

EEOC FORM
715-01 PART E
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EXECUTIVE SUMMARY

Organization info:

The Fort Riley, Kansas Garrison's mission is through a full spectrum of services and support, to provide a superior quality of life to Soldiers, Families, Civilians, and Retirees; enable Readiness for Warfighters; and collaborate effectively with community partners. The Fort Riley Garrison also provides and integrates world-class installation and partner services/support, enabling readiness by facilitating training, deployment, force protection, quality of life and resiliency for 11D Soldiers, Families, Total Army Partners and Retirees. Fort Riley sustains its reputation as the Army's Best Place to Live, Train, Deploy From, Come Home to and Retire. Web link: (<https://home.army.mil/riley/>)

Most of the employees on Fort Riley are employed in positions that support the warfighting effort as it pertains to the training and deployment of the Soldiers at Fort Riley as well as a robust medical facility and other programs that support the welfare of the Soldiers and their families. Fort Riley is also the home of a Regional Network Enterprise Center and a Regional Civilian Human Resources Agency campus that includes the Army Benefits Center-Civilian and the consolidated Office of Workman's Compensation (OWCP) cell.

The Equal Employment Opportunity (EEO) office serves as the focal point for the administration and monitoring of EEO and affirmative employment initiatives and programs. These program services include: Providing compliance and program services; advisory services; managing the EEO Complaints Program; providing training and education; preparing and publishing the MD 715 Report, Disabled Veteran's Affirmative Action Plan, Hispanic Employment Plan and 462 Report; and managing the Affirmative Employment Program, to include Reasonable Accommodations and Special Emphasis programs. EEO is a support function identified as base operations and is part of the Installation's Garrison staff unit. EEO is responsible for providing technical guidance, direction and advice while maintaining a continuing Affirmative Employment Program that promotes equal opportunity in order to identify and eliminate discriminatory practices and policies on the installation.

EEO services ten (10) Major Commands: Army Contracting Command (XD); Army Installation Management Command (BA); Army Criminal Investigation Command (CB); Army Forces Command (FC); Network Enterprise Technical Command (G6); Army Medical Command (MC); Field Operating Offices of the Secretary of the Army (SB); HQ DA Staff Field Operating Agencies (SE); Army Sustainment Command (XC); and Army Aviation and Missile Command (X6). This EEO Office also services all Appropriated Fund (APF) and Non-Appropriated Funded (NAF) employees on Fort Riley.

Data base info:

- The source data for fiscal year (FY) 2020 was retrieved from HQ ACPERS / Business Objects Business intelligence (BOBI), iComplaints, and DCPDS. The Data

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extracted reflects the organization covering the period 1 October 2019 through 30 September 2020. The data tables were produced from standard HQDA BOBI queries provided by HQDA. All US employees (except for those agencies that have their own EEO service support) are covered in this report.

- Appropriated Fund employees are in the report. Non-appropriated fund employees are mentioned as far as overall population and that is all. All ten (10) commands the EEO office services mentioned above are in the pool of data.
- Applicant pool data is not captured in BOBI and therefore not pulled for this report.
- The data set is only lacking in the data points under the limitations below.
- The individual data points are calculated by dividing the number in that population by the number of employees to get the percent of the population represented. The Essential Elements A-F chart below is figured based on the results of Part G of the MD 715. It is the number of deficiencies in FY compared to the number in FY 19 by section. That data is located throughout this document.
- The FIPS code that was used was 20, which is the FIPS code for the state of Kansas according to the U.S. Census Bureau's 2006-2010 American Community Survey Equal Employment Opportunity Tabulation.

Limitations:

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

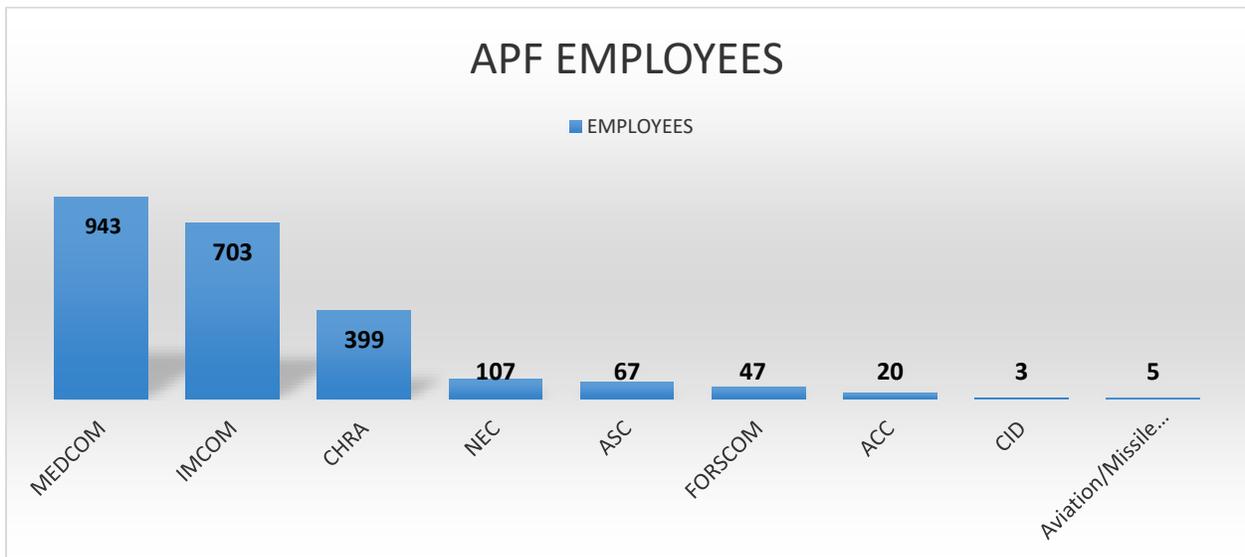
Workforce Analysis:

The enclosed FY 20 figures illustrate that Fort Riley's civilian workforce is comprised of a total of 2,744 employees of which 2,298 were permanent Appropriated Fund (APF) employees and 446 were Non-Appropriated Fund (NAF) employees. When compared to FY 19's MD715's figures, (2,854) the total civilian workforce, has decreased by 3.8% (110 employees). This was a bigger decrease than in FY 19 of 2.9%. APF's FY 19 workforce was 2,311 a decrease of 0.47% (13 employees). NAF's FY 19 workforce was 543, a decrease of 17.86% (97 employees). Medical Command (MEDCOM) had the biggest decrease with 5 employees followed by Army Sustainment Command with 4 employees, Civilian Human Resources Agency (CHRA) decreased by 3, and US Army Cyber Command had a decrease of 1 employee. The rest of the commands stayed the same.

