

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

715-01 Part A - D

For period covering October 1, 2010, to September 30, 2011.			
PART A Department or Agency Identifying Information	1. Agency		
	1.a. 2 nd level reporting component		HQ IMCOM
	1.b. 3 rd level reporting component		Direct Reporting Garrison
	1.c. 4 th level reporting component		
	2. Address		4432 Llewellyn Ave
	3. City, State, Zip Code		For George G. Meade, MD 20755
	4. CPDF Code	5. FIPS Code	ARBA
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		3,436
	2. Enter total number of temporary employees		11
	3. Enter total number employees paid from non-appropriated funds		566
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		4,013
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		
	2. Agency Head Designee		Edward Rothstein, Installation Commander
	3. Principal EEO Director/Official Official Title/series/grade		Lydia Elliott-Buettner
	4. Title VII Affirmative EEO Program Official		Lydia Elliott-Buettner
	5. Section 501 Affirmative Action Program Official		Hope Woods
	6. Complaint Processing Program Manager		Gloria VanDyke
	7. Other Responsible EEO Staff		
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
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]	

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Brief paragraph describing the agency's mission and mission-related functions	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential	
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	*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]	
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	
Summary of EEO Plan action items implemented or accomplished	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]	*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	*Organizational Chart	

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EXECUTIVE SUMMARY

INTRODUCTION

Fort George G. Meade, the Nation's Preeminent Center for Information and Intelligence is located in Arundel County, Maryland. The Office of Management and Budget (OMB) identifies the geographic area where most of the employees and applicants reside by Federal Information Processing Standards (FIPS) Code. Fort Meade resides with the DC-MD-VA-WVA FIPS code area of 24003. Our organization's web link is www.ftmeade.army.mil.

The mission of Fort Meade is to enable the country's critical national security mission by providing our customers and the local community with the facilities and infrastructure they require for the quality of life they deserve, and a safe, secure environment in which to work and live. Fort Meade's vision is accomplished by integrating the Army's core values with its values of being morally strong, operationally effective, nurturing excellence, and by being responsive, optimistic, and energetic.

Fort Meade employs civilian employees who provide intelligence, security administration; miscellaneous clerks, security clerical and information technology management are the major series. The workforce includes multiple career fields ranging in grades from entry level General Schedule (GS) and Wage Grade (WG) positions to Senior Management (GS-15), Appropriated Fund (AF) and Non-Appropriated Fund (NAF) positions. The National Security Personnel System (NSPS) employees converted back to General Schedules this year. We still have DCIPs personnel pay bands and some agencies still had NSPS bands at year end.

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

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

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EEO products and services include EEO advisory services, compliance issues, complaints management and processing, EEO related training and Special Emphasis Program Management.

Fort Meade's serviced population is 4,013 in addition to the Fort Meade Garrison workforce, includes partner activities with other Major Army Command Headquarters staff and subordinate activities such as the U.S. Army Accessions Command, U.S. Army Contracting Command, U.S. Army Aviation and Missile Command, U.S. Military Entrance Processing, U.S. Forces Command, U.S. Army Criminal Investigation Command, U.S. Army Intelligence and Security Command, U.S. Army Medical Command, U.S. Army Human Resources Command and Installation Management Command. This was an increase of 883 people.

The statistical data used in this report was obtained from the Defense Civilian Personnel Data System (DCPDS). This report provides coverage for Appropriated Fund (AF) and Non-Appropriated Fund (NAF) employees. FY 11's Federal Agency Annual EEO Program Status Report was prepared using the MD-715 Reporter, which is a database that stores the entire report with an upload area with supporting documents. The statistical data included in the FY11 report were retrieved from DCPDS and uploaded onto data tables in the MD-715 Reporter. This report is not inclusive of all the people we service, the Netcom population is incorrect as is the Accessions Command employees. This group represents at least 140 more people.

The Fort George G. Meade community employs people in a wide variety of positions and pay grades. This report contains an update of self-assessment of the Six Essential Elements for Maintaining a Model EEO Program as outlined in EEOC MD 715 and reported on in the annual report. The EEO program strengths and areas of required improvements are described below.

MODEL PROGRAM SUMMARY

The information in this report presents a snap shot by Ethnicity/Race Indicator (ERI), sex and disability of Fort Meade's overall employment participation rates as of 1 October 2011, in comparison with the 1 October 2010, workforce and the Civilian Labor Force (CLF) rates. We use the local CLF. The census 2000 Special Tabulation assigned a three digit Federal Information Processing Standards (FIPS) code that is unique within a state and assigned five digit FIPS codes to county subdivisions with a state. The FIPS code is 24003.

The statistical data for workforce participation used in this report was obtained from the Department of Defense Civilian Personnel Data Systems (DCPDS). It is recognized that the HR database contains anomalies that affect data reporting. The variance didn't appear severe enough to affect the calculations. The applicant pool dataset is available in this report.

Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term "under representation". Manifested Imbalances indicate that although women and minorities are present, their representation is below the CLF.

