indian/Alaskan Native Males and Females and Two or more races Females received no monetary award. However, this does not account for time-off awards received.

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Level 3 – Fully Successful or Equivalent Pass Level (90): Males received 66.66% (60/90) and females 33.33% (30/90) of these ratings. The median award amounts for males were \$1,325. and females was \$1,295. The data show relatively no disparity between males and females. Additionally Black Males, American Indian/Alaskan Native Female and Two or more races' Males and Females did not receive a monetary award. This does not account for Time off awards.

Not Rated (13): Of all (13) employees who were not rated, 69.23% (9/13) were males and 30.76% (4/13) were females.

Performance Awards by Performance Rating	Level 1	Level 3	Average Award Amount	Level 5	Average Award Amount
Total	1	90	\$10,272.00	179	\$49,219.00
No Disability	1	59	\$4,733.00	102	\$32,565.00
Disability not identified	0	13	\$3,539.00	35	\$13,174.00
Disability	0	18	\$2,000.00	42	\$3,480.00
Targeted Disability	0	4	\$0.00	13	\$4,720.00

(Data Table: B-13)

This data chart shows that those individuals with a Targeted Disability receiving a Level 3, received no average award amount, however this chart does not account for Time-off awards.

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PART E.5: Summary Analysis of GS Grades

Summary Analysis of General Schedule Grades Levels 5-12 (282):

Data Table Summary Report for Novosel		General Schedule-Grade												
Ethnicity and Race Indicator (ERI)	Sex	05	06	07	08	09	10	11	12	13	14	15	Total	
Asian	Females	0	0	0	0	0	0	0	0	0	0	0	0	
Asian	Males	0	0	0	0	0	0	0	0	0	0	0	0	
Hawaiian/Other Pacific Islander	Females	0	0	0	0	1	0	0	1	0	0	0	2	
Hawaiian/Other Pacific Islander	Males	0	0	0	0	0	0	0	0	0	0	0	0	
Black or African American	Females	1	4	2	0	3	0	7	3	3	1	0	24	
Black or African American	Males	1	7	4	1	5	1	3	5	2	0	0	29	
Hispanic or Latino	Females	0	0	2	0	0	0	1	2	1	0	0	6	
Hispanic or Latino	Males	0	2	1	0	3	0	1	2	1	0	0	10	
Native American/Alaskan Native	Females	1	0	0	0	1	0	0	1	0	0	0	3	
Native American/Alaskan Native	Males	0	0	1	0	0	0	0	0	0	0	0	1	
White (Not Hispanic)	Females	8	3	5	2	14	0	18	11	5	4	0	70	
White (Not Hispanic)	Males	1	22	20	13	24	2	31	17	13	5	2	150	
Two or More Races	Females	0	0	1	0	1	0	0	0	0	0	0	2	
Two or More Races	Males	0	1	0	0	0	0	2	1	1	1	0	6	
	Totals	12	39	36	16	52	3	63	43	26	11	2	303	
Grades 05-12	Females	10	7	10	2	20	0	26	18	0	0	0	93	
Grades 05-12	Males	2	32	26	14	32	3	37	25	0	0	0	171	
Grades 13-15	Females	0	0	0	0	0	0	0	0	9	5	0	14	
Grades 13-15	Males	0	0	0	0	0	0	0	0	17	5	2	24	

(Data Table: A4P)

During FY 2024, there were 264 employees represented in the General Schedule grades 5-12.

- Of the 264 permanent employees, 64.77% (171/264) were males and 35.22% (93/264) were females.
- Participation Rates for Females: Asian (0/93) Hawaiian/Other Pacific Islander (2/93); Black or African American (24/93); Hispanic or Latino (6/93); Native American/Alaskan Native (3/93); Two or More Races (2/93); White (Not Hispanic) (70/93).
- Participation Rates for Males: Asian/Pacific Islander (0/171); Black or African American (29/171); Hispanic or Latino (10/171); Native American/Alaskan Native (1/171); Two or More Races (6/171); White (Not Hispanic) (150/171).
- The most populated was grade 11 (62) with a male participation rate of 59.67% (37/62) with a female participation rate of 41.93% (26/62).
- Employees in the grade 12 (43) represent a significant feeder pool to the senior levels of grades 13-15.

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Summary Analysis of General Schedule Senior Grade Levels 13-15 (38):

During FY 2024, there were 38 employees represented in the General Schedule grades 13-15.

- Of the 38 employees, 63.15% (24/38) were males and 36.84% (14/38) were females.
- Participation Rates for Females: Asian (0/38) Hawaiian/Other Pacific Islander (0/38); Black or African American (4/14); Hispanic or Latino (1/14); Native American/Alaskan Native (0/14); Two or More Races (0/14); White (Not Hispanic) (9/14).
- Participation Rates for Males: Asian (0/24) Hawaiian/Other Pacific Islander (0/24); Black or African American (2/24); Hispanic or Latino (1/24); Native American/Alaskan Native (0/24); Two or More Races (1/24); and, White (Not Hispanic) (20/24).
- There were 26 employees represented in the General Schedule grade level 13.
 - Of the 26 employees, 65.38% (17/26) were males and 34.61% (9/26) were females.
 - Participation Rates for Females: Asian (0/9); Hawaiian/Other Pacific Islander (0/9); Black or African American (3/9); Hispanic or Latino (1/9); Native American/Alaskan Native (0/9); Two or More Races (0/9); and, White (Not Hispanic) (5/9).
 - Participation Rates for Males: Asian (0/17); Hawaiian/Other Pacific Islander (0/17); Black or African American (2/17); Hispanic or Latino (1/17); Native American/Alaskan Native (0/17); Two or More Races (1/17); and, White (Not Hispanic) (13/17).
- There were 10 employees represented in the General Schedule grade level 14.
 - Of the 10 employees, 50.00% (5/10) were males and 50.00% (5/10) were females.
 - Participation Rates for Females: Asian (0/5); Hawaiian/Other Pacific Islander (0/5); Black or African American (1/5); Hispanic or Latino (0/5); Native American/Alaskan Native (0/5); Two or More Races (0/5); and, White (Not Hispanic) (4/5).
 - Participation Rates for Males: Asian (0/5); Hawaiian/Other Pacific Islander (0/5); Black or African American (0/5); Hispanic or Latino (0/5); Native American/Alaskan Native (0/5); Two or More Races (0/5); and, White (Not Hispanic) (5/5).
- There were 2 employees represented in the General Schedule grade level 15.
 - Of the two employees, 100.00% (2/2) were males.
 - Participation Rates for Males: White (Not Hispanic) (2/2); all other categories were absent in the grade 15 level.

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PART E.6: Summary of Form G

Form G Summary:

Complaints Processing Summary:

Total inventory (462)	Median informal days *	Median Formal days	Number of formals beyond 180 days	Number formals accepted or dismissed	Number of formals remanded	Number of ADR offered**	Number of ADR conducted
22	79	145	0	8	0	4	4

(Data obtained from ETK, New Case Activity Report)

***Includes extensions that were granted IAW AR 690-600.**

****Informal complaints.**

Pre-Complaints:

There were 14 pre-complaints initiated and 14 closed during this reporting period. Of those initiated, twelve (5) were IMCOM complaints. Of the 14 initiated, two (2) pre-complaints utilized traditional counseling and 12 utilized ADR. In reviewing the timeliness of the closed pre-complaints processed utilizing traditional counseling, 2 pre-complaints were processed with an average processing time of 18 days (no extensions). In reviewing the timeliness of the closed pre-complaints processed utilizing ADR, 12 pre-complaints were processed with an average processing time of 79 days. During this reporting period, there were eight (8) formal complaints filed for processing. Only two (2) of the formal complaints are IMCOM complaints. Of the 8 Formal complaints 7 were accepted and one was dismissed for timeliness, and an investigator requested within the 15-day prescribed timeframe.