Currently, females represent 54.62% of the workforce (1,499 employees), which is

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above the U.S. Census-Civilian Labor Force (CLF) of 48.8% and males represent 45.37% (1,245 employees), which is below the CLF of 51.2% of the total workforce. The female population was higher than the male population in FY 19 as well. That is due to the largest employers (MEDCOM, USAG, and CHRA) and most of the positions at those locations, exception is USAG are previously traditional positions (medical, human resources, and administrative). However, we are seeing a slight increase in the number of males in administrative positions. There has also been an increase in females in male dominate positions that are in the Directorate of Public Works (DPW) to include 2 supervisory positions at the GS-12 and GS-13 grade levels. DPW also hired 2 female Motor Vehicle Operators, WG-06, an Architect, Industrial Engineer, and Realty Specialist all at the GS-12 grade level and all male dominant positions within DPW. The total APF permanent workforce population is displayed by command in the following chart.



For FY 20, Hispanic females, Asian females, Native Hawaiian or Pacific Islander (NHPI) females, and both Black males and females have all increased from FY 19. All increased by one except Hispanic females increased by 2. Overall, the male and female populations in the workforce decreased by 1.65% and 5.60% respectively. All of the other categories were down for both male and females. The biggest decrease was Two or More races, females by 76 (16.74%) and males by 20 (16.66%). Also, White females were the third largest decrease by 9 (1.08%) employees.

Of the total workforce, 703 employees are IMCOM employees. Females represent

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19.91% (140 employees), whereas males represent 80.09% (563 employees). White males increased in FY 20 by 97 (13.79%) versus FY 19 (466). White females declined by 38 (5.41%) versus FY 19 with 102 White females. This is the result of the steady decline in personnel for IMCOM on Fort Riley. This also shows that more men are being selected to fill positions than women within the USAG. There was an increase in the number Hispanic employees. The females increased by 2 and males by 1 in FY 20 within IMCOM. There are equal number of groups that are in the under and over category as compared to the U.S. Census – Civilian Labor Force (CLF).

The table below also shows that Fort Riley does have a diverse work force when it comes to race and national origin. However, it is interesting that the Hispanic, White, Black, Asian, AIAN and Two or More Races women are all lower this FY. There were more female racial categories lower this year versus FY 19. Along with White and Black were lower by 1 and Two or More Races males was lower by 20 this FY. Hispanic males is the only racial category that went up this FY by 1, the rest of the racial categories not mentioned have remained the same as FY 19.

Race/Sex groups below Civilian Labor Force	Race/Gender	Fort Riley Workforce %	Civilian Labor Force %
	Hispanic Male	2.44	3.60
	Hispanic Female	2.47	2.80
	American Indian/Alaskan Native Male	.36	.50
	American Indian/Alaskan Native Female	.29	.50
	White Male	32.54	42.10
	White Female	30.02	40.40
	Asian Male	.47	.50
Race/Sex groups above Civilian Labor Force	Race/Gender	Fort Riley Workforce %	Civilian Labor Force %
	Black or African American Male	5.75	3.7
	Black or African American Female	6.52	2.8
	Asian Female	1.20	.40
	Native Hawaiian or Other	.14	0.0

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Pacific Islander Male		
Native Hawaiian or Other Pacific Islander Female	.32	0.0
Two or More Races Male	3.64	0.9
Two or More Races Female	13.77	0.8

Disability by RNO and targeted disability:

Individuals with targeted disabilities represented on Fort Riley is 2.27% (61 employees). This includes both APF and NAF employees. Targeted disabilities are: hearing, vision, missing extremities, partial paralysis, paralysis, epilepsy, severe intellectual disability, dwarfism, PTSD, and Autism. This is slightly above the EEOC and Department of Defense (DoD) goal of 2.0% and slightly below the federal high of 2.65%. The most common targeted disability for both males and females was psychiatric disability with 31% (19 employees) recording that they have a mental illness.

Employees that have a reported disability versus no disability by race and national origin is as follows: Hispanics had the highest percentage of employees with a reported disability (32.58% or 43 out of 132 employees). Hispanics were the highest in FY 19 with the largest percentage of employees with a disability at 34.59% or 46 out of 133 employees. Second for this fiscal year is Two or More Races with 29.55% or 13 out of 44 employees. It was the same for FY 19, Two or More Race had 30.23% or 13 out of 43 employees. Fort Riley has less individuals with disabilities on board this FY, 459 employees or 16.72% of the population versus FY 19 which had 535 employees or 18.74%. That is a decrease of 76 individuals or 14.21%. This is a larger percent versus the overall population decline. This could be due to the fact that employees can go in at any time and make changes to their disability election via My BIZ and to the decrease in overall employee population. However, Fort Riley had a significant increase in the number of employees with a targeted disability of 15 employees (61 v 46) or 32.61%. Additionally, CHRA usually hires a large number disabled veterans. They have the largest percent (21.74%) of their employees with a Participation Rates for disability and targeted disability. However, USAG Fort Riley is catching up to CHRA with 21.21% only 0.53% behind CHRA.

Major Occupations – Distribution by Race/Ethnicity and Sex:

Summary analysis of 5 top series

Permanent employees who occupied the major occupations (100 or more) that are essential to accomplishing Fort Riley’s mission are identified below and the summary is based on a comparison of each group with the U.S. Census Occupational – Civilian Labor Force (O-CLF) data. The O-CLF data is from 2010.

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The top 5 most populous series were 201 – Human Resources Management, 610 – Nurse, 301-Miscellaneous Administration & Program, 2210 – Information Technology Management, and 649-Medical Support Assistants. For females, it was 610 – Nurse, 610- Nurse, 201- Human Resources Management, 679 - Medical Support Assistant, 203 – Human Resource Assistance, and 620 – Practical Nurse were the top 5 most occupied positions. For males, it was 301- Miscellaneous Administration & Program, 2210-Information Technology Management, 201-Human Resources, 81-Fire Protection, and 85 - Security Guard. This picture is similar to last fiscal year. The top 10 series normally have not changed but this FY they have changed slightly. Security Guards for males are new to the top 5 this year. Normally it is 203 series at the 5th most populated series by males. The Directorate of Emergency Services has made a big push with the Civilian Personnel Advisory Center to hire more Security Guards that are needed to operate the gates of Fort Riley.