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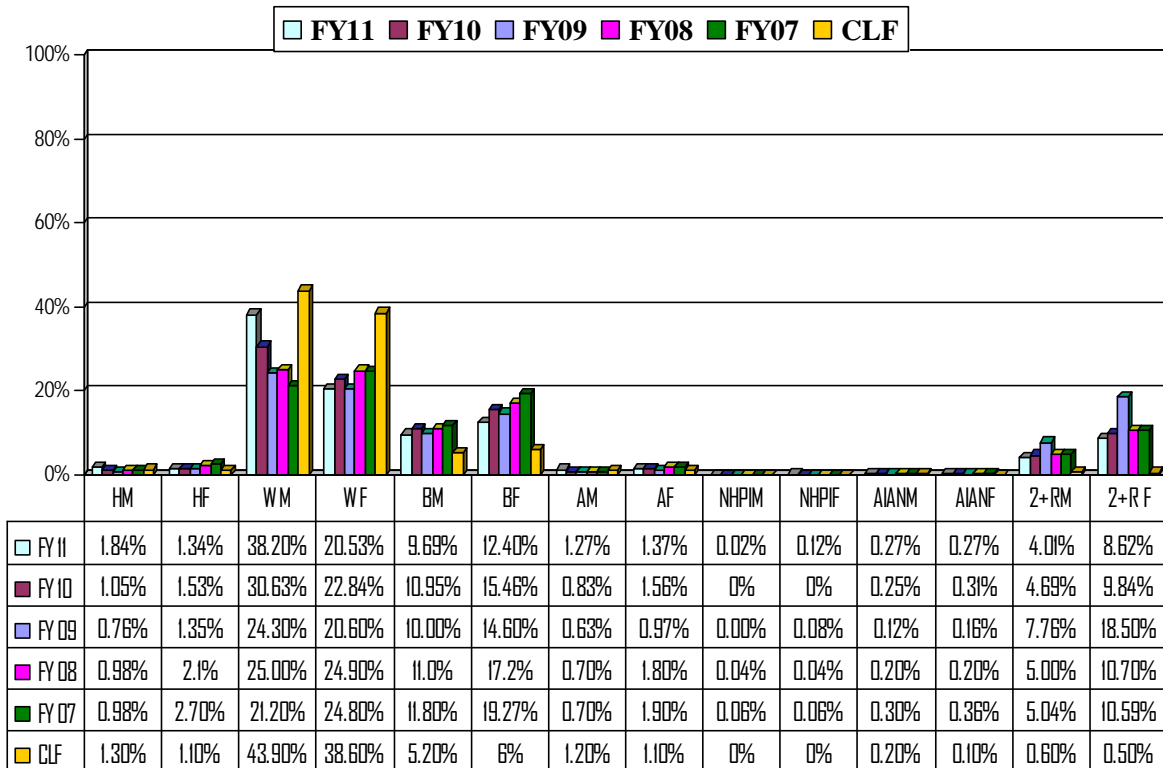
Conspicuous Absence refers to an absence of women and/or minorities.

Grade designations are the same ones used in DCPDS based on federal guidelines.

Summary Analysis of Workforce:

Total Workforce – Distribution by Race/Ethnicity and Sex:

During FY 2011, the Fort Meade workforce included 3,436 Appropriated Fund (AF), and 566 Non-Appropriated Fund (NAF), employees for a total workforce of 4,013. Overall, females make up 44.67% and males make up 55.32% of the total workforce. Males are above the Local Civilian Labor Force (LCLF) of 52.4% and females are below the 47.6% Local CLF by 2.9%. There was a 28.2% (883) increase in the total workforce overall. When viewing the population overall White males and White females are well below their expected participation rates when compared to the CLF. White males are at 38.2% and the CLF is at 43.9% which is a difference of 5.7% there was an increase of 46 white males in number. White females have a participation rate of 20.5% and the CLF is at 38.6% which is a difference of 18.5%. There was an increase in their number by 14 women. This table also presents a snapshot of FGM's overall employee participation rates in comparison with the Civilian Labor Force rates by Ethnic Rate Indicator (ERI) and gender. The participation rates of all minority males and minority females are above the CLF.



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Federal Categories (Fed9): The EEOC requires agencies to report their workforce data by aggregating it into nine employment categories, FED 9. These categories are more consistent with those EEOC uses in private sector enforcement and permits better analysis of trends in the federal workplace than previous categories used, PATCOB. 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. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories.

The nine job category titles are: Officials and Managers; Professionals; Technicians; Sales; Administrative Support Workers; Craft Workers (skilled); Operatives (semiskilled); Laborers (unskilled) and Service Workers.

Summary of Fed9 Categories by RNO: There were some changes in participation rates in the Fed9 categories from FY 2010 to FY 2011 because of an additional 883 employees. Latino males changed from 1.62% (11) in Officials and Managers to (13) 1.56%. Latino Females increased from 1.43% (11) in 2010 to 1.20% (10) in 2011. Asian males changed from 0.89% in 2010 to 0.72% in 2011. Last year there was a conspicuous absence of Native Hawaiian males and females in this group but now there is a participation rate of 0.12% for males and 0.24% for females which is above the CLF. This year Native American Males have a participation rate of 0.36% (3) in this group. Native American Females have a rate of 0.48% (4). This year we have a participation rate of 1.68% (14) in males claiming 2+ races, this above the CLF. Females claiming 2+ races went from 2.81% (19) to 2.76% (23) which is still above the CLF by 2.26%. The participation rate for individuals with disabilities in this group is 9.77% (66) to 8.52% (71). Two of these employees have targeted disabilities. This is a decrease of two targeted disabilities from last year.

In the Professional Category the participation rate for all women increased from 37.16% (417) to 40.2% (551) which is well below the CLF rating of 51.2%. The participation rate for all men was 22.3% (71.15%) over the CLF rate (48.8%). The participation rate for Latino men was above the CLF at 2.72% (52). Latino women were even with the CLF at 1%. The participation rate for white women was well under the CLF by 24.15%, the gap has increased since last year. The participation rate for Black males is 4% above the CLF in the professional occupation category. The participation rate for Black women was 0.88% above the CLF. The rate for Asian males is above the CLF by 0.34% they were below last year by 0.7%. This is an increase of a percentage point. Asian women's participation rate was above the CLF by 0.5%. Native Hawaiian males were conspicuously absent in this category last year and now their participation rate is double the CLF. The CLF is 0.20% for Native Hawaiian males and they are at 0.4% (8). American Indian women are also at double the participation rate at 0.20% (4). The participation

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rate for individuals with disabilities in this group is 7.76% (148) and of these three has targeted disabilities. Last year for the group the numbers were 10.78% (121) of these (4) have targeted disabilities.