Formals:

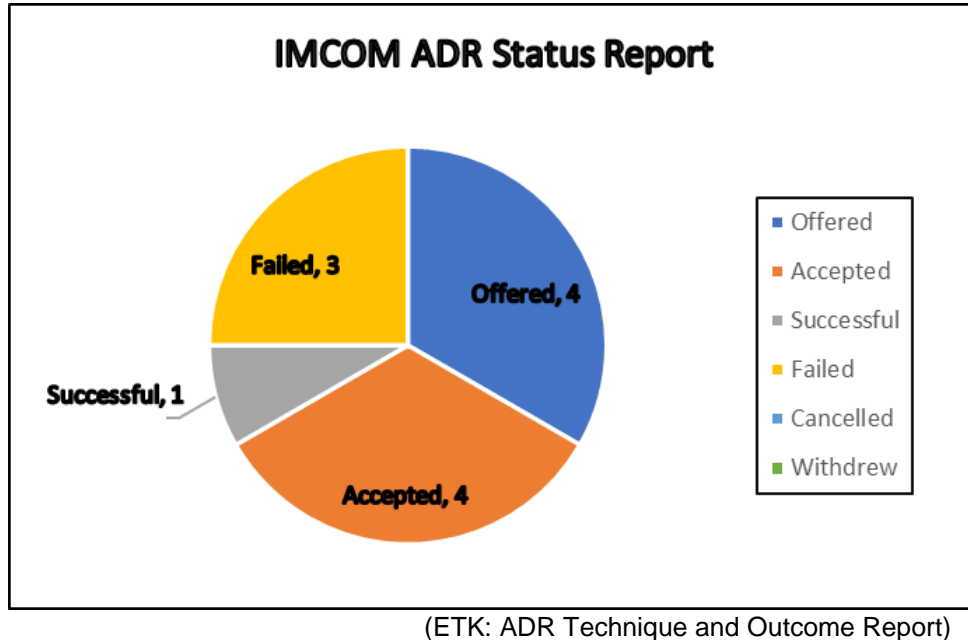
There were only two (2) formals from IMCOM filed during this reporting period. The EEO Office trained more than 1210 personnel on various EEO topics during this rating period and conducted several sensing sessions. They also partnered with several alternate agencies to resolve cases at the lowest possible level. As a result, most of our case load occurred in the pre-complaint stage.

Closures:

There were nine (4) case closed during this reporting period. There was an average of 465 days to case closure. Note: The number of closures include complaints filed in prior years.

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ADR Initiatives:



The Fort Novosel EEO Office continues to promote a highly effective ADR program resulting 1 in successful mediations out of 4, This results in a 25% success rate overall, however the fact that our of the 5 IMCOM Pre-complaints that were generated this year, 4 went to mediation is a testament to the willingness of management to participate in ADR and resolve complaints at the lowest possible level.

Counselor Selection and Training:

The EEO Office hosted a Collateral Duty Counselor Course providing 40 hrs of initial training to more than 25 Nominees, 14 of which are here at Fort Novosel. In addition, all EEO Specialist's including the Director received their 8 hours of mandatory refresher training by attending a variety of training initiatives and venues.

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Strategy for next FY:

The strategy for the next FY is to focus on Proactive Prevention of Discrimination. The EEO office is currently planning on hosting both a EEO Collateral Duty Counselor Course in March and a Mediation Course in June 24. The EEO Office has already planned monthly training to address the mandatory No FEAR training requirement that all personnel be trained in person. We hope to exceed this year's percentage of. 91.45% Trained at the end of the FY. The EEO Office is also planning to continue promoting the EEO Program through various static displays and Installation Venues.

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Form G Summary:

Persons with Disabilities - Reasonable Accommodations provided:

Type of Accommodation Requested	# Requested	# Granted	%
Alternate Worksite	4	4	11%
Flex Schedule	10	10	28%
Office Equipment	3	3	8%
Telework	11	11	31%
Reassignment	5	5	14%
Removing Architectural Barrier	0	0	0%
Reduction in lifting	1	1	3%
Transportation	1	1	3%
Assistive Technology	1	1	3%
Other (contacts/information) (3) and (2) Denials	5		0%
Total	41	36	100%

RAs By Command	# of RA Request	# of RA Contacts
IMCOM (XA)	18	
TRADOC (TC)	12	3
HQDA Field Operations (SE)	0	
Criminal Investigations CMD	0	
Sustainment	0	
Aviation & Missile Command (X6)	3	
US Army Forces Command (FC)	1	
Financial Management Command (FB)	3	
FUTURES	0	
CYBER	0	
USAARL	1	
Total	38	

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Model Program Summary

The EEO Program is divided into six broad elements. These six elements serve as the foundation upon which Fort Novosel builds its EEO programs. The goal is to ensure all programs are properly established and in compliance with the MD 715 standards. Fort Novosel EEO Office continually reviews its EEO and personnel programs, policies, and performance standards against all six elements to identify weaknesses and improve EEO program effectiveness.

Data analysis was accomplished by reviewing demographics on the total workforce, major occupations, grade distribution, awards and disabilities.

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PART E.7: The Six Essential Elements of a Model EEO Program

The Six Essential Elements of a Model EEO Program

This section explains the elements necessary to create and maintain the minimum requirements for MD-715's model EEO program, pursuant to Title VII of the Civil Rights Act of 1964 (Title VII), as amended, 42 U.S.C. § 2000e et seq., and Section 501 of the Rehabilitation Act of 1973 (Rehabilitation Act), as amended, 29 U.S.C. § 791 and the Americans with Disabilities Act Amendments Act of 2008 (Pub. L. 110-325). Although MD-715 imposes specific affirmative employment requirements under Title VII and the Rehabilitation Act, agencies must also comply with the laws enforced by EEOC.

When establishing a model EEO program, an agency should incorporate into the design a structure for effective management, accountability, and self-analysis, which will ensure program success and compliance with MD-715. Agency personnel programs and policies should be evaluated regularly to ascertain whether such programs have any barriers that tend to limit or restrict equitable opportunities for open competition in the workplace.

MD-715 divides the essential elements of a model agency EEO program into six broad categories, as listed below. An agency should review its EEO and personnel programs, policies, and performance standards against all six elements to identify where their EEO program can become more effective.

The six essential elements for a model EEO program, as described in MD-715, are as follows

- A. Demonstrated commitment from agency leadership;
- B. Integration of EEO into the agency's strategic mission;
- C. Management and program accountability;
- D. Proactive prevention of unlawful discrimination;
- E. Efficiency; and
- F. Responsiveness and legal compliance.

These six elements serve as the foundation upon which each agency shall build an EEO program. EEOC designed an Agency EEO Self-Assessment Checklist in Part G to provide an efficient and effective means for each agency to determine whether its overall EEO program complies with MD-715's essential elements. MD-715 now requires all agencies, regardless of size, to complete and submit the checklist to EEOC annually. The following section describes selected measures for each essential element.

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Part G Elements	FY 2022	FY 2023	FY 2024	Change from FY23
A. Demonstrated commitment from agency leadership	100% (G)	100% (G)	100% (G)	0% (G)
B. Integration of EEO into the agency's strategic mission	77% (R)	87% (O)	85% (O)	-2% (O)
C. Management and program accountability	91% (G)	95% (G)	84% (O)	-9% (O)
D. Proactive prevention of unlawful discrimination	79% (R)	86% (O)	71% (R)	-15% (R)
E. Efficiency	97% (G)	100% (G)	100% (G)	+0% (G)
F. Responsiveness and legal compliance	100% (G)	100% (G)	100% (G)	0% (G)

A - Demonstrated Commitment from Agency Leadership

1. The agency issues an effective, up-to-date Policy Statement.
2. The agency has communicated EEO policies and procedures to all employees.
3. The agency assesses and ensures EEO Principles are part of its culture.

Strengths:

- ✓ The Garrison Commander has actively promoted and supported the goals of the Fort Novosel EEO program. The EEO Director serves on the Commander's staff as the principal advisor on all EEO matters and has regular access to the organization head and senior staff officials. The EEO Director has direct and regular access to the Garrison Commander and the Deputy to the Garrison Commander. Additionally, the EEO Office is represented at Garrison staff meetings and disseminates EEO related information, events, and activities.
- ✓ EEO policy statements have been issued and updated annually by the Garrison Commander.
- ✓ Managers and supervisors are evaluated annually on their commitment to EEO policies, principles and practices and are required, along with employees, to complete the EEO and Anti-Harassment/No Fear training.
- ✓ EEO information is currently posted on the installation's website.

Deficiencies:

- ✓ There were no deficiencies identified during the reporting period.

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B - Integration of EEO into the Agency's Strategic Mission

Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.

Strengths:

- ✓ The Garrison Commander and Deputy to the Garrison Commander meet weekly with the Garrison Directors and Special Staff for the regular staff call meeting. The EEO Director meets monthly with the Deputy Garrison Commander to provide regular updates.
- ✓ The EEO Director provided the State of the Agency Briefing to the Garrison Commander, DGC, CSM and Director's.
- ✓ EEO Director has direct access to senior leaders through personal contact, emails, meetings, MS Teams, Face Time and staff calls.
- ✓ Duties and responsibilities for EEO officials are clearly defined in AR 690-600, position description and DPMAP performance objectives.
- ✓ Garrison conducts Supervisor Stand Down's for supervisors.