Series 201- Human Resource Management

Employees: 239

Males: 33.89% v O-CLF of 32.90%

Females: 66.10% v O-CLF of 66.50%

Top Representation

White females (48.53% v 51.50% CLF). This is lower than FY 19 (42.76%)

White Men (21.33% v 23.80% CLF) is higher than FY 19 (18.86%). Overall, the number of employees in this series dropped by 79 (239 v 318 FY 19). There was a significant increase in the number of males hired into Human Resource positions in FY 20 to include all minorities except NHPI males. All of the females were lower to include minorities, except Asian females which went up significantly. The most significant decline was with White females. This is the first time White females in this series has been under the CLF.

Lowest Representation

AIAN females and NHPI males were not represented within the 201 Series. This is the same as FY 19. NHPI females (0.83% v 0.00% CLF), Hispanic females (3.76% v 2.90%), Black males (8.78% v 2.30%) and females (9.2% v 7.70%), Asian females (2.51% vs 0%), AIAN male (0.41% v 0.60%), and two or more ERI males (0.83% v 1.50%) and females (1.25% v 2.70%) were all above their reported CLFs. Hispanic males (2.09% v 4.60%) were the only ones below the CLF.

Individuals with targeted disabilities are 8, with 52 individuals reporting a disability in Series 201. Human Resources Management is the job series which claims the most representation of individuals with disabilities. 52 is a significant decrease (12) from FY 19. However, the number of employees with a targeted disability went up by 2 (6) from FY 19.

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Series 610 – Nurse

Employees: 196
Males: 8.16% v O-CLF of 10.50%
Females: 91.83% v O-CLF of 89.30%

Top Representation

White females (78.06% v 81.80%): This is 2.45% lower than in FY 19. Female representation has slowly declined over the past two years.

White males (8.16% v 7.70%): This has slightly increased by .47% than in FY 19 and has slowly increased over the past two years. The local medical treatment facility (MTF) is hiring more male nurses each year.

Lowest Representation

Hispanic males, Black males, Asian males, AIAN males, NHPI males and females, and two or more ERI males were not represented in Series 610. This is the same as the past two years. Asian females (3.06% v 0.80%), AIAN females (0.51% v 0.20%), Black females (5.10% v 2.90%), Hispanic females (3.57% v 1.80%), and two or more ERI females (1.53% v 1.30%) are over their respective CLF's. The number of Black and Hispanic females has increased over FY 19 even though the overall number of female nurses has declined. This means the number of White female nurses is slowly declining.

Individuals with targeted disabilities was 1 and 19 individuals reported having a disability within Series 610 series. This is an increase of 1 individual with a targeted disability and 5 for individuals with a disability from FY 19.

Series 2210 – Information Technology

Employees: 117
Males: 79.48%: There is no CLF for this series. Number off males decreased in FY 20
Females: 20.51%: Number of females increased in FY 20

Top Representation

White males (58.11% v 60.16% FY 19)

Black males (12.82% v 13.00% FY 19): Is the same as White females in FY 20. There has been a steady decline in black males in these positions over the past two years. The overall number of positions in the 2210 series is down 6 from FY 19.

Lowest Representation

NHPI males, AIAN males and females are not represented within Series 2210. This is the same as in FY 19. However, Hispanic males (5.12%) is the only one down from FY 19. Hispanic females (1.70%) White females (12.82%), Black females (3.41%), Asian males

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(1.70%) and females (0.85%), NHPI females (0.85%), and two or more ERI males (1.70%) and females (0.85%) are all above the CLF, which is at 0% for all. All of the races percentages increased or stayed the same due to the decrease in the overall number of individuals in this series. The exception is White males which fell more than 2%. White males has the largest decrease in FY 20 within the males.

Individuals with targeted disabilities was 1 and 39 individuals reported having a disability within Series 2210. This is a slight decrease of 1 individual with a targeted disability from FY 19. The 2210 series has the second largest number of individuals with a disability.

Series 301 – Miscellaneous Administration & Program

Employees: 120

Males: 76.67%: There is no CLF for this series. This is an increase of 1.67% over FY 19.

Females: 23.33%: This is a decrease of 1.67% from FY 19.

Top Representation

White males (58.33% v 56.66% FY 19)

White females (15.00% v 16.66% FY 19)

Black males (15.00% v 14.16% FY 19): This is the first time ever where Black males have caught up to white females in the number of employees in the 301 series. The number of employees in this series stayed the same.

Lowest Representation

Asian males and females, NHPI females, both AIAN males and females, and Two or More Races females are not represented. This is the same as in FY 19. Hispanic males (4.16%) and females (1.66 %), and Black females (4.16%), NHPI males (0.83%), and two or more Two or More Races females (0.83%) are all above the CLF of 0%. Black females and is the only increase from FY 19. Hispanic females decreased and the rest stayed the same.

Individuals with targeted disabilities comprised of 1 and 29 individuals reporting having a disability within the 301 series. This is a slight decrease of 1 for the number of individuals with a targeted disability compared to FY 19.

Series 679 – Medical Support Assistant

Employees: 93

Males: 11.82% v O-CLF of 11.40%

Females: 88.17% v O-CLF of 71.40%: There was a significant drop in the number of males in this series versus FY 19. The overall number of employees in this series is only down one from FY 19.

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Top Representation

White females (45.16% v 71.40% CLF)

Black females (29.03% v 28.60% CLF): In FY 19 White males were in the top representation in this series. This is the first time Black females have been in the top representation in this series.

Lowest Representation

Black and both NHPI and AIAN males are not represented. AIAN females are not represented this FY. Hispanic males (1.07%) and females (7.52%), White males (7.52%), Asian males (1.07%) and females (2.15%), NHPI females (1.07%), and Two or More Races males (2.15%) and females (3.22%) are all above the CLF of 0%. Hispanic males, White males, Black males and females, Asian females, and AIAN females, are all lower than FY 19. Hispanic females, Asian males, Two or More races males and females all increased in FY 19.

There are no individuals with targeted disabilities within the 679 Series. This is the same as in FY 19. There were 12 individuals reported having a disability, which is an increase of 3 from FY 19.