In the Technical group, the participation rate is lower for all men by 11.59% this is an increase of 1% over last year's percentage of 10.59%. The participation rate for females is 11.68% over the CLF which is an increase of 1% over last year's 10.68%. The participation rate for Latino males is 0.64% which is a decrease of 0.05% over last year. Latino females are 1.24% above the CLF. The participation rate for white males is below the CLF by 15.87%. White females have a participation rate of 26.62% which is below the CFL by 16.78%. This is an increase in the gap from last year's 12.15%. The participation rate for Black males (10.38%) has stayed the same from last year. The rate for Black females is 25.16% which is well above the CLF and these numbers are an increase over last year's rate. Asian males had a rate that was below the CLF by 1.05% and this year there is a conspicuous absence in this group. Asian females are 0.31% below the CLF and a decrease in rate over last year. The participation rates for males and females claiming two or more races are above the CLF. The participation rate for Native Hawaiian females are 6 times the CLF rate. The participation rate for individuals with disabilities in this group is 7.63%. Individuals with disabilities represented 7.14% (11) of this group and none had a targeted disability.

In the Administrative Support Workers Occupational Group there is a conspicuous absence of American Indian men again this year. Native Hawaiian women went from a rate of zero to 0.29% in this group. The rate for Latino males is below the expected by 0.1% while the rate for Latino women has doubled the expected rate at (3.56%) the CLF at 1.7%. The rates for males overall is higher than the CLF by 1%. The participation for all men, Latino females, Black males, Black females, Asian females, Native Hawaiian females, American Indian females, males and females claiming 2 or more race is above the CLF. The participation rate for individuals with disabilities in this group is 13.35% and increase of the 12.92% from last year. Four members of this category are people with targeted disabilities. This was a loss of four people.

In the Craft Workers category all females, White females, Black females, Asian males and females, Native Hawaiian males and females, American Indian males and females, females and males claiming 2 or more races are conspicuously absent. Black males have a higher than expected participation rate in this category while white males have a lower than expected rate. The participation rate for individuals with disabilities in this group is 11.11% which is an increase of last year's 7.4%. There is no one with a targeted disability in this group.

In the Operatives occupational group men are higher than expected in this group by 15.25% an increase over the 13.92% from last year. Latino males, White males, White females, Black females are below the expected rates. There is a conspicuous absence in Latino females, Asian males and females, Native Hawaiian females, American Indian males and females. Females overall are below the CLF by 15.26% an increase in the gap from last year's 13.93%. Participation rates are higher than expected for Black males and males claiming two or more

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racess. The participation rate for individuals with disabilities in this group is 16.96% (19). Not one of these had a targeted disability. This is a loss of one person from last year.

In the Laborers and helpers category is 100% males. There is a conspicuous absence of females. There are no minority males in this group but there were black males in this group last year. The participation rate for individuals with disabilities is at 0% which is a big decrease from the participation rate of 66.66% from last year.

In the Service Workers category males and female participation rates are split 50/50. We have a conspicuous absence in the following groups: Native Hawaiian females, American Indian males, and American Indian females. Females claiming two or more races are now showing a participation rate of 1.25%. Latino males and females each make up 1.25%. Black males make up 16.25% of this group. Black female are double the CLF in this group. White females are well below the CLF in this group by 16.8%. We are below the expected participation rate for Latino males and females, White males and females and Asian females in this category. The participation rate for individuals with disabilities in this group is 12.5% and increase of last year's 9.85%. None of these individuals had a targeted disability. This was a decrease of one person over last year.

Our participation rate for individuals with targeted disabilities was 0.70% last year well below the Federal High of 2.16%. This year we are even lower at 0.26% (11). That is a decrease in the participation rate by 0.44% (11), a loss of 11 employees.

Category 1: 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.

FY 2011: The participation rate for Latino males is above the CLF by 0.72%. This rate is above the CLF but it is showing a steady decline since 2009. The rate for Latino females is 0.82% above the CLF. All males are 10.5% below the CLF in this group. All females have a rate 11.5% above the CLF. White males are 23.58% below the CLF. White females are 7.39% below the

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CLF in this category this is holding steady since last year. Black males are 8.36% above the CLF. Black females are 12.5% above the CLF in this category. American Indian females are 0.28% above the CLF. Employees in the Two or More Races category were well above the CLF this year. Individuals with disabilities comprise 8.5% of this category. Of those with disabilities all are targeted disabilities.