Deficiencies:

- ✓ Due to a lack of manpower and resources, the EEO Office was unable to conduct a Barrier Analysis this year on identified triggers from the MD-715.
- ✓ Due to a lack of manpower and resources, the EEO Office was unable to stand up a Special Emphasis Program. Current manning does not allow for a Special Emphasis Program Coordinator. No one in the office is currently trained on this program. Senior Leaders do not have the opportunity to participate in the this program as it does not exist yet at Fort Novosel.
- ✓ The validated manpower model requirement to be fully performing is 5. As a result of this reduction, priority was placed on the processing of EEO complaints, reasonable accommodations, and proactive training.

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C - Management and Program Accountability

Requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the EEO Program and Plan.

Strengths:

- ✓ Managers and supervisors are rated on performance objectives that support EEO program goals and objectives.
- ✓ Fair personnel policies, selection and promotion procedures, and rules of conduct and training systems are maintained and clearly defined.
- ✓ All award nominations are vetted through the CHRA and EEO office.
- ✓ The DPM routinely counseled supervisors on the policies and procedures for the Reasonable Accommodation (RA) process. Supervisors received individualized instructions on the process based on requests filed by their employees. First and second line supervisors attended the Reasonable Accommodation Panel (RAP) meetings to review and provide input into the decisions for these requests.

Deficiencies:

- ✓ The Agency has not established a comprehensive anti-harassment policy and procedures that comply with EEOC's Enforcement Guidance. Apart from AR 690-12 Appendix D, which is currently under revision, the Army has not provided oversight on this program or instructions to the Garrisons for the implementation of this program.
- ✓ Due to a lack of resources, the EEO Office is not conducting a Barrier Analysis of identified triggers. Therefore, managers and supervisors cannot support the EEO Program in this endeavor.
- ✓ Since CHRA has restructured, the EEO Director has not had the capability to meet regularly with the HR Director to assess personnel programs, policies, and procedures conform to EEOC Laws, instructions, and management directives. The EEO Director for Fort Novosel will seek to establish a connection through Teams with the current HR Director for our area to remedy this deficiency.
- ✓ The EEO Office was unable to collect data for its Disabled Veterans Affirmative Action Program Report from HR in a timely manner due to Inclement weather in the area.

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D - Proactive Prevention

Requires the agency head to make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Strengths:

- ✓ Mandatory EEO training is being conducted and the use of Alternative Dispute Resolution (ADR) is strongly encouraged. Supervisors and employees are encouraged to resolve EEO issues at the lowest possible level, and to utilize the Agency's ADR Program for a quicker resolution.
- ✓ EEO staff conducted several sensing sessions as a preventative measure against discriminatory behavior and to provide training to "at-risk" facilities.
- ✓ Posters are displayed throughout the installation explaining the EEO complaint process, and the steps to take in filing a complaint under Title VII.
- ✓ The EEO office continues to provide frequent advisory services to the entire workforce to discuss workplace issues and concerns. Many contacts resulted in employees and supervisors opening lines of communication and avoiding complaints being filed.
- ✓ Disability accommodation decisions/actions and medical retirement packages are reviewed by the Disability Program Manager for compliance and have been properly tracked.

Deficiencies:

- ✓ EEO staff did not have the resources to identify triggers and conduct a thorough barrier analysis.
- ✓ Action Plans have not been effectively tailored due to no barrier analysis being conducting representing the need for such plans.

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E – Efficiency

Requires the agency head to ensure there are effective systems in place for evaluating the impact and effectiveness of the EEO Program as well as an efficient and fair dispute resolution process.

Strengths:

- ✓ The installation maintains a fair and impartial complaints processing program by ensuring the EEO Office provides EEO complaints processing services to all IMCOM, other major commands and tenant employees located on the installation.
- ✓ EEO uses the Business Objects Applications (BOBI) system to gather data on civilian employees. The Entelitrak (ETK) universe is an automated Army-wide complaints tracking system which monitors complaint activity. Both data sources were used to complete the MD-715 Report.
- ✓ The installation's EEO Director and Staff Judge Advocate (SJA) Labor Counselor(s) are distinct and separate, through both physical location and through supervisory reporting chains.
- ✓ The Disability Program Manager has a process in place to track Reasonable Accommodation (RA) requests and tracks the status of each request.
- ✓ The agency conducted a Collateral Duty Counselor Course bringing on board 14 new counselors this year.
- ✓ The legal sufficiency reviews on EEO matters are being handled by a functional unit located at the Staff Judge Advocate's office at Fort Detrick, Maryland which is separate and apart from the unit which handles agency representation in EEO complaints. The EEO office works closely with the legal office to assign an attorney to ensure legal sufficiency and compliance reviews during the processing of pre-complaints, formal stages of the complaint, ADR mediation and DoD IRD fact finding conferences.

Deficiencies:

- ✓ There were no deficiencies indicated during this reporting period.

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F - Responsiveness and Legal Compliance

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

Strengths:

- ✓ The EEO staff submits timely submissions of the investigative file once the complainant requests a hearing before an administrative judge.

Deficiencies:

- ✓ There were no deficiencies indicated during this reporting period.

Fort Novosel Accomplishments:

- ✓ The EEO Office updated its website to include the required documentation per MD-715.
- ✓ The EEO Office set up static displays in Bldg 5700, to proactively promote the program.
- ✓ No Fear Training- 91.46% of all Garrison personnel conducted their annual No Fear/Anti-Harassment Training in person.
- ✓ The EEO Office participates in the Installation's monthly Newcomer's Orientation.
- ✓ The Garrison continues to host Supervisor Stand Down's with a large emphasis placed on EEO principles.
- ✓ The Garrison EEO Office trained more than 1200 personnel on EEO, RA, and No Fear as part of its continued proactive approach to EEO.
- ✓ Partnered with outside agencies in the promotion of our National Disability Employment Awareness Month Fair in October.

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- ✓ Hiring Actions Review: The EEO Office reviews hiring actions to include panel composition, interview questions and scoring matrices to ensure fairness and equality.
- ✓ The EEO Office implemented Exit Interviews for all employees departing Fort Novosel. This action is part of their clearing process. The EEO Office not only maintains the data but sends it out to each directorate to ensure transparency.
- ✓ Supervisory Performance Elements: All supervisors have mandatory supervisory focus areas and standards covering the areas of management/leadership, EEO/Diversity and Hiring Reform in their annual performance standards.

PART E.8: Strategic Activities related to Hispanic Employment in the Federal Government.

As this was a new requirement for this year's MD 715 Report, No data was collected to support this requirement. However, Fort Novosel has and will continue to hire a diverse and talented workforce regardless of their racial category.

PART E.9: Strategic Activities related to the Employment of Individuals with Disabilities.

Fort Novosel made several strides this past year to promote the employment of Individuals with disabilities:

- ✓ Several Hiring fairs were conducted which promoted the hiring and advancement of Individuals with Disabilities.
- ✓ Fort Novosel continues to announce jobs for those Individuals with Disabilities utilizing Schedule A hiring authorities.
- ✓ Fort Novosel hosted its first ever National Disability Employment Awareness Month Fair which had a fantastic turn-out and generated a great deal of interest in employment here at Fort Novosel.
- ✓ The Fort Novosel EEO Office participated in Army Heritage Month with a display on Disability Employment Awareness.

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I, Craig B. Tuttle, EEO Director am the Principal EEO Director/Official for: US Army Garrison Fort Novosel.