Pay Plans/Grades Levels of Managers/Supervisors:

Fort Riley does not have any SES employees on the installation. The most populated grade level is the GS-13 (87 v 91 in FY 19). White males have 44 of those positions (decrease of 2 from FY 19) and White females have 28 (increase of 1 from FY 19). Black males have 5 (decrease of 3 from FY 19) and females have 4 (down 3 from FY 19). The rest of the races do not have any at that grade level in FY 19. This year we had 1 Hispanic male and 3 Hispanic females at that grade level as supervisor and Two or More Races males has 1. The next most populated grade level is the GS-12 with 86 employees (increase of 3 from FY 19). Again, most are White males and females. African American males and females, Hispanic females, Asian females, and NHPI males are represented. This is more diverse than in FY 19 only Black males and females and NHPI males were represented in FY 19 in addition to White males and females. GS-14's is next with 30 (decrease of 1 from FY 19) employees and a similar representation except there is 1 Hispanic male and 2 Black females this year versus none in FY 19. There are still 6 GS-15's on Fort Riley. 5 White males and 1 White female at CHRA, which is the same as FY 19.

There are 3 managers/supervisors that have a targeted disability out of the 24 that have been reported on Fort Riley. This is the same as FY 19. There are 61 managers/supervisors that have reported having a disability. Decrease of 2 with a disability from FY 19.

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The 10 Wage Supervisors are White males. There are no minorities in Wage Supervisor positions on Fort Riley. The 9 wage leaders are White males also. There is 1 male that is two or more races and no other minorities in these positions as well. There are also no females as Wage grade supervisors or leaders. There are no Wage Grade supervisors or leaders that have a targeted disability, which is the same as FY 19. 1 reported a disability. This is down 4 from FY 19. 30 Wage Grade employees have a reported disability (down 9 from FY 19), 2 with a targeted disability (same as FY 19). 4 Wage Leaders reported a disability and zero with a targeted disability.

Summary analysis of awards:

The cash awards data is broken out by RNO and sex. When compared to the percent of the overall APF population on Fort Riley, there is not a correlation between the number of males and females to the number of awards that were given to each. The fact that the female population is larger than the male population by 9.25%, did transfer over to the performance awards to reflect that. There were more on the spot awards given to male employees (72%) than female employees (28%). Time off awards followed a similar pattern with 64% of male employees receiving the award versus 36% of female employees. Overall, equivalent percentages of employees receiving on the spot awards corresponded with the overall race populations. For White employees, statistically 77 employees should have received an award, but for FY20 there were 85. In contrast, statistically 6 Hispanic employees should have received an award but for FY20 there were only 3. This speaks to the Hispanic Employment Report and the need for management to continue to encourage growth and development of their Hispanic employees. Overall, there were 107 Quality Step Increases (QSIs) in FY20 compared to 63 in FY19. These awards were fairly even in the distribution of males (52) and females (55) within the different races. However, there were 82 of the QSIs awarded to White employees. There were no NHPI males and females or Asian males and females that received a QSI award in FY20. Additionally in FY20, 1 AIAN female and 9 Two or More Races males and females received QSI awards compared to zero in FY19. Specifically for the Garrison, 24 employees received a QSI award with 17 males and 7 females. Race representation included 17 Whites, 3 Blacks, and 4 Two or More Races.

Essential Element A-F:

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Form G Element	Number of Deficiencies this year	Number of deficiencies last year	Number increase/decrease
<u>A</u>	0	0	0
<u>B</u>	5	3	2
<u>C</u>	4	0	4
<u>D</u>	0	0	0
<u>E</u>	1	2	-1
<u>F</u>	0	2	-2

Essential Element A - Demonstrated Commitment from Agency Leadership

Strengths:

- **Policies:** All policies were drafted and ready for signature prior to the new commander(s) coming on board this FY. They are also posted on the EEO webpage and the respective command webpage.
- **Business Contact:** All buildings on Fort Riley have current EEO posters up in common areas with all the correct contact information on them. Every time one of us goes out to a building we look for EEO posters and always have some with us in case the building does not have them on display. The EEO Officer also reaches out each year to make sure that each command has enough due to building moves.
- **Training:** The EEO office provides training every two weeks at New Employee Orientation. Training is also provided during a two-hour block for IACH's Med-Level Managers Course every quarter. Copies of pertinent regulations, forms, and guidelines for the reference book they hand out to all new supervisors. We also provide training at a one-hour block in HR for Supervisors sponsored by the Civilian Personnel Advisory Center.
- **Disciplinary Actions:** Fort Riley has disciplined several supervisors and employees that have violated Army's anti-harassment policy. This includes both sexual and non-sexual harassment. There was an increase in reports of both in FY 20. Appropriate investigations were conducted and liable parties were held accountable to the fullest extent possible. Fort Riley takes these policies very seriously and violators are held accountable up to and including removal from federal service.

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

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Strengths:

- Reporting Structure: The EEO Officer has direct access to the Garrison Commander as well as the hospital commander at Irwin Army Community Hospital. Both Commanders were briefed on the State of the Agency as well as the USAG Directors and employees at the Address to the Workforce. Out Action plan was posted on the EEO web page as well.

- Inclusion into Agency's strategic mission: The EEO Office is included on discussions regarding recruitment strategies, pending RIFs, vacancy/succession planning, selections for training, career and professional development opportunities, and other workforce changes that have an impact on the serviced civilian employees. We are on the installation's strategic Human Resources working group ensuring that equality will be demonstrated in future employment practices. The office is also included on the Army Community of Excellence Panel, along with the Employee Satisfaction, Performance, Resiliency, and Information Team (ESPRIT).

- EEO Program Control: The EEO officer has direct oversight of Fort Riley's EEO program. The program ran well this year in spite of managing two (2) EEO offices for 3 months at the beginning of the fiscal year, going to another location to do an assessment of that office, put files together and assist in getting all of the complaints back on track, receiving an Apprentice, and having a moderate to high OPTEMPO in the first half of the FY at Fort Riley EEO office. The EEO office has had moderate success this fiscal year. There were 55 contacts, 20 pre-complaints, and 18 formals. The cost savings was 3.5 million dollars this year versus 3 million in FY 19 overall for Fort Riley. However, for USAG the cost savings was 7k (16 contacts & 9 went to a pre-complaint) versus FY 19, with a cost savings of 9k (22 contact & 13 went to a pre-complaint). The EEO staff had very good success at preventing and resolving workplace issues at the lowest level (62% did not file a pre-complaint). However, once a pre-complaint was filed, almost all went on to file a formal complaint. The EEO staff will continue to work hard to prevent and help correct workplace issues on Fort Riley at the lowest level.