<u>Fed9 Category 1:</u>	CLF	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007
Officials and Managers						
Male	59.8%	48.85%	48.29%	41.47%	39.58%	44.8%
Female	40.2%	51.14%	51.70%	58.52%	60.41%	55.19%
Latino Male	0.9%	1.56%	1.62%	1.78%	1.48%	1.94%
Latino Female	0.8%	1.20%	1.62%	1.27%	1.48%	2.59%
White Male	53.5%	32.65%	29.92%	24.17%	24.7%	31.81%
White Female	34.2%	28.69%	26.81%	30.07%	35.4%	28.57%
Black Male	3.4%	11.76%	13.48%	13.74%	12.79%	11.03%
Black Female	3.9%	16.44%	18.96%	21.37%	22.32%	23.37%
Asian Male	1.1%	0.72%	1.18%	0.50%	0.59%	0.0%
Asian Female	0.6%	1.32%	1.33%	0.76%	0.59%	0.64%
Native Hawaiian Male	0.0%	0.12%	0%	0.00%	0%	0.0%
Native Hawaiian Female	0.00%	0.24%	0%	0.25%	0%	0.0%
AI/AN Male	0.1%	0.36%	0.29%	0.00%	0%	0.0%
AI/AN Female	0.2%	0.48%	0.14%	0.25%	0.29%	0.0%
Two or More Races Male	0.7%	1.68%	1.77%	1.27%	0%	0.0%
Two or More Races Female	0.5%	2.76%	2.81%	1.52%	0.29%	0.0%

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Category 2: Professionals: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. This includes: accountants, auditors, airplane pilots, 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.

FY 2011: Males were well above the CLF by 14.03% in this category. The groups of females, white females, Latino females and Asian males' have participation rates that decreased in FY 2010 and remained well below the CLF. Since 2007 there continues to be a steady decrease in participation rates for Black females, White females, Latino females, and Asian females. The participation rate for American Indian females has increased steadily since 2008. Black females' participation rate has increased and remains well above the CLF as did the participation rate for Black males. Hawaiian males remained absent in this category and employees of Two or More Races were more than double the CLF. Individuals with disabilities comprise 7.76% of this category. All those claimed a disability all were targeted disabilities.

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Fed9 Category 2:	CLF	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007
Professionals						
Male	48.8%	71.15%	62.83%	60.39%	57.47%	50.6%
Female	51.2%	28.84%	37.16%	39.60%	42.52%	49.38%
Latino Male	0.9%	2.72%	1.15%	1.06%	1.44%	1.23%
Latino Female	1.0%	0.99%	0.89%	1.06%	1.26%	1.85%
White Male	41.7%	56.64%	49.37%	48.71%	45.94%	35.8%
White Female	43.2%	19.05%	23.79%	23.82%	27.38%	27.16%
Black Male	3.8%	7.80%	9.09%	8.04%	7.92%	10.18%
Black Female	5.4%	6.28%	9.26%	11.53%	10.45%	15.74%
Asian Males	1.7%	2.04%	0.98%	1.06%	0.72%	1.54%
Asian Female	1.1%	1.15%	1.69%	1.82%	2.34%	2.77%
Hawaiian Male	0.1%	0.00%	0%	0.00%	0%	0.0%
Hawaiian Female	0.0%	0.05%	0%	0.00%	0.18%	0.3%
AI/AN Male	0.2%	0.41%	0.53%	0.45%	0.54%	1.23%
AI/AN Female	0.1%	0.20%	0.35%	0.15%	0.18%	0.92%
Two or More Races Male	0.3%	1.51%	1.69%	1.06%	0.9%	0.61%
Two or More Races Female	0.6%	1.09%	1.15%	1.21%	0.72%	0.61%

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Category 3: 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 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.

FY 2011: In this category the participation rate for males was below the expected rate by 10.59%. The participation rate for women is 10.68% above the CLF. Latino females' participation rate is almost 3 times the expected rate. White males are 15.77% below the CLF. White females are 12.15% below the CLF. The participation rate for Black males is more than doubled the CLF rate in this category. The rate for Black females is almost 4 times the rate expected. Asian males are below the CLF by 1.11%. Native Hawaiian females remained absent in this category. Individuals of Two or More Races were at or above the CLF in this category. Individual with disabilities make up 10.4% of this group. Of those claiming a disability 7% were targeted.

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<u>Fed9 Category 3:</u>	CLF	FY2011	FY 2010	FY 2009	FY 2008	FY 2007
Technicians						
Male	46.0%	34.41%	35.41%	30.07%	34.23%	37.36%
Female	53.9%	65.58%	64.58%	69.92%	65.76%	62.63%
Latino Male	0.8%	0.64%	0.69%	0.75%	0.9%	1.09%
Latino Female	0.7%	1.94%	2.08%	2.25%	1.8%	2.19%
White Male	37.29%	21.42%	21.52%	14.28%	18.91%	17.58%
White Female	43.4%	26.62%	31.25%	34.58%	35.13%	39.56%
Black Male	5.5%	10.38%	10.41%	13.53%	12.61%	17.58%
Black Female	7.3%	32.46%	28.47%	30.07%	24.32%	20.87%
Asian Male	1.8%	0.00%	0.69%	0.75%	0.9%	0.0%
Asian Female	1.6%	1.29%	1.38%	1.50%	1.8%	0.0%
Hawaiian Male	0.0%	0.00%	0%	0.00%	0.9%	1.09%
Hawaiian Female	0.1%	0.64%	0%	0.00%	0%	0.0%
AI/AN Male	0.0%	0.00%	0%	0.00%	0%	0.0%
AI/AN Female	0.0%	0.64%	0%	0.00%	0%	0.0%
Two or More Races Male	0.7%	1.94%	2.08%	0.75%	0%	0.0%
Two or More Races Female	0.9%	1.94%	1.38%	1.50%	2.7%	0.0%

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Category 4: Sales: Occupations engaging wholly or primarily in direct selling. This includes: advertising agents, sales workers, insurance agents, brokers, real estate agents, brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks; grocery clerks, cashiers/checkers, and kindred workers. There are no Category 4 employees here at FGGM.