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 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.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

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

Date

Signature of Agency Head or Agency Head
Designee
John P. Miller
COL, AV
Commanding

Date

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PART G: Agency Self-Assessment Checklist-FY24

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
<input type="checkbox"/> Compliance Indicator	The agency issues an effective, up-to-date EEO policy statement.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
The Agency Head was installed on 6/22/2023. The EEO policy statement was issued on 9/26/2024. A.1.a Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X		Currently in the process of getting the policy letter updated, reviewed, and signed.
A.1.b Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR 1614.101(a)]		X		The EEO Policy Letters were reviewed by the EEO Office prior to signature. They contain all required information.
<input type="checkbox"/> Compliance Indicator	The agency has communicated EEO policies and procedures to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
A.2.a Does the agency disseminate the following policies and procedures to all employees:				
A.2.a.1 Anti-harassment policy? [see MD 715, II(A)]		X		The policy is disseminated to all personnel through their respective directorates and to be placed on all agency bulletin boards. It is also available on our installation website at: https://home.army.mil/novosel/about/garrison/eeoo

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A.2.a.2 Reasonable accommodation procedures? [see 29 C.F.R. 1614.203(d)(3)]	X	The policy is disseminated to all personnel through their respective directorates and to be placed on all agency bulletin boards. It is also available on our installation website at: https://home.army.mil/novosel/about/garrison/eeoo
A.2.b Does the agency prominently post the following information throughout the workplace and on its public website:		
A.2.b.1 The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R. 1614.102(b)(7)]	X	On our public facing website at: https://home.army.mil/novosel/about/garrison/eeoo
A.2.b.2 Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R. 1614.102(b)(5)]	X	On our public facing website at: https://home.army.mil/novosel/about/garrison/eeoo
A.2.b.3 Reasonable accommodation procedures? [see 29 C.F.R. 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X	On our public facing website at: https://home.army.mil/novosel/about/garrison/eeoo
A.2.c Does the agency inform its employees about the following topics:		
A.2.c.1 EEO complaint process? [see 29 CFR 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	X	During Annual Training. Additionally, through brochures and flyers at several events throughout the year. Also available on our public website at: https://home.army.mil/novosel/about/garrison/eeoo
A.2.c.2 ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X	During Annual Training. Additionally, through brochures and flyers at several events throughout the year. Also available on our public website at: https://home.army.mil/novosel/about/garrison/eeoo
A.2.c.3 Reasonable accommodation program? [see 29 CFR 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X	During Annual Training. Additionally, through brochures and flyers at several events throughout the year. Also available on our public website at: https://home.army.mil/novosel/about/garrison/eeoo

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A.2.c.4 Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), V.C.1] If "yes", please provide how often.	X		During Annual Training. Additionally, through brochures and flyers at several events throughout the year. Also available on our public website at: https://home.army.mil/novosel/about/garrison/eeoo
A.2.c.5 Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR 2635.101(b)] If "yes", please provide how often.	X		During Annual Training, additionally, through supervisor requested training throughout the year.
<input type="checkbox"/> Compliance Indicator	The agency assesses and ensures EEO principles are part of its culture.		Measure has been met For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures			
A.3.a Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	X		Mr. Craig Tuttle was highlighted for an IMCOM Spotlight award. The EEO Office was coined by DPS for their training initiative.
A.3.b Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X		The Agency does participate in the Federal Employee Viewpoint Survey and utilizes the DEOCS for its annual Command Climate Assessment.
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.			
<input type="checkbox"/> Compliance Indicator	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 has been met For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures			
B.1.a Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR 1614.102(b)(4)]	X		The EEO Director reports directly to the Deputy Garrison Commander with direct access to the Garrison Commander.
B.1.a.1 If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	X		Mr. John Watson, Deputy Garrison Commander.

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B.1.a.2 Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR 1614.102(b)(4)]	X	Fort Novosel's Organizational Chart clearly defines the reporting structure for the EEO Office.	
B.1.b Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR 1614.102(c)(1); MD-715 Instructions, Sec. I]	X	The EEO Director has a direct line to the Garrison Commander, and report EEO Updates to the Deputy Garrison Commander monthly. The State of the Agency Brief is provided to all of the Senior Management Officials annually.	
B.1.c During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	X	11 January 2024	
B.1.d Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X	The EEO Director participates in all Garrison related senior-level staff meetings.	
<input type="checkbox"/> Compliance Indicator	Compl_Indic_Desc	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures	EssElementIDThe EEO Director controls all aspects of the EEO program.	Yes No	
B.2.a Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR 1614.102(c)]	X	The EEO Director is responsible for the EEO Program in its entirety and is always seeking ways to identify and eliminate discriminatory practices and promote the program.	
B.2.b Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR 1614.102(c)(4)]	X	The EEO Director is directly responsible for overseeing the completion of counseling.	
B.2.c Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR 1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X	The question is not applicable to me as a Garrison EEO Director. Investigations are overseen by EEOCCR and IRD.	
B.2.d Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR 1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X	IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.	

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B.2.e Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR 1614.102(e); 1614.502]		X		The EEO Director is directly responsible for ensuring compliance with EEOC Orders, and works directly with EEOCCR to ensure that compliance has occurred.
B.2.f Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR 1614.102(c)(2)]		X		The EEO Director is continuously evaluating the EEO Program and providing recommendations for improvement to the Agency Head.
B.2.g If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR 1614.102(c)(2) and (c)(3)]		X		Fort Novosel provides EEO oversight and guidance to Camp Shelby and Camp Bull Simons.
<input type="checkbox"/> Compliance Indicator	The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
B.3.a Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]		X		The EEO Director participates in all Agency meetings regarding workforce changes that might impact EEO Issues including recruitment, vacancy projections, selections, and training and career development.
B.3.b Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.		X		Fort Novosel does not have a Strategic Plan, however the EEO Director sits on the Installation Planning Board and provides insight to all planning venues.
<input type="checkbox"/> Compliance Indicator	The agency has sufficient budget and staffing to support the success of its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
B.4.a Pursuant to 29 CFR 1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
B.4.a.1 To conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]		X		The EEO Office conducted a Self Assessment and had a Inspection of our program from ID-T, Ms. Camille Harvey this past year.

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B.4.a.2 To enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X	Currently the agency only has two assigned employees which is not enough to conduct a thorough barrier analysis.
B.4.a.3 To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR 1614.102(c)(5) & 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X	The Budget this year is more than enough to ensure that all complaints, including counseling's, investigations, Final Agency Decisions, and legal sufficiency reviews occur in a timely manner.
B.4.a.4 To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X	Fort Novosel has and will continue to have a robust training program.
B.4.a.5 To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR 1614.102(c)(2)]	X	here is adequate funding to ensure this occurs.
B.4.a.6 To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X	Adequate funding and resources to perform this task.
B.4.a.7 To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	X	Adequate funding and resources to perform this task.
B.4.a.8 To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC 7201; 38 USC 4214; 5 CFR 720.204; 5 CFR 213.3102(t) and (u); 5 CFR 315.709]	X	The Agency does not have an SEP Coordinator nor do we have the resources to perform this function.
B.4.a.9 To effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), V.C.1]	X	Adequate funding and resources to perform this task.
B.4.a.10 To effectively manage its reasonable accommodation program? [see 29 CFR 1614.203(d)(4)(ii)]	X	Adequate funding and resources to perform this task.

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B.4.a.11 To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]		X		Adequate funding and resources to perform this task.
B.4.b Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR 1614.102(a)(1)]		X		The EEO Office has a robust budget this year which is separate from other offices.
B.4.c Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]		X		Yes. AR 690-600.
B.4.d Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?		X		Trainings are conducted quarterly to ensure that all counselors receive their required training. The Agency hosted a Collateral Duty Counselor Course this year as part of this effort.
B.4.e Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?		X		Training is conducted quarterly. Additionally external training opportunities were provided to the staff to receive their annual refresher training.
<input type="checkbox"/> Compliance Indicator	The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
B.5.a Pursuant to 29 CFR 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:				
B.5.a.1 EEO Complaint Process? [see MD-715(II)(B)]		X		14 December 2023, Supervisor Stand Down, i.e. Annual Training.
B.5.a.2 Reasonable Accommodation Procedures? [see 29 C.F.R. 1614.102(d)(3)]		X		14 December 2023, Supervisor Stand Down, i.e. Annual Training.
B.5.a.3 Anti-Harassment Policy? [see MD-715(II)(B)]		X		14 December 2023, Supervisor Stand Down, i.e. Annual Training.
B.5.a.4 Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]		X		14 December 2023, Supervisor Stand Down, i.e. Annual Training.
B.5.a.5 ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]		X		14 December 2023, Supervisor Stand Down, i.e. Annual Training.

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<input type="checkbox"/> Compliance Indicator	The agency involves managers in the implementation of its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
B.6.a Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]			X	Fort Novosel does not have a Special Emphasis Program nor the resources to implement one.
B.6.b Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]			X	Fort Novosel does not have a Special Emphasis Program nor the resources to implement one.
B.6.c When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]			X	Fort Novosel does not have a Special Emphasis Program nor the resources to implement one.
B.6.d Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR 1614.102(a)(5)]			X	Fort Novosel does not have a Special Emphasis Program nor the resources to implement one.
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.				
<input type="checkbox"/> Compliance Indicator	The agency conducts regular internal audits of its component and field offices.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
C.1.a Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR 1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.
C.1.b Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR 1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.
C.1.c Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X		IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.