- Training: The EEO office does more training than listed in Element A above. The EEO office also has developed specialized training on the changes to the Reasonable Accommodations process that has been presented to supervisors across Fort Riley.

Deficiencies:

- There is not any language in the 2030 Strategic Plan for Fort Riley referencing EEO, Diversity and inclusion. The EEO Officer sent proposed language to the Plans, Analysis, and Integration Director, who spearheads the Strat Plan. The language was not added to the plan when it was last updated. It is currently being worked on for the next update.

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- Fort Riley EEO office has not had the manpower to staff the Federal Women's program or the Hispanic Employment program this year. The EEO office does not have a SEPM on staff nor does the EEO office have an authorization for it. Therefore, we are unable to start and maintain programs like the Federal Women's program.
- The EEO office does provide guidance to employees on the anti-harassment program and reaches out to the appropriate management official and the labor attorney so they can coordinate the way ahead as far as the appropriate way to look into the allegations. However, the EEO office is not staffed to effectively manage the anti-harassment program. The EEO office does not have the authorizations or requirements to have an anti-harassment coordinator. Therefore, the EEO office is not able to track the number of days until an investigation is initiated on allegations of harassment. The EEO office advises but does not coordinate anything regarding this process.
- Senior management does not participate in the implementation of the Special Emphasis Programs due to the EEO office not having the staffing to have that program in place.
- Senior management does not participate in the barrier analysis process. The EEO office pulls the data, analyzes it, and notifies senior management of the results. Senior management is not active in that part of the process.

Essential Element C - Management and Program Accountability

Strengths:

- Prevention: The Fort Riley EEO office has saved Fort Riley 3.5 million dollars (Out of 55 contacts, 20 filed a pre-complaint, cost savings is 100,000 per contact that does not file a pre-complaint.) in fiscal year 2020 being able to prevent contacts from filing pre-complaints. This is done by offering employees an alternative to filing a complaint and using the anti-harassment policy to support the alternative. The EEO office works with management and the employee to resolve the employment issue(s). This is also accomplished by managers holding employees accountable for any discrimination.
- Anti-harassment: The Fort Riley EEO office has implemented the Department of the Army's anti-harassment policy. The policy requires corrective action as necessary after an investigation has been completed into allegations of harassment.
- Integration With Senior Leadership: In order to ensure management and program accountability, EEO, OSJA, and CPAC hold monthly meetings with the Garrison Commander, Deputy Commander for Administration (DCA) at Irwin Army Community Hospital (IACH), the Civilian Regional Advisory – Southwest Region (CHRA-SW) Director, and any other tenant command to advise and update them on status of complaints, grievances, pending/potential adverse personnel actions and reasonable accommodations. The EEO office produced a high quality newsletter on a quarterly

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basis and sent it out to all USAG directorates and tenant commands for distribution to all manager/supervisors and employees.

- Coordination with HR: The Fort Riley EEO office coordinates with the local Civilian Personnel Advisory Center (CPAC) director on personnel programs and policies to discuss if there changes needed. COVID-19 put a stop to face-to-face New Employee Orientation. Working with the CPAC Director, she and her staff provide new hires with the appropriate EEO policies and information required by regulation. We review the Merit System Principles regularly.
- Performance Measurement Report (PMR): Despite being funded to operate at Red this office has worked diligently in order to continue to provide mandatory services to Fort Riley. Our Installation Status Reports are always green or amber.
- Compliance: Management complies promptly with established time frames with EEOC, Merit System Protection Board (MSPB), labor arbitrators, and district court orders, when applicable. This office has met all compliance requirements on time that were handed down from EEOC and OFO in FY 20.

Deficiencies:

- The Fort Riley EEO office is not staffed with an anti-harassment coordinator. Fort Riley does not have an anti-harassment coordinator. The Fort Riley EEO office notifies management when there are allegations of harassment and have them work with the local labor attorney on the best course of action to investigate the allegations. The Fort Riley EEO office does not manage the anti-harassment program, we just provide advice and training on it.
- There is not a firewall between the Reasonable Accommodation Program manager and the EEO Officer. The EEO office does not have the SEP manager position here. The office is set up with only three (3) personnel to include the officer.
- Fort Riley had 97% of the requests for accommodations processed within regulatory time lines. There were a few where the decision to accommodate was outside of the 30 calendar day requirement. That is with the DPM checking with management weekly on the requests. DPW was the only one with one that was outside of the 30 calendar days for USAG.
- Due to COVID-19 and the EEO office being short staffed in FY 20, there was not any opportunity to work with the local CPAC in order to conduct outreach and hold their annual career fair this year.

Essential Element D - Proactive Prevention

Strengths:

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- Climate Surveys: Five (5) EEO organizational climate surveys were conducted on the installation due to the change of Directors and/or problems within organizations. Four (4) were for Irwin Army Community Hospital, one (1) for USAG Fort Riley. These surveys allowed the supervisors and directors to “check the pulse” of their operations and make any necessary changes to policy or practice. The tool has also been used to assist them in developing action plans towards improving the “climate” of their workplace. Because they are anonymous, climate surveys allowed management to look into situations that employees would otherwise be fearful or embarrassed to report. These surveys have been highly successful as no pre-complaints have come out of the five (5) surveys.
- Anti-harassment: Many employees that come into the EEO office have had something occur to them they did not like which they throw under the hostile work environment or harassment umbrella. The EEO office uses the process in AR 690-12, Appendix D to prevent complaints. The EEO office has found that most employees do not want to wait out the four-year long EEO process for a decision on discrimination, they just want the unwanted behavior to stop. The quickest way to make that happen is to elevate the issues up, have management look into them and take appropriate action. Most employees seize this opportunity to resolve their work place issues versus filing a complaint. Management is more than willing to work with employees at this level to resolve the issues and appreciates the opportunity to do so.
- Specialized Training: Provided LGBTQ and bullying training for a partner organization in order to educate and prevent issues within the organization that has a couple of individuals that belong to the LGBTQ community.
- EEO Newsletter: All supervisors and managers are provided copies of the quarterly newsletter which they share within their respective employees. The articles are always relevant to the current issues that are ongoing within USAG and Fort Riley. The DPM wrote articles for the installation paper on each monthly observance.
- NoFear Training: With support from the Garrison Commander making the training a requirement, USAG Fort Riley had a slight increase in the number of employees who completed the training. NAF is the hardest to allow time to take the training. AMC and ACC were at 100% complete. The other commands are provided the reports quarterly but have increased slightly their participation rates.
- Barrier Analysis: The EEO office tracks all awards and training that employees are able to receive. The EEO office is also working with the Workforce Development office to reach out to supervisors and employees to encourage minorities to sign up for CLDP and the Flint Hills Leadership programs that USAG funds. We did not have a minority sign up in FY 19 and worked with the USAG directors to encourage their minorities to sign up, which they did this year. This is something we will continue to monitor and work with directors in FY 21.