Category 5: Administrative Support Workers: Includes all clerical-type work regardless of level of difficulty. Where the activities are predominantly non-manual, although some manual work is not directly involved with altering or transporting the products which includes: bookkeepers, collectors (bills and accounts), messengers, office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists, secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

FY 2011: In this category the rate for females overall is below the CLF by 1.1%. White females are 32.451% below the CLF. Even though there has been a steady in Latino males since 2009 they remain below the CLF. Latino females are well above the CLF by 1.9%. White males are below by 7.02%. Black males' participation rate is three times the rate of the CLF. Black females' participation rate is 22.62% above the CLF in this category. This group has had a steady rate at this level since FY 2007. Asian male's and female's and American Indian females' rates are at parity with the CLF. Hawaiian females are double the CLF. There is a conspicuous absence in American Indian males in this group. This is a change from last year for Hawaiian and American Indian females. Individuals of Two or More Races are well above the CLF rates. Individuals with disabilities comprised 14.84% of this category. All of the employees claiming a disability in this group had a targeted disability.

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<u>Fed9 Category 5:</u>	CLF	FY2011	FY 2010	FY 2009	FY 2008	FY 2007
Admin Support Workers						
Male	21.8%	22.84%	23.9%	24.23%	23.48%	20.84%
Female	78.2%	77.15%	76.09%	75.76%	76.51%	79.15%
Latino Male	0.7%	0.59%	0.48%	0.25%	0.27%	0.32%
Latino Female	1.7%	3.56%	2.92%	4.33%	4.14%	4.56%
White Male	17.1%	10.08%	12.68%	12.75%	13.25%	10.74%
White Female	64.2%	31.75%	34.39%	34.43%	37.5%	40.71%
Black Male	3%	10.38%	9.26%	9.43%	8.56%	9.12%
Black Female	9.8%	32.42%	32.68%	32.14%	32.4%	32.24%
Asian Male	0.6%	0.59%	0.24%	0.76%	0.82%	0.65%
Asian Female	1.2%	1.78%	0.97%	1.27%	1.38%	1.3%
Hawaiian Male	0%	0.00%	0%	0.00%	0%	0%
Hawaiian Female	0.1%	0.29%	0%	0.25%	0%	0%
AI/AN Male	0.1%	0.00%	0%	0.00%	0%	0%
AI/AN Female	0.2%	0.29%	0%	0.25%	0%	0%
Two or More Races Male	0.4%	1.18%	1.21%	1.02%	0.55%	0%
Two or More Races Female	0.9%	5.04%	4.39%	3.06%	1.38%	0.3%

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Category 6: 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.

FY 2011: Males dominate this category. All females; White females; Latinos, Asians, Hawaiians, American Indians and employees claiming two or more races have been conspicuously absent in this category since FY 09. The participation rate for Black males has decreased by 7.4% since last year. Their rate is still well above the CLF by 37.5%. The participation rate for White males increased by 7.46%, but is still well below the CLF by 26.4%. Individuals with disabilities made up 11.11% of this category, none were targeted disabilities.

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<u>Fed9 Category 6:</u>	CLF	FY2011	FY 2010	FY 2009	FY 2008
Craft Workers					
Male	93.7%	100%	100%	100%	100%
Female	6.4%	0%	0%	0.00%	0%
Latino Male	2.29%	0%	0%	0.00%	0%
Latino Female	0%	0%	0%	0.00%	0%
White Male	81.9%	55.55%	48.14%	42.85%	48.38%
White Female	5%	0%	0%	0.00%	0%
Black Male	6.9%	44.44%	51.85%	57.14%	48.38%
Black Female	0.9%	0%	0%	0.00%	0%
Asian Male	1.0%	0%	0%	0.00%	0%
Asian Female	0.4%	0%	0%	0.00%	0%
Hawaiian Male	0.1	0%	0%	0.00%	0%
Hawaiian Female	0	0%	0%	0.00%	0%
AI/AN Male	0.5%	0%	0%	0.00%	3.2%
AI/AN Female	0.1%	0%	0%	0.00%	0%
Two or More Races Male	1.0%	0%	0%	0.00%	0%
Two or More Races Female	0.1%	0%	0%	0.00%	0%

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Category 7: 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.

FY 2011: Males overall made up 93% of this group. Females were 15.3% below the CLF in this group. Participation rates for Latino males have held steady since 2008 just below the CLF. White males are 16% below the CLF in this group. White females are 12.5% below the CLF. Black males are 30% above the CLF in this group. Black females are just 1% below the CLF. Asians, Native Hawaiians, American Indians and females claiming two or more races remained absent in this category. Males of two or More Races are above the CLF rate by 3%. White males are below the CLF by 16%. White females are 12.4% below the CLF in this group. Individuals with disabilities made up 17% of this category. Of those employees claiming a disability none were targeted disabilities.

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<u>Fed9 Category 7:</u>	CLF	FY2011	FY 2010	FY 2009	FY 2008	FY 2007
Operatives						
Male	77.6%	92.85%	91.52%	91.07%	90.99%	88.9%
Female	22.4%	7.14%	8.47%	8.92%	9%	10.1%
Latino Male	1.2%	0.89%	0.84%	0.89%	0.9%	2.02%
Latino Female	0.8%	0%	0%	0%	0.9%	2.02%
White Male	60.5%	44.64%	46.61%	45.53%	39.63%	42.42%
White Female	16%	3.57%	5.08%	4.46%	4.5%	4.04%
Black Male	13%	42.85%	39.83%	40.17%	46.84%	44.4%
Black Female	4.4%	3.57%	1.69%	2.67%	2.7%	3.03%
Asian Male	1.2%	0%	0%	0%	0%	0.0%
Asian Female	1.1%	0%	0%	0%	0%	0.0%
Hawaiian Male	0.0%	0%	0%	0%	0%	0%
Hawaiian Female	0.1%	0%	0%	0%	0%	0%
AI/AN Male	0.2%	0%	0%	0%	0%	0.0%
AI/AN Females	0.1%	0%	0.84%	0%	0.9%	1.01%
Two or More Races Male	1.5%	4.46%	4.23%	4.46%	3.6%	1.01%
Two or More Races Female	0.1%	0%	0.84%	0.89%	0%	0.0%

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Category 8: 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, gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.