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<input type="checkbox"/> Compliance Indicator	The agency has established procedures to prevent all forms of EEO discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
C.2.a Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, V.C.1 (June 18, 1999)]			X	The Army has not established comprehensive anti-harassment policy and procedures other than those outlined in AR 690-12 Appendix D.
C.2.a.1 Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), V.C.1]			X	The Army has not established comprehensive anti-harassment policy and procedures other than those outlined in AR 690-12 Appendix D.
C.2.a.2 Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]			X	The EEO Office does not have an Anti-harassment coordinator. The EEO Director serves as this function due to the size of the EEO Office.
C.2.a.3 Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, V.C.1 (June 18, 1999)]		X		Yes. AR 690-12 Appendix D
C.2.a.4 Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]			X	There is no Army level EEO Anti-Harassment Program to report to.
C.2.a.5 Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see 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.		X		Yes. IAW AR 690-12 Appendix D.

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C.2.a.6 Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	X	Anti Harassment Brochure shows examples.
C.2.b Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	X	AR 690-12 Appendix C
C.2.b.1 Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]	X	Disability Program Manager; Lesa Willard.
C.2.b.2 Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X	Yes. The DPM acts independently from the EEO Director.
C.2.b.3 Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	X	Yes. CHRA notes on all USA Job Announcements tha applicants can request reasonable accommodations if needed.
C.2.b.4 Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	X	30 Calendar Days.
C.2.b.5 Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.	X	The Agency makes every attempt to process accommodations within 30 days. We are currently at 96%. CHRA is slowing down our process with staffing RA's of last resort.
C.2.c Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	X	Info is provided on our website at: https://home.army.mil/novosel/about/garrison/eeoo
C.2.c.1 Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	X	https://home.army.mil/novosel/about/garrison/eeoo

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C.3.a Pursuant to 29 CFR 1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?		X		Yes, all Supervisors have an EEO Element in their performance appraisals.
<input type="checkbox"/> Compliance Indicator	The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
C.3.b Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
C.3.b.1 Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X		Yes, how well they resolve problems and participate in ADR mediations.
C.3.b.2 Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR 1614.102(b)(6)]		X		Yes. All Supervisors ensure full cooperation.
C.3.b.3 Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X		Yes. IAW AR 690-12.
C.3.b.4 Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		X		Yes.
C.3.b.5 Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR 1614.102(a)(7)]		X		Yes. When Necessary.
C.3.b.6 Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR 1614.102(a)(8)]		X		Yes. When necessary.
C.3.b.7 Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]			X	Currently the EEO Office is not conducting a Barrier Analysis due to a lack of resources.
C.3.b.8 Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]		X		Yes. Utilizing AR 690-12 Appendix D.

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C.3.b.9 Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X		Yes. They are required to comply.
C.3.c Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR 1614.102(c)(2)]		X		Yes. When necessary.
C.3.d When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR 1614.102(c)(2)]		X		Haven't had this occur in the past year.
<input type="checkbox"/> Compliance Indicator	The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
C.4.a Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR 1614.102(a)(2)]			X	Not since CHRA made changes to their org structure.
C.4.b Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]		X		Yes. Annually.
C.4.c Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR 1614.601(a)]		X		Yes. Though data tables and BOBI.
C.4.d Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]			X	Having a little difficulty getting things timely this year due to the CHRA Org Structure change.
C.4.e Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				

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C.4.e.1 Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR 1614.203(d); MD-715, II(C)]		X		Yes. When necessary.
C.4.e.2 Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]		X		Yes. The EEO Office collaborate with HR to due the WTVY Hometown Tour this past year.
C.4.e.3 Develop and/or provide training for managers and employees? [see MD-715, II(C)]		X		Yes. On a consistent basis.
C.4.e.4 Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]		X		Yes. When Necessary.
C.4.e.5 Assist in preparing the MD-715 report? [see MD-715, II(C)]		X		Yes. When necessary.
<input type="checkbox"/> Compliance Indicator	Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
C.5.a Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)		X		Table of Penalties.
C.5.b When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR 1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.		X		0/0
C.5.c If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]		X		Yes, during Supervisor Stand Downs.
<input type="checkbox"/> Compliance Indicator	The EEO office advises managers/supervisors on EEO matters.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	

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C.6.a Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.		X		EEO State of the Agency Brief, 11 January 2024, quarterly per the request of the Directors.
C.6.b Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]		X		The EEO Office is always prepared to answer questions from managers or supervisor's on EEO Topics.
Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
<input type="checkbox"/> Compliance Indicator	The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
D.1.a Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X		Yes. MD 715 Report data and preparation.
D.1.b Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X		Yes, to all.
D.1.c Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]		X		Yes. the EEO Office conducts Exit Interviews for all separating employees as part of their clearing procedures.
<input type="checkbox"/> Compliance Indicator	The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	

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D.2.a Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X		The Agency has a process, however, the EEO Office has not had to utilize it effectively yet.
D.2.b Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR 1614.102(a)(3)]		X		Yes, annually and as needed.
D.2.c Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR 1614.102(a)(3)]		X		Yes, annually and as needed.
D.2.d Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.			X	The Agency is currently not conducting a barrier analysis due to a lack of resources.
<input type="checkbox"/> Compliance Indicator	The agency establishes appropriate action plans to remove identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
D.3.a Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR 1614.102(a)(3)]			X	No barriers were identified this FY due to a lack of resources.
D.3.b If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]			X	No barriers were identified this FY due to a lack of resources.
D.3.c Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]			X	No barriers were identified this FY due to a lack of resources.
<input type="checkbox"/> Compliance Indicator	The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	

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D.4.a Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	X		IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.	
D.4.b Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	X		Yes. VA, VEOA, 30 percent or more disabled, and Schedule A.	
D.4.c Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	X		Yes. the DPM answers all questions in a timely manner.	
D.4.d Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	X		Yes. National Disability Employment Awareness Month displays, and static displays throughout the year.	
Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
<input type="checkbox"/> Compliance Indicator	The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
E.1.a Does the agency timely provide EEO counseling, pursuant to 29 CFR 1614.105?	X			Yes. See report for median processing days.
E.1.b Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR 1614.105(b)(1)?	X			Rights and Responsibilities are provided and signed prior to initiating any counseling or ADR.
E.1.c Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X			Yes. Immediately.
E.1.d Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X			Yes. within 15 days.

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E.1.e Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR 1614.102(b)(6)?	X	Yes. IAW AR 690-600.	
E.1.f Does the agency timely complete investigations, pursuant to 29 CFR 1614.108?	X	Yes. We had no late investigations this FY. However, extension letters were requested due to IRD being backlogged.	
E.1.g If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR 1614.108(g)?	X	Not Applicable	
E.1.h When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR 1614.110(b)?	X	Yes. Within 30 Days.	
E.1.i Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR 1614.110(a)?	X	IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.	
E.1.j If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	X	IRD Utilizes contractors sometimes. and yes they are held accountable.	
E.1.k If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X	Yes. The Agency has not had this occur.	
E.1.l Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR 1614.403(g)]	X	Yes. All specialists have a FEDSEP account and upload the proper documentation when required.	
<input type="checkbox"/> Compliance Indicator	The agency has a neutral EEO process.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes No	
E.2.a Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]	X	The EEO Office has a clear separation between its EEO Complaint Program and its defensive function.	

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E.2.b When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.		X		Agency Attorneys: Fort Meade, Maryland.
E.2.c If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X		Fort Novosel utilizes a separate legal office at another Garrison to perform its legal sufficiency reviews.
E.2.d Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X		Yes, The EEO Officer keeps the legal office at bay in things they don't need to be involved in.
E.2.e 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)		X		Yes. 6 days.
<input type="checkbox"/> Compliance Indicator	The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
E.3.a Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR 1614.102(b)(2)]		X		Yes. the Agency currently has two mediators in rotation for use with its ADR program. A mediator course is projected for this year to increase this number.
E.3.b Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X		Yes. IMCOM Policy states that Managers and Supervisors will go to mediation.
E.3.c Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]		X		Yes. It is highly encouraged.
E.3.d Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X		Yes. In all cases.
E.3.e Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X		Absolutely.

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E.3.f Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X		Yes. Annually.
<input type="checkbox"/> Compliance Indicator	The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
E.4.a Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
E.4.a.1 Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X		Yes. MD 715, ETK, the 462 Report, etc.
E.4.a.2 The race, national origin, sex, and disability status of agency employees? [see 29 CFR 1614.601(a)]		X		462 Report
E.4.a.3 Recruitment activities? [see MD-715, II(E)]		X		Data Tables.
E.4.a.4 External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X		Provided by HQDA, Tony McClure.
E.4.a.5 The processing of requests for reasonable accommodation? [29 CFR 1614.203(d)(4)]		X		Yes. the RA Tracker.
E.4.a.6 The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), V.C.2]		X		Yes. An internal tracker.
E.4.b Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X		Yes. IAW AR 600-20, Command Policy.
<input type="checkbox"/> Compliance Indicator	The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
E.5.a Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X		The Agency utilizes Exit Interviews and sensing session data to analyze workforce disputes and problems and to ensure we are meeting our obligations.