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Essential Element E - Efficiency: requires the agency head to have effective systems in place for evaluating the impact and effectiveness of the Agency's EEO programs as well as an efficient and fair dispute resolution program.

Strengths:

- Complaint Process: Timelines within the EEO office's purview are consistently being met.
- EEO Collateral-Duty Counselor Continuing Education: Training for DA Certified counselors was conducted throughout the year. The seven (7) senior collateral duty counselors completed their required 8 hours of training this year. This office does not feel that a counselor is seasoned until they have counseled several complaints over two (2) years. The Complaints Manager also developed training on the new process of putting data together and presented the training to the counselors this fiscal year. The EEO office also developed training in writing the DA 7510 and how to present information in the final interview.
- ADR: The number of mediations were down in FY 20 as compared to FY 19. FY 20 there were more non-mediated resolutions than in FY 19. However, more complaints/work place issues were resolved via other methods in FY 20 than FY 19.
- Investigation completion dates remained relatively constant, but improved for FY19. Fort Riley has met all timelines regarding preparations and scheduling of investigations; however, assignment of investigators and completion of investigations rests with the Investigations and Resolutions Division, they have released all of their Reports of Investigations (ROIs) within the 180 calendar day time line.
- The EEO office has also started doing workplace facilitations between management and employees and employee and employee to resolve work place issues. Most of the EEO complaints boil down to miscommunication. Facilitation, especially between two employees can help resolve many work place issues that arise. This FY this office held one (1) facilitation.

Deficiencies:

- Accurate data system for tracking complaints for the anti-harassment program. HQDA has not had iComplaints or any other system set up to track data on anti-harassment complaints. The EEO office does not track whether or not a management official initiates and investigation within 10 calendar days from the date of notification or any other part of that process.

Essential Element F - Responsiveness and Legal Compliance

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Strengths:

- The EEO office continues to coordinate complaint documents (Acceptance Letter, Dismissal Letter, etc.) with the Fort Leavenworth labor attorney at OSJA for legal sufficiency. The local labor attorney reviews all negotiated settlement agreements for legal sufficiency and makes sure that all the terms of the agreements are met.
- **Disability Accommodations:** The EEO Disability Program Manager is pro-active and works with supervisors, CPAC, and the local labor attorney to ensure that all requests are processed in a timely manner. All denials are coordinated with the labor attorney for legal sufficiency. Reassignments are coordinated with CPAC, labor attorney and management to ensure the process was done properly.
- **Findings of Discrimination:** During FY 20, Fort Riley had no findings of discrimination. Fourteen (14) complaints were closed this fiscal year with no findings of discrimination. Four (4) were via Negotiated Settlement Agreements at various stages of the EEO process. One (1) was dismissed and nine (9) were decisions from either the EEOC, Office of Federal Operations (OFO) or EEOCCR.

Accomplishments:

The EEO Office shared best practices with other installations in the region as well as with ID-Training (ID-T). The office shared an all-inclusive data and chronological tracking spreadsheet to utilize when iComplaints is inaccessible and provide an at-a-glance real-time representation of all contact and complaint data. The office shared input on standards for the EEO internship program and appropriate questions for the listening sessions for Project Inclusion. Both input items were distributed within IMCOM and ID-Readiness (ID-R) for utilization. The office shared learned information and best practices regarding the Command Climate Survey implementation and procedural changes.

The EEO Director went to another ID-T location to assist them with the review of the state of their complaints and reasonable accommodation program. The director was able to identify deficiencies, provide advice, and ultimately complete required documents related to both processes.

The EEO Office had an increase in advisory services and continued to focus on preventive measures to include sensing sessions, mediation/facilitation, and training. In FY20, the EEO Office conducted sensing sessions at 5 different departments/locations for 2 different organizations on the installation. In addition to the standard EEO training that the office has provided regularly, training specific for FY20 included LGTB Discrimination in the Workplace, Anti-Harassment and Bullying in the Workforce, and Reasonable Accommodation specific trainings to organizations employees and supervisors.

Since December 2019, the Directorate of Public Works has hired 9 female employees in 5 Divisions despite this directorate being a male dominant organization.

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These positions ranged from WG-06 to a GS-14 Division Chief and include the following: Architect, Industrial Engineer, Motor Vehicle Operator, Realty Specialist, and Wildlife Biologist. Additionally, 3 of the 9 female employees hold manager/supervisory positions. This is a significant accomplishment for Fort Riley this fiscal year.

In FY19, the EEO Office worked with the Garrison Commander to stress the importance of self-reporting disabilities for a more accurate picture of how many individuals on Fort Riley have a disability/targeted disability and as a result Fort Riley met the 2% requirement for our workforce having a targeted disability. In FY20, the efforts have continued and resulted in 2.27% individuals with targeted disabilities represented on Fort Riley to include the current population of veterans. This continues to be a significant accomplishment for Fort Riley this fiscal year.

In FY20, the Garrison Hispanic population increased despite a decrease in the overall Hispanic population. There has been a shift in positions held by Hispanic employees. In FY19, Hispanic employees were employed in 3 main professions which has increased to 7 professions this fiscal year. Additionally, there was 1 Hispanic employee who participated in the leadership development program compared to zero in FY19. This signifies that Fort Riley is diversely filling positions and providing career opportunities despite the decrease in the overall workforce population.

The EEO Office identified in FY19 the barrier of no minorities participating in the Flint Hills Leadership Program, which is a vital career development and networking opportunity. This fiscal year 1 minority signed up and participated in the program. This accomplishment shows the efforts to eliminate this barrier are proving effective.

The EEO Office recognized several of the collateral duty counselors from the USAG and IACH for their outstanding work on the processing of complaints when the office had a high volume of complaints. The EEO Office also recognized mediators that support the office and have had a high success rate on reaching settlement agreements.