FY 2011: There is a conspicuous absence in females' participation rates, which has been present since FY 2007. White males' participation rate is at 100% well above the CLF. The participation rate for Black males was at 20.03% higher than the CLF rate in FY 2010 and now there is a conspicuous absence in this group. White females, Blacks, Latinos, Asians, Hawaiians, American Indians and individuals claiming two or more races show a conspicuous absence. These conspicuous absences have been a trend since FY 2007 in these groups except for Black males. Individuals with disabilities made up 0% of this category.

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<u>Fed9 Category 8:</u> Laborers and Helpers	CLF	FY2011	FY 2010	FY 2009	FY 2008	FY 2007
Male	87.6%	100%	100%	100%	100%	100%
Female	12.3%	0%	0%	0%	0%	0%
Latino Male	4.2%	0%	0%	0%	0%	0%
Latino Female	0.4%	0%	0%	0%	0%	0%
White Male	67.3%	100%	66.66%	66.6%	66.6%	66.6%
White Female	9.6%	0%	0%	0.00%	0%	0%
Black Male	13.3%	0%	33.33%	33.3%	33.3%	33.3%
Black Female	2.0%	0%	0%	0%	0%	0%
Asian Male	0.9%	0%	0%	0%	0%	0%
Asian Female	0.4%	0%	0%	0%	0%	0%
Hawaiian Male	0.0%	0%	0%	0%	0%	0%
Hawaiian Female	0%	0%	0%	0%	0%	0%
AI/AN Male	0.1%	0%	0%	0%	0%	0%
AI/AN Female	0.0%	0%	0%	0%	0%	0%
Two or More Races Male	1.8%	0%	0%	0%	0%	0%
Two or More Races Female	0.0%	0%	0%	0%	0%	0%

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Category 9: 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, cleaners, cooks, counters, fountain workers, elevator operators, firefighters and fire protection; guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters, waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

FY 2011: The participation rate for males and females is evenly split 50/50. Males increased by 2.12% since FY 2010. The participation rate for females is 7.8% below the CLF. That is a decrease of 2.1% over FY 2010. Latinos are 0.9% below their expected rates. White males are 2.25% below their expected rates. White females are 16.8% below their expected rate. The participation rate for Black males has increased by 0.7% since FY 2010 and remains 9.35% above the expected rate. Participation rates for females overall and White females remained below the CLF. The participation rate for Black females is twice the CLF rate as is the participation rate for Asian males for a second year. The participation rates for Hawaiians and American Indians show a conspicuous absence in this category. Individuals claiming two or more races are above the CLF. Males claiming two or more races had rates that are 1% over the CLF rate. Individuals with disabilities represented 13.75% of this category. Of those claiming a disability none were targeted.

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<u>Fed9 Category 9:</u>	CLF	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007
Service Workers						
Male	42.1%	50%	47.88%	56.52%	51.51%	50%
Female	57.8%	50%	52.11%	43.47%	48.48%	50%
Latino Male	2.2%	1.25%	1.4%	1.445	1.51%	0%
Latino Female	2.2%	1.25%	1.4%	0%	0%	0%
White Male	31%	28.75%	26.76%	33.33%	34.84%	30.8%
White Female	41.8%	25%	26.76%	18.84%	21.21%	25%
Black Male	6.9%	16.25%	15.49%	17.39%	12.12%	16.17%
Black Female	10.19%	21.25%	22.53%	23.18%	25.75%	23.52%
Asian Male	1.2%	2.5%	2.81%	2.89%	3.03%	2.94%
Asian Female	2.1%	1.25%	0%	1.45	1.51%	1.47%
Hawaiian Male	0%	0%	0%	0%	0%	0%
Hawaiian Female	0.1%	0%	0%	0%	0%	0%
AI/AN Male	0.3%	0%	0%	0%	0%	0%
AI/AN Female	0.2%	0%	0%	0%	0%	0%
Two or More Races Male	0.5%	1.25%	1.4%	1.44%	0%	0%
Two or More Races Female	1.2%	1.25%	0%	0%	0%	0%

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Applicant Pool Analysis:

I compared the percentage of applicants to the five most populated series and found more females applied for the top field than expected and they were selected at twice their representation rates.

I also looked at the ratio of veterans applying for positions and compared that to their participation rate in the workforce and found 68.6% of the 10 point compensable veterans were white males. The next highest group of veterans with 30% disability that were being hired was white females. This is the group that has the lowest participation rate in the populations overall.

Supervisors by ERI and Gender: The number of male supervisors is above the CLF by 7.1% and females are below by the same amount. Latino males are well above the CLF at 2.2% while Latino females are at 0.3% or 0.5% below the CLF. White females are 12% below the CLF as supervisors. Black males are 7.2% above and Black females are 4.8% above the CLF in this category. The other groups are at parity or slightly below in this group.