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E.5.b Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.	X	Yes. The Agency participates in IMCOM Communities of Practice to enhance its program, as well as ID-T EEO Officer page in Teams.
E.5.c Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	X	Yes. In using the DEOCS Climate Assessment.

Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

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

<input type="checkbox"/> Compliance Indicator	The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
F.1.a Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR 1614.102(e); MD-715, II(F)]		X		RMIC
F.1.b Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]		X		RMIC
F.1.c Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]		X		Yes.
F.1.d Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]		X		Yes.
F.1.e When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]		X		Yes.
<input type="checkbox"/> Compliance Indicator	The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	

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F.2.a.1 When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR 1614.108(g)]	X		Yes. Birmingham District Usually	
F.2.a.2 When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR 1614.501]	X		Always	
F.2.a.3 When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR 1614.403(e)]	X		IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.	
F.2.a.4 Pursuant to 29 CFR 1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X		IAW US Army Equity and Inclusion Agency EEO, this question is not applicable for the garrison.	
F.3.a Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), 203(a)]				
<input type="checkbox"/> Compliance Indicator	The agency reports to EEOC its program efforts and accomplishments.		Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<input type="checkbox"/> Measures				
F.3.b Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR 1614.703(d)]	X			

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PART H: Essential Element Deficiencies and Planned Activities

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Plan to Attain Essential Elements				
PART H.1				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		B.4.a.2 To enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]		
The EEO Office does not have the staffing to effectively conduct a thorough barrier analysis of its workforce.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024	10/1/2025			At least one staff member will take a class or get some mentorship on conducting an effective barrier analysis of the workforce.
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Director, EEO USAG Fort Novosel		Craig Tuttle		No
Planned Activities				
Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements				
PART H.2				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		B.4.a.8 To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC Â§ 7201; 38 USC Â§ 4214; 5 CFR Â§ 720.204; 5 CFR Â§ 213.3102(t) and (u); 5 CFR Â§ 315.709]		
The Fort Novosel EEO Office does not have the staffing to execute a Special Emphasis Program.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Waiting on Staffing.
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Garrison Commander, USAG Fort Novosel		COL John Miller III		Yes
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
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Plan to Attain Essential Elements				
PART H.3				
PART H.3				
PART H.3				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		B.6.b Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		
The Fort Novosel EEO Office does not have the staffing to conduct a thorough barrier analysis, therefore there is no participation from the Senior managers at this time.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting staffing.
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Commander, USAG Fort Novosel		COL John Miller III		Yes
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements				
PART H.4				
PART H.4				
PART H.4				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		B.6.c When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		
No barrier analysis is being conducted, so no involvement from the senior managers.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting Staffing
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Commander, USAG Fort Novosel		COL John Miller III		Yes
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements				
PART H.5				
PART H.5				
PART H.5				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		B.6.d Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR Â§ 1614.102(a)(5)]		
No EEO Action Plans have been implemented due to a lack of staffing to perform an effective barrier analysis.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting Staffing.
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Commander, USAG Fort Novosel		COL John Miller III		Yes
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements				
PART H.6				
PART H.6				
PART H.6				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		C.2.a Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, Â§ V.C.1 (June 18, 1999)]		
The Army has not provided guidance on when they are establishing this policy.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting guidance
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Director, EEO Army Equity and Inclusion		Timothy Holman		No
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements				
PART H.7				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		C.2.a.1 Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.1]		
The Army has not established comprehensive anti-harassment policy and procedures other than those outlined in AR 690-12 Appendix D.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting Guidance
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Director, EEO Army Equity and Inclusion		Mr. Timothy Holman		No
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements				
PART H.8				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		C.2.a.2 Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		
The EEO Office does not have an Anti-harassment coordinator. The EEO Director serves as this function due to the size of the EEO Office.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting staffing or guidance
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Director, EEO Army Equity and Inclusion		Mr. Timothy Holman		No
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements
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PART H.9

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	C.2.a.4 Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]
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There is no Army level EEO Anti-Harassment Program to report to.
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Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
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10/17/2024				Awaiting guidance
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Responsible Official(s)

Title	Name	Standards Address the Plan?
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Director, EEO Army Equity and Inclusion	Mr. Timothy Holman	No
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Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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Plan to Attain Essential Elements				
PART H.10				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		C.3.b.7 Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]		
Currently the EEO Office is not conducting a barrier analysis due to a lack of resources.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting Staffing
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Commander, USAG Fort Novosel		COL John Miller III		Yes
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Modified Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements
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PART H.11

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	C.4.a Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR Â§1614.102(a)(2)]
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Since CHRA has made changes to their Organizational Structure, the EEO Office has not had contact with the HR Director.

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Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024	4/30/2025			Establish connectivity with the current CHRA Director servicing Fort Novosel.
10/17/2024	4/30/2025			Set up a scheduled meeting with the CHRA Director to assess personnel program, policies, and procedures.

Responsible Official(s)

Title	Name	Standards Address the Plan?
Director, EEO USAG Fort Novosel	Craig Tuttle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

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Plan to Attain Essential Elements
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PART H.12

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	C.4.d Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]
---	---

Had difficulty this year getting data from CHRA in a timely manner due to inclement weather.
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Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024	4/30/2025			Once linked up with the HR Director, see if they can create the reports needed in BOBI and send it to the Director so we do not have to ask.

Responsible Official(s)

Title	Name	Standards Address the Plan?
Director, EEO USAG Fort Novosel	Craig Tuttle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

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Plan to Attain Essential Elements				
PART H.13				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		D.2.d Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		
The Agency is currently not conducting a barrier analysis due to a lack of resources.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting staffing
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Commander, USAG Fort Novosel		COL John Miller III		Yes
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements
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PART H.14

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	D.3.a Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR Â§1614.102(a)(3)]
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No barriers were identified this FY due to a lack of resources.

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Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting Staffing

Responsible Official(s)

Title	Name	Standards Address the Plan?
Commander, USAG Fort Novosel	COL John Miller III	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment

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USAG - Fort Novosel		For period covering October 1, 2023 to September 30, 2024		
Plan to Attain Essential Elements				
PART H.15				
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		D.3.b If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]		
No barriers were identified this FY due to a lack of resources.				
Objectives for EEO Plan				
Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting staffing
Responsible Official(s)				
Title		Name		Standards Address the Plan?
Commander, USAG Fort Novosel		COL John Miller III		Yes
Planned Activities				
Target Date	Planned Activity		Sufficient Staffing & Funding?	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Attain Essential Elements
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PART H.16

STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	D.3.c Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]
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No plans were created as there were no barriers identified this FY due to a lack of resources.
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Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/17/2024				Awaiting Staffing

Responsible Official(s)

Title	Name	Standards Address the Plan?
Commander, USAG Fort Novosel	COL John Miller III	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

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PART I: Barrier Analysis and Planned Activities

USAG - Fort Novosel			For period covering October 1, 2023 to September 30, 2024		
Plan to Eliminate Identified Barriers					
PART I.2					
Source of the Trigger:		Workforce Data Tables			
Specific Workforce Data Table:		A6-P			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		The participation rate of females in Fort Novosel's Top Series of Security Guards, Misc Admin, and Fire Protection are below the relevant CLF.			
STATEMENT OF BARRIER GROUPS:		Barrier Group(s)			
		All Women			
Barrier Analysis Process Completed?:		no			
Barrier(s) Identified?:		no			
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Name		Description of Policy, Procedure, or Practice	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description

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Responsible Official(s)					
Title		Name		Standards Address the Plan?	
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities		Sufficient Staffing & Funding?	Modified Date	Completion Date
Accomplishments					
Fiscal Year	Accomplishment				

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Plan to Eliminate Identified Barriers
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PART I.3

Source of the Trigger:	Workforce Data Tables
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Specific Workforce Data Table:	Data Tables Summary New
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STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Females are not represented in the GS-15 Grade Level.
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STATEMENT OF BARRIER GROUPS:	Barrier Group(s)	
		All Women

Barrier Analysis Process Completed?:	no
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Barrier(s) Identified?:	no
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STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name	Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan
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Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description

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Responsible Official(s)				
Title	Name		Standards Address the Plan?	
Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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Plan to Eliminate Identified Barriers
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PART I.4

Source of the Trigger:	Workforce Data Tables
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Specific Workforce Data Table:	A-1
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STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The participation rate of Asians, Hispanics, Native Hawaiian Males, White Females, and Two or More Races is below the CLF.
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STATEMENT OF BARRIER GROUPS:	Barrier Group(s)	
	Hispanic or Latino Males Asian Males Native Hawaiian or Other Pacific Islander Males Two or More Races Males	Hispanic or Latino Females White Females Asian Females Two or More Races Females