The EEO Office has increased its awareness of new supervisors that come on board or are promoted up internally. The EEO office ensures that supervisors are aware of where all of the EEO policies are posted and the EEO processes through site visits and training.

The EEO Office also made sure that all claims of harassment and hostile work environment were addressed within regulatory timelines and regulatory process. Fort Riley does not have a separate Anti-Harassment Coordinator from the EEO Office.

The EEO Office was able to begin incorporating aspects of the Special Emphasis Program despite not having an authorization for the position by completing and posting news articles for the Special Observances.

Complaints processing summary:

Fort Riley EEO Complaints Program ensures neutrality, timely processing, and met all the requirements of Army Regulation 690-600 and 29 CFR 1614. As a result, all

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informal complaints were processed within the required timeframe. The EEO Office has highly skilled EEO professionals who are proficient in the processing of informal, formal and class complaints. The EEO staff shares and receives best practices with other EEO colleagues to provide assistance to other installations as needed.

Additionally, the EEO Office utilizes the Department of the Army's EEO complaints tracking system (iComplaints) for tracking all pre-complaints and formal complaints. This system enables staff to create, track, manage, and report on EEO complaint cases at any stage in the EEO process up to resolution and/or closure. The EEO Office also utilizes the IRCMS which was created by the Investigations and Resolutions Division. This system allows this office to expedite the investigation of formal complaints.

A top priority for the Fort Riley EEO staff is taking care of people. A large portion of time is spent in the prevention of EEO issues in the workplace. In FY 20, EEO tracked 55 contacts (*NOTE – a few employees contacted the EEO office several times for the same inquiry; however, it is only counted as one (1) inquiry*), of which 20 employees (36.36%) initiated pre-complaints which was a decrease of 14 from FY 2019 (34 pre-complaints). Of the 20 pre-complaints, all were counseled within 30 calendar days. The majority of pre-complaints were initiated by IMCOM (9), MEDCOM (8), ASC (2), and ARCYBER Command (1). The top 2 issues in FY 20 were hostile work environment/harassment (14) and some type of disciplinary action (2). The top two (2) issues in FY 19 were the same. The top bases in FY 20 were race (23) and sex (18). For FY 19, the top bases for individuals initiating pre-complaints were reprisal (16) and age (14). **Note:** individuals may file on more than one issue and basis.

At the end of FY 20, there were 20 pre-complaints filed, 14 (70%) filed formal and 6 (30%) that did not file a formal complaint. Of the six (6) that did not file formally, two (2) settled. The majority of formal complaints filed in FY 20 were MEDCOM (6) and IMCOM (6), and ASC (2). The number of days to process informal complaints went down in FY 20 with 18.50 days versus FY 19 processing days of 26. This is due to the complaints manager being more seasoned this year and more counselors working complaints to include the new Disability Program Manager. DoD's IRD took a little less time this year to process formal complaints by about 8.86 calendar days versus FY 19 (157.14 days vs 166 days respectively).

<u>Total inventory (462)</u>	<u>Median informal days *</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days</u>	<u>Number formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
31	17.45	157.14	1	18	0	0	0

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The top 2 basis for FY 20 were Race (23), Disability and Sex both with (18). The top 5 basis have been the same in the past 5 years. FY 20 color has been added versus age as in past FYs. Also note that race is a lot higher in FY 20 than in FY 19. Race had been the 5th highest basis in FY 19 and for almost the past decade. However, in FY 20 Race was the top basis. The second quarter was the busiest quarter in FY 20. The influx was that of minorities mainly from the Department of Behavioral Health at the local Medical Treatment Facility (MTF). All of the issues in those complaints were that of hostile work environment. This is due to the increase in civil unrest in our society. If COVID-19 had not occurred, I believe we would have had more complaints based on race in the 3rd quarter. During the 3rd quarter, most of the employees on Fort Riley were teleworking. The implementation of Project inclusion and the Listening Sessions may have also had a positive impact in the prevention of complaints based on race being filed in the 4th quarter. As shown below you can see the differences between FY 20 and FY 19. Again, please note that an individual can claim more than one basis. Also, note the top 5 basis are different for the first time in years. Normally, basis listed in FY 19 are the same ones they change in order from year to year. In FY 20, Appraisals and Term/Condition of employment have made the list versus Assignment of Duties and non-Selection.

Top Basis	FY 20	Top Basis	FY 19
Race	23	Reprisal	16
Disability (10 Mental/8 Physical)	18	Age	14
Sex	18	Sex (8 Male/7 Female)	15
Reprisal	17	Disability (2 Mental/9 Physical)	11
Color	9	Race (3 Black/2 Asian/1 AIAN/1 White)	7

Further analysis showed, the top 2 issues in FY 20 were hostile work environment/harassment (non-sexual) and some type of disciplinary action. The top two (2) issues in FY 19 were the same. **As a note:** a person can have more than one issue in a complaint. The following chart shows the top 5 issues raised in FY20 and FY19. There was not an increase in the number of harassment complaints this year but the reasoning behind them has changed from FY 19. In FY 19 the harassment complaints were tied to disciplinary actions. FY 20 it is due to spite or getting even with a co-worker or management official. This is not the basis behind the EEO process. This has been explained to employees however, they still filed complaints based on getting even with someone who they believed had harmed them or not done something they wanted them to do.

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Top Issues	FY 20	Top Issues	FY 19
Harassment (Non-sexual & sexual)	14	Harassment (Non-sexual)	13
Disciplinary Actions	5	Disciplinary Actions	12
Terms/Conditions of Employment	4	Assignment of Duties	7
Performance/Evaluation	3	Training	6
Time and Attendance & Training	3	Non-selection	5

Fort Riley closed eleven (14) formal complaints in FY 20, in FY 19 fourteen (14) formal complaints were closed as well. The average number of days to close complaints was 677.71 days in FY 20, a significant increase from FY 19 (487.36). One (1) complaint was dismissed, four (4) reached an agreement, one (1) the Office of Federal Operations issued a decision of No finding on an appeal, and nine (9) had Final Agency Decision (FAD) completed with No Finding of Discrimination found. FAD's averaged 684.56 processing days, whereas, the average days in FY 19 was 678.62 days, a slight increase of 5.94 days. There were no remands issued in FY 20.