Supervisors by ERI and Sex	CLF	2011	2010	2009
Males	59.8%	66.9%	58.2%	50.2%
Females	40.2%	33.1%	41.8%	49.8%
Latino Males	0.9%	2.2%	2%	1.7%
Latino Females	0.8%	0.3%	0.4%	0.7%
White Males	53.5%	51.6%	41.5%	34%
White Females	34.2%	22.2%	27.1%	31.1%
Black Men	3.4%	10.6%	12%	12.4%
Black Females	3.9%	8.7%	12%	15%
Asian Males	1.1%	0.8%	0.7%	1%
Asian Females	0.6%	0.7%	0.7%	1%
Native Hawaiian Males	0%	0%	0%	0%
Native Hawaiian Females	0%	0%	0%	0.3%
American Indian Males	0.1%	0.1%	0.4%	0.3%
American Indian Females	0.2%	0.2%	0.4%	0.6%
2+ Races Males	0.7%	0.7%	1.6%	0.7%
2+ Races Females	0.5%	0.5%	1.3%	0.7%

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Total Workforce – Distribution by Disability:

In FY 2011 Individuals with disabilities made up 8.87% (306) of the population. The participation rate for individuals with disabilities has decreased by 2.06% from FY 10 to FY11. In 2009 the rate was 10.78% (397) in 2009. In FY 2010 the participation rate was 10.93% (281). We had an increase in numbers but the participation rate went down because of the population growth. This was an increase in the number of employees by 25 people, but a decrease in rate. Individuals with targeted disabilities decreased in percentage from 0.74% to a rate of 0.26%, but the number of people with targeted disabilities decreased by 11 from 22. This is well below the federal high of 2.16%.

Using Schedule A we hired one individual with a targeted disability last year. Between servicing CPAC's, Fort Meade and Fort Huachuca, received 193 applicants from Individuals with Targeted Disabilities.

Schedule A hiring along with its benefits are being presented in all supervisor training. I receive positive feedback during training events, but little activity after that for any hiring. Reasonable accommodation is always a subject included in training of supervisors. The ease of conducting the process along with the Job Accommodation Network (JAN) and the Army Computer Accommodation Program (ACAP) were discussed in detail during the training.

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Individuals with Disability by RNO: Some changes from FY 2010 to FY 2011. The participation rate for males' claiming disabilities have increased by 3.29%. The rate of all females' decreased by the same amount.

Individuals With Disabilities	FY 2011	FY 2010	FY 2009	FY 2008	FY 2007
Male	63.07%	59.78%	54.71%	56.06%	56.73%%
Female	36.93%	40.21%	45.28%	43.93%	43.26%
Latino Male	1.96%	1.06%	1.41%	1.5%	1.41%
Latino Female	0.65%	0.71%	0.94%	0.5%	0%
White Male	38.88%	35.23%	32.07%	32.82%	31.2%
White Female	18.62%	20.28%	21.22%	22.22%	23.4%
Black Male	18.95%	20.99%	18.86%	19.19%	21.98%
Black Female	13.07%	14.94%	19.33%	17.17%	18.43%
Asian Male	0.98%	0.71%	1.41%	1.01%	0.7%
Asian Female	0.32%	0.71%	0.94%	1.01%	0%
Hawaiian Male	0%	0%	0%	0%	0%
Hawaiian Female	0%	0%	0%	0%	0%
AI/AN Male	0.32%	0%	0%	0.5%	0.7%
AI/AN Female	0.98%	1.42%	1.41%	1.51%	0.7%
Two or More Races Male	1.96%	1.77%	0.94%	1.01%	0.7%
Two or More Races Female	3.26%	2.13%	1.41%	1.51%	0.7%

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Summary Analysis of Top Series:

The top series at FGGM were series this year were 0132 Intelligence with 1,237 employees; 100 males and 237 females, the soc numbers are 67.2% males and 34.3% percent females that makes the participation rate for females 15.2% below the expected rate. Last year there were 467 employees in this field. The next series is Security Administration 0080, 283 employees with almost an even split between males 139 (49.1%) and females 144 (50.8%) the sock shows a rate of 34.6% for males and 65.1% for females. Last year the 0080 series for Security Administration had 201 employees. The third series is the 2210 series for Information Technology with 193 employees; 68% males and 32% females. Last year there were 201 employees in this series. This year the fourth series was 0301 series for Miscellaneous Clerks and Assistants with 161 employees; 94 Males (58%) and 67 females 42%. The CLF shows an expected rate of 35% foe males and 65% for females. Our participation rates in these series are well below these percentages. Last year the fourth series was 0203 Human Resource Assistants with 66 employees this year there are 43 employees and this series is no longer in the top ten series. In FY 2007, the 0080 series was the nineteenth highest and 0203 was the highest. Latinos showed representation in all top series. American Indian women showed a conspicuous absence in Information Technology. Individuals with targeted disabilities have a participation rate in all top series.

Series	Number Employees	Individuals with Disabilities	Individuals with Targeted Disabilities
0132	1235	1.78%	0.08%
0080	283	10%	0.52%
2210	193	11.4%	0.72%
0301	161	10.5%	0.62%