Barrier Analysis Process Completed?:	no
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Barrier(s) Identified?:	no
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STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name	Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan
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Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title			Name		Standards Address the Plan?
Planned Activities Toward Completion of Objective					
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date
Accomplishments					
Fiscal Year	Accomplishment				

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Plan to Eliminate Identified Barriers
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PART I.5

Source of the Trigger:	Workforce Data Tables
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Specific Workforce Data Table:	B4-P
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STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Individuals with Disabilities, GS-1 to GS-10 represent 11.55% of the total workforce which is below the 12% benchmark. GS-11 to GS 15 represent 9.90 of the total workforce which is below the 12% benchmark
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STATEMENT OF BARRIER GROUPS:	Barrier Group(s)	
	All Men	All Women

Barrier Analysis Process Completed?:	yes
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Barrier(s) Identified?:	yes
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STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name	Description of Policy, Procedure, or Practice

Objective(s) and Dates for EEO Plan
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Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description

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Responsible Official(s)				
Title		Name		Standards Address the Plan?
Planned Activities Toward Completion of Objective				
Target Date	Planned Activities		Sufficient Staffing & Funding?	Modified Date
Accomplishments				
Fiscal Year	Accomplishment			

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USAG - Fort Novosel			For period covering October 1, 2023 to September 30, 2024		
Plan to Eliminate Identified Barriers					
PART I.6					
Source of the Trigger:		Workforce Data Tables			
Specific Workforce Data Table:		B8			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		Among new hires in the permanent workforce this FY, there were no Persons with Disabilities or Targeted Persons with Disabilities which is below the 12% and 2% benchmarks.			
STATEMENT OF BARRIER GROUPS:		Barrier Group(s)			
		All Men		All Women	
Barrier Analysis Process Completed?:		no			
Barrier(s) Identified?:		no			
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Barrier Name		Description of Policy, Procedure, or Practice	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description

EEOC FORM 715-02 PART I		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
Responsible Official(s)				
Title	Name		Standards Address the Plan?	
Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
Accomplishments				
Fiscal Year	Accomplishment			

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

PART J.1: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the Federal Government.

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

Individuals with disabilities, GS-1 to GS-10 represent 35 (11.55%) of the total workforce which is below the 12% benchmark. GS-11 to SES represent 30 (9.90%) of the total workforce which is below the 12% benchmark.

This information was derived from data table B4P, utilizing the 501 goals in comparison to those persons with disabilities.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)	Yes		No	X
b. Cluster GS-11 to SES (PWTB)	Yes		No	X

Targeted individuals with disabilities (PWTB), GS-1 to GS-10 represent 11 (3.63%) of the total workforce which is well above the 2% benchmark. GS-11 to SES represent 10 (3.30%) of the total workforce which is well above the 2% benchmark.

This information was derived from data table B4P, utilizing the 501 goals in comparison to those persons with targeted disabilities.

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

The numerical goals were communicated to the hiring managers and/or recruiters via the State of the Agency Brief and through supervisor standdowns.

PART J.2: Model Disability Program**A. Plan to Provide Sufficient & Competent Staffing for the Disability Program**

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

Yes	X	No	
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The Fort Novosel EEO Office has trained a new Disability Program Manager (DPM) during the fiscal year. They also have on staff an alternate qualified DPM in the absence of the primary.

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part-Time	Collateral Duty	
Processing applications from PWD and PWTD		X		Ms. Kathy Deboskie, CHRA POC, Kathy.l.deboskie.civ@army.mil
Answering questions from the public about hiring authorities that take disability into account		X		Ms. Kathy Deboskie, CHRA POC, Kathy.l.deboskie.civ@army.mil
Processing RA requests from applicants and employees	X			Ms. Lesa Willard, DPM, lesa.d.willard.civ@army.mil
Section 508 Compliance	X			Ms. Lesa Willard, DPM, lesa.d.willard.civ@army.mil
Architectural Barriers Act (ABA) Compliance	X			Ms. Lesa Willard, DPM, lesa.d.willard.civ@army.mil
Special Emphasis Program (SEP) for PWD/PWTD	X			Ms. Lesa Willard, DPM, lesa.d.willard.civ@army.mil

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

Yes	X	No	
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The Disability Program Manager attended the Disability Program Managers Course this Fiscal Year.

B. Plan to Ensure Sufficient Funding for the Disability Program

Has Fort Novosel 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	
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In FY25 budget has been approved for the Fort Novosel EEO Office incorporating funding and resources to successfully implement and sustain the Disability Program.

PART J.3: Plan to Recruit and Hire Individuals with Disabilities

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.
 - *USAJobs.gov and the use of Schedule A hiring authorities.*
 - *The EEO Office is planning a Disability Employment Month Awareness Status Displays in October 2024.*
 - *The Wounded Warrior Program*
2. Pursuant to 29 CFR. § 1614.203(a)(3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.
 - *Schedule A hiring authority for persons with certain disabilities.*
 - *Veterans' Recruitment Appointment authority.*
 - *30% or More Disabled Veteran authority.*
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.

If a position is open to schedule A, and an applicant applies using it they must provide a "letter" from a doctor stating they are eligible for schedule A. See attached screenshot from an actual questionnaire in an announcement. If found eligible and qualified, their name will be included on the certificate/s sent to the hiring manager. If selected, they could be appointed once all pre-employment/conditions of employment have been successfully met.

<https://www.opm.gov/policy-data-oversight/disability-employment/>

- *Process for each applicant:*
- *Review for eligibility: were the proper documents uploaded IAW with the announcement?*
- *Review for qualifications: review resume (and transcripts if applicable) to determine if the applicant is qualified based on the specialized experience stated in the JOA. Review answers to questionnaire for accuracy.*
- *They must submit the proper documentation. This requirement is built into the system.*
- *Certificates are created IAW OPM/CHRA policy. Some eligibilities can be combined, some go on their own certificate. Management can select from any certificate provided.*
- *Information about the appointment authority used is provided to management as required. (e.g. conversions--how/when)*

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

Yes	X	No		N/a	
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Fort Novosel is conducting training in December at our Supervisor Stand Down on Hiring Actions.

B. Plan to Establish Contacts with Disability Employment Organizations

The Disability Program Manager has made small steps to contact and develop a repository of organizations that assist PWDs in securing and maintaining employment. These resources will be available to all persons within the garrison including those with disabilities.

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

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

Of the 8 permanent new hires there were no PWDs or PWTDs noted.

This information was provided by utilizing data table B8 New Hires for type of appointment by disability.

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

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

HQ IMCOM and the U.S. Army EEO Office were unable to secure Applicant Pool Data this Reporting Period. Therefore, this section of the MD715 Report cannot be accurately reported.

The information gathered from data table B7P: New Hired for Mission-Critical Occupations by Disability (Permanent).

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

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

HQ IMCOM and the U.S. Army EEO Office were unable to secure Applicant Pool Data this Reporting Period. Therefore, this section of the MD715 Report cannot be accurately reported

This information was gathered from data table B9P: Internal Competitive Promotions for Mission-Critical Occupations by Disability (Permanent).

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

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

HQ IMCOM and the U.S. Army EEO Office were unable to secure Applicant Pool Data this Reporting Period. Therefore, this section of the MD715 Report cannot be accurately reported

This information was gathered from data table B9P: Internal Competitive Promotions for Mission-Critical Occupations by Disability (Permanent).

PART J.4: Plan to Ensure Advancement Opportunities for Employees with Disabilities

A. Advancement Program Plan

Describe the Agency's plan to ensure PWD and PWTD have sufficient opportunities for advancement.

Fort Novosel plans to ensure PWD and PWTD's have sufficient opportunities for advancement by ensuring that all hiring actions are open to Individuals with Disabilities, to include VRA, VEOA, and 30% or More Disabled. The installation EEO Office is also conducting a National Disability Employment Awareness Month Static Displays in October to provide resources to our disabled community. For Novosel plans to examine the Workforce Recruitment Program to see if it is a viable option to bring to Fort Novosel. We will continue to offer training opportunities to all our employees to include the following:

- *Monthly Static Displays*
- *Supervisor Stand Downs*
- *Developmental Assignments.*

B. Career Development Opportunities

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

Fort Novosel ensures that every employee is entitled to participate in Civilian Education System (CES) Courses of instruction. The Garrison continues to offer training in several different mediums to develop its workforce to include: Supervisor Stand Downs, and lastly developmental assignments across the garrison, provides employee's an opportunity to participate in growth outside of their current career plan.