At the end of the reporting period, there were 30 complaints pending. Their status is as follows:

Title	# of Complaints	Average # of Days
Pending Notification	0	0
Pending Accept/Dismiss	0	0
Pending Investigation	5	157.20
Pending Hearing	18	534**
Pending Final Agency Action	7	534**

** The Fort Riley EEO Office has no control of EEOC and/or EEOCCR for hearings or final agency actions. The EEO Office can follow up on and should with IRD on the status of the formal investigations to ensure they are done timely. However, the local EEO office does not have any real control over IRD as well. They are a separate federal agency.

Theme and general plan for next year

The theme for FY 21 is to continue to educate, prevent, and resolve complaints at the lowest possible level. Education through holding more courses for managers/supervisors and employees on various EEO topics. Educate supervisors and managers on their demographics and Schedule A hiring authority. Increase our prevention efforts. The EEO office plan is to increase employee to employee and employee to manager/supervisor facilitation to resolve work place issues. It also plans

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to increase the number of sensing sessions to resolve employment issues early and at the lowest level to prevent complaints.

The general plan on how the EEO office is going to address our deficiencies in FY 21 is as follows:

PART H:

a. The EEO Office will continue to work with the Plans, Analysis, Integration office director and the Deputy to the Garrison Commander to develop appropriate language to be added to the Strat Plan 2030. Language will be added once it is opened up for revisions.

b. The EEO office is not staffed to complete the Special Emphasis Program mission, therefore, the EEO office is working on recruiting volunteers to work these programs. The EEO office has already started to work on putting together information to recruit volunteers to work the special emphasis programs such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities programs. The goal is to try and stand up one (1) to two (2) of these each fiscal year until all are up and operational.

c. Fort Riley EEO office does not have the authorizations on the TDA for the additional position in order to hire an anti-harassment coordinator. This will not change in FY 21.

d. The EEO office will work with senior leaders to complete a barrier analysis by next April. The EEO office will work with senior leaders to develop an appropriate action plan to address their specific barriers.

e. The EEO office will work with senior leaders on their action plans for implementation into their strategic plans for the next fiscal year. This will be completed after the barrier analysis has been completed.

f. The EEO office provides advice on the anti-harassment program to employees. Managers work with the labor attorney on how to investigate allegations of harassment.

g. The EEO office does not have a TDA authorization for the SEPM, which would be the firewall between the DPM and the EEO officer. That will not change in FY21.

h. The EEO office will continue to work with managers on meeting the regulatory 30 calendars to issue a decision on a request for a Reasonable Accommodation. The DPM will arrange training for each directorate to train their supervisors on the RA process and the need to meet that time line.

i. Due to COVID-19 and new staff this year, outreach opportunities did not occur. The goal for FY 21 is to partner with the local CPAC on their recruiting initiatives. The EEO office will also reach out to two local universities as well to educate on recruitment incentives like Schedule A.

PART I: EEO Plan to Eliminate Identified Barrier

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a. Participate in outreach programs and build relationships with local communities and universities, state agencies, and other federal programs to network in order to attract and retain qualified Hispanic candidates for employment in diverse occupations and grade levels, to include those with disabilities. Work with local Department of Labor on the recruitment of Hispanic personnel for employment at Fort Riley.

b. Ensure CPAC and all levels of management within organizations understand the role they play in ensuring minorities and individuals with disabilities are employed and advanced on a non-discriminatory basis.

c. Monitor the training, career development, promotion, and awards of current qualified minority employees in the workforce. Minority employee's especially Hispanic employees should receive consideration and acceptance into local and Army training programs like CES, Civilian Leadership Development Program (CLDP), and Flint Hills Leadership Program (FHLP).

d. An aggressive goal is try to implement the Hispanic Employment program, the Black/African American Employment program, the Federal Women's program, and the Individuals with Disabilities program in FY 21, without having a SEPM in the EEO office. Fort Riley hopes to accomplish this by using volunteers to run the programs with EEO providing oversight. This is in order to increase communication and networking Army wide to help increase awareness of the opportunities and benefits of working on Fort Riley.

e. The EEO office will continue to write relevant articles for publishing on our webpage and in our newsletter on special observances especially Hispanic Heritage month to bring awareness to their culture. The EEO newsletter goes out to all of the commands on Fort Riley.

f. Provide advice to Deputy Garrison Commander as hiring official for Director positions within the Garrison as they become available. Focus on increasing diversity by race and gender through attrition.

PART J:

a. The EEO office will work with the other nine (9) commands in order to increase awareness and hopefully, self-reporting on disabilities and targeted disabilities. The EEO office will continue to share and encourage the campaign the USAG used to increase our numbers for the other tenants on Fort Riley to push for a more accurate representation of the number of individuals with disabilities and those with targeted disability. Marketing material with steps to self-report along with the forms will be provided to the tenants and encouraged for distribution. Utilizing the reasonable accommodation process to encourage self-reporting will ensure the system reflects updated information. Employees should be trained on why self-reporting is important and how to update their personal information if a change in medical condition occurs.

b. In FY21, the new Special Emphasis Program Committee will have a goal to address barriers related to the recruitment of demographics in specific positions. The

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DPM will also build an outreach program and maintain collaborative working relationships with several of the local colleges and universities to coordinate a recruitment campaign for more minorities and IWD/IWTD. There is also the possibility that there may be a small applicant pool based on the local demographics. If that is the case, then that will be reported.

c. The EEO Office will work with CPAC to make sure their staff is familiar with Schedule A hiring authority and are advising their managers/supervisors of it to ensure the highest level of consideration is given to persons with disabilities is being utilized. EEO office will attend a career fair in FY 21 if available to share Schedule A hiring information and to help recruit minorities, especially Hispanics, with disabilities.

d. The EEO Office will run quarterly reports to review IWD/IWTD trends within the workforce. The DPM will work with the new Special Emphasis Program committee on any anomalies that arise throughout the year to resolve. That information will be analyzed and shared with the different commands on Fort Riley.

e. The EEO Office will encourage management to monitor the training, career development, promotion, awards, and retention of current qualified IWD/IWTD employees in the their organization.

f. The EEO Office will work with the ESPIRIT committee as a continuation of Project Inclusion to help encourage conversations regarding discrimination and promote an environment of diversity and inclusion.

g. The EEO Office will focus on creating and revamping trainings to meet the needs of organizations and include topics such as diversity/cultural, gender bullying, disability awareness, and anti-harassment/bullying.