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

Career Development Opportunities	Total Participants (#)		PWD (%)		PWTD (%)	
	Applicants	Selectees	Applicants	Selectees	Applicants	Selectees
Internship Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0

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

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

Fort Novosel did not provide any of the Career Development Opportunities listed therefore, there are no applicants or selections for PWDs.

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

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

Fort Novosel did not provide any of the Career Development Opportunities listed therefore, there are no applicants or selections for PWTDs.

C. Awards

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

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

We were unable to extract this data from the Data Tables.

This information was gathered from data table B13: Employee Recognition and Awards by Disability.

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

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

There were 33 Quality Step Increases this year. 6 IWD (18.18%) received a Quality Step Increase, while one PWTD (3.03%) received a Quality Step Increase. Both were well above the Inclusion rates of 12 and 2 %.

This information was gathered from the Legacy Data Tables: B13-2.

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

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

D. Internal and External Applicants to Senior Grade Levels.

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

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

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	ii. Internal Selections (PWD)	Yes		No	X
d. Grade GS-13	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X

- *There was no Applicant Flow Data Retrieved this year. Therefore, we cannot ascertain this question.*

This information was gathered from data table B11: Internal Competitive Promotions for Senior Grade Levels by Disability (Permanent)

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

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

There was no Applicant Flow Data collected this year. Therefore, we cannot answer this question.

This information was gathered from data table B11: Internal Competitive Promotions for Senior Grade Levels by Disability (Permanent)

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

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

There was no Applicant Flow Data collected this year. Therefore, we cannot answer this question.

This information was gathered from data table B15: New Hires for Senior Grade levels by Disability (Permanent).

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

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

There was no Applicant Flow Data collected this year. Therefore, we cannot answer this question.

This information was gathered from data table B15: New Hires for Senior Grade levels by Disability (Permanent).

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

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

There was no Applicant Flow Data collected this year. Therefore, we cannot answer this question.

This information was gathered from data table B19: Internal Competitive Promotions for Management Positions by Disability (Permanent).

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

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

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i. Qualified Internal Applicants (PWTD)	Yes		No	X
ii. Internal Selections (PWTD)	Yes		No	X
c. Supervisors				
i. Qualified Internal Applicants (PWTD)	Yes		No	X
ii. Internal Selections (PWTD)	Yes		No	X

Fort Novosel does not have any Executives, therefore there is no data. There was no Applicant Flow Data collected this year. Therefore, we cannot answer this question.

This information was gathered from data table B19: Internal Competitive Promotions for Management Positions by Disability (Permanent).

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

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

There was no Applicant Flow Data collected this year. Therefore, we cannot answer this question.

This information was gathered from data table B18: New Hires for Management Positions by Disability (Permanent).

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).

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

There was no Applicant Flow Data collected this year. Therefore, we cannot answer this question.

This information was gathered from data table B18: New Hires for Management Positions by Disability (Permanent).

PART J.5: Plan to Improve Retention of Individuals with Disabilities

To be a model employer for Individuals 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 CFR. § 213.3102(u)(6)(i))? If no, please explain why the agency did not convert all eligible Schedule A employees.

Yes		No	X
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Fort Novosel had no Schedule A employees with a disability to convert.

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

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

At Fort Novosel in FY23, there were a total of 13 Separations. 12 Voluntary and 1 Involuntary. PWD's made up 7.69% of that total and PWTD's made up 0%. The one involuntary separation was not identified as a person having a disability.

This information was gathered from data table B16: Separations by Disability.

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

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

At Fort Novosel in FY23, there were a total of 13 Separations. 12 Voluntary and 1 Involuntary. PWD's made up 7.69% of that total and PWTD's made up 0%. The one involuntary separation was not identified as a person having a disability.

This information was gathered from data table B16: Separations by Disability.

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.

Fort Novosel gathered Exit Interview data from every exiting employee. There is no trigger that exists involving separation rate.

B. Accessibility of Technology and Facilities

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

The Fort Novosel EEO Office Website can be found at: <https://home.army.mil/novosel/about/garrison/eeoo>. For those Persons with a Disability who wish to file an EEO Complaint base on 508 Compliance, they merely need to contact the Fort Novosel EEO Office at 334-255-9219, or:

*9400 Dustoff Street
Fort Novosel, Alabama 36362*

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

The Fort Novosel EEO Office Website can be found at: <https://home.army.mil/novosel/about/garrison/eeoo>. For those Persons with a Disability who wish to file an EEO Complaint base on 508 Compliance, they merely need to contact the Fort Novosel EEO Office at 334-255-9219, or:

*9400 Dustoff Street
Fort Novosel, Alabama 36362*

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

The Fort Novosel EEO Director sits on the Installation Planning Board. This board provides full access to any new facilities that are in the works or in technology that may be required. The EEO Director informs on accessibility of facilities when necessary.

C. Reasonable Accommodation Program

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

According to our tracking of reasonable accommodations for Fiscal year 24 Fort Novosel processed 38 accommodations with an average processing time of 10 days. Fort Novosel had two untimely accommodations this year due to CHRA Staffing. We are currently waiting on the staffing action for two RA's of Last Resort.

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

As noted above, Fort Novosel processed 36 accommodations timely. 36 (95%) were approved while two (2) were denied. Fort Novosel also conducted numerous trainings on Reasonable Accommodations throughout the FY, training more than 83 personnel during quarterly supervisor standdowns and 150 newly assigned personnel receiving initial RA training.

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

Fort Novosel had no requests for PAS services during the Fiscal Year. However, it should be noted that PAS reasonable accommodation requests are implemented via the guidance set forth in AR 690-12 Appendix C.

PART J.6: EEO Complaint and Findings Data**A. EEO Complaint Data Involving Harassment**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average of 21.98% for PWD?

Yes		No		N/A	X
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According to the FY24 462 report part IV basis and issues alleged filed part 2, there were no formal complaints filed by persons with disabilities alleging harassment. As a result, this question is not applicable.

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		N/A	X
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As noted above there were no formal complaints filed by PWDs alleging harassment for the FY.

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.

Not applicable

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

Yes		No	X
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According to the FY24 462 report part IV basis and issues alleged filed part 2, there were no formal complaints filed by persons with disabilities alleging failure to provide an RA. As a result, this question is not applicable.

2. During the last fiscal year, did any complaints alleging failure to provide RA in a finding of discrimination or a settlement agreement?

Yes		No	X
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According to the FY24 462 report part IV basis and issues alleged filed part 2, there were no formal complaints filed by persons with disabilities alleging failure to provide an RA. As a result, this question is not applicable.

3. If the agency had one or more findings of discrimination involving the failure to provide RA during the last fiscal year, please describe the corrective measures taken by the agency.

Not applicable

PART J.7: Identification and Removal of Barriers

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

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

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

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

Barrier(s): There are no active barriers to Persons with Disabilities and Persons with Targeted Disabilities in the Fort Novosel hiring process.

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

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

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

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

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

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

Definitions

The following definitions apply to Management Directive 715:

Applicant: A person who applies for employment.

Applicant Flow Data: Information reflecting characteristics of the pool of individuals applying for an employment opportunity.

Barrier: An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.

Disability: For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on a Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.

Civilian Labor Force (CLF): Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.

EEO Groups: Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.

Employees: Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.

Employment Decision: Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.

Feeder Group or Pool: Occupational group(s) from which selections to a particular job are typically made.

Federal Categories (Fed9): For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at

the Commission's website: <http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.

The nine job category titles are:

Officials and Managers - Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1) Executive/Senior-Level, (2) Mid-Level, (3) First Level and (4) Other. When an employee is classified as a supervisor or manager, that employee should be placed in the Officials and Managers category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers, those at the GS-13 or 14 should be in the Mid-Level sub-category, and those at GS-15 or in the SES should be in the Executive/Senior-Level sub- category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "Other" contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "Other" sub-category.

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and salesclerks, grocery clerks, and cashiers/checkers, and kindred workers.

Administrative Support Workers - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft Workers (skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.

Laborers (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

Service workers - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

Fiscal Year: The period from October 1 of one year to September 30 of the following year.

Goal: Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.

Major Occupations: Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.

Onsite Program Review: Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.

Reasonable Accommodation: Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

Relevant Labor Force: The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.

Section 501 Program: The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.

Section 717 Program: The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.

Selection Procedure: Any employment policy or practice that is used as a basis for an employment decision.

Special Recruitment Program: A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.

Targeted Disabilities: Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.

Technical Assistance: Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.

Under representation: Result of conditions in which the representation of EEO groups is lower than expected.