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NE Top Series	0132 Intelligence	0080 Security Administration	2210 Info. Mgmt.	0301 Misc. Clerk	0343 Management and Program Analysis
Males FY 2011	81%	49%	68%	58%	24%
Males FY 2010	77.66%	80%	50%	28.57%	43.3%
Males FY 2009	74.68%	34.45%	65.65%	61.72%	29.85%
Male FY 2008	91.3%	98.3%	58.7%	64.6%	38.4%
Male FY 2007	91.4%	98.5%	56.9%	64.2%	39.6%
Females FY 2011	19.15%	51%	32%	42%	71%
Females FY 2010	22%	20%	50%	71%	57%
Females FY 2009	25%	65.54%	34.34%	38.27%	70%
Female FY 2008	9%	2%	41.3%	35.4%	61.6%
Female FY 2007	8.6%	1.5%	43.1%	35.8%	60.4%
Latino FY 2010	5%	3.5%	1.5%	2.5%	2%
Latino FY 2010	2.66%	0%	0%	0%	10%
Latino FY 2009	1.65%	4.72%	3.03%	1.23%	7.5%
Latino FY 2008	4.4%	0.6%	4.5%	6%	4.6%
Latino FY 2007	4.69%	0.76%	4.2%	4.77%	4.4%
White FY 2011	82%	65%	67%	62.6%	60%
White FY 2010	83.33%	60%	66%	42.7%	34.6%
White FY 2009	85.47%	69.09	61.61%	54.59%	38.8%
White FY 2008	76.1%	93.3%	66.8%	71.6%	43.93%
White FY 2007	70.6%	89.5%	67.9%	70%	64%

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Black FY 2011	7.5%	25%	24%	27%	30%
Black FY 2010	9.66%	40%	33%	52.37%	46.6%
Black FY 2009	8.29%	29.72%	30.3%	33.32%	44.76%
Black FY 2008	16.2%	5.3%	23.3%	19%	27.7%
Black FY 2007	15.5%	4.4%	22.8%	16.2%	22.8%
Asian PI FY 2011	2.7%	1.75%	3.1%	1.24%	1.04%
Asian PI FY 2010	0.99%	0%	0%	4.76%	0%
Asian PI FY 2009	1.65%	1.7%	1.01%	0%	1.49%
Asian PI FY 2008	1.5%	0.2%	1.8%	1.7%	1.7%
Asian PI FY 2007	1.7%	0.4%	2.2%	1.3%	1.8%
AI/AN FY 2011	0.48%	0.35%	0.51%	0%	0%
AI/AN FY 2010	0.99%	0%	0%	0%	0%
AI/AN FY 2009	0.82%	0%	0%	0%	1.49%
AI/AN FY 2008	0.9%	0.4%	0.4%	1.2%	1.1%
AI/AN FY 2007	0.8%	0.6%	0.4%	1.1%	1%
IWD FY 2011	5.66%	6.7%	11.4%	15.8%	8.3%
IWD FY 2010	8.9%	7.46%	11.4%	14.1%	19.7%
IWD FY 2009	8.29%	6.75%	11.11%	14.06%	14.92%
IWD FY 2008	9.67%	8.02%	9.09%	16.66%	14.08%
IWD FY 2007	6%	4.2%	12.6%	10.5%	14.7%

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Average Grade by ERI/Disabilities for Fed9 Categories (GS):

The significant discrepancies in the average grades are in the group of Native Hawaiian males where the average grade is 7. This is one two grades below most other groups. When you look further you see that there are only 4 NW males in the GS system. The average grade for Asian Females is two grades below Asian males. Asian males have the highest average grade of all the groups. Latino women are also two grades below all male groups and a grade below most women. Since Latino women have a high participation rate in FED9 service worker category that would explain the lower average grade. This group of Latino women is on the increase in the FED9 group Professionals.

<u>Group</u>	<u>Max GS Grade</u>	<u>Average GS Grade</u>	<u>Median GS Grade</u>
<u>Males</u>	<u>15</u>	<u>10</u>	<u>12</u>
<u>Females</u>	<u>15</u>	<u>8</u>	<u>9</u>
<u>Latino Males</u>	<u>15</u>	<u>10</u>	<u>11</u>
<u>Latino Females</u>	<u>14</u>	<u>8</u>	<u>9</u>
<u>White Males</u>	<u>15</u>	<u>10</u>	<u>12</u>
<u>White Females</u>	<u>15</u>	<u>9</u>	<u>9</u>
<u>Black Males</u>	<u>15</u>	<u>9</u>	<u>11</u>
<u>Black Females</u>	<u>15</u>	<u>8</u>	<u>9</u>
<u>Asian Males</u>	<u>14</u>	<u>11</u>	<u>12</u>
<u>Asian Females</u>	<u>14</u>	<u>9</u>	<u>11</u>
<u>Native Hawaiian Other Pacific Islanders Males</u>	<u>12</u>	<u>9</u>	<u>10</u>
<u>Native Hawaiian Other Pacific Islanders Females</u>	<u>11</u>	<u>7</u>	<u>9</u>
<u>American Indian or Alaskan Native Males</u>	<u>14</u>	<u>10</u>	<u>11</u>
<u>American Indian or Alaskan Native Females</u>	<u>14</u>	<u>9</u>	<u>9</u>

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Average Grade in DCIPS by ERI and Gender When reviewing the average grades by ERI and Gender in the DCIPS system it is evident that Asian females fall below the other groups but upon further investigation it is revealed that there are only 6 Asian women in the top DCIPS series 0132 the Intelligence field. I see no other discrepancies in the average grades of these groups.

<u>Groups</u>	<u>Max DCIPS Grade</u>	<u>Average DCIPS Grade</u>	<u>Median DCIPS Grade</u>
<u>Males</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>Females</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>Latino Males</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>Latino Females</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>White Males</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>White Females</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>Black Males</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>Black Females</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>Asian Males</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>Asian Females</u>	<u>3</u>	<u>1</u>	<u>2</u>
<u>Native Hawaiian Other Pacific Islanders Males</u>	<u>2</u>	<u>2</u>	<u>2</u>
<u>Native Hawaiian Other Pacific Islanders Females</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>American Indian or Alaskan Native Males</u>	<u>3</u>	<u>2</u>	<u>2</u>
<u>American Indian or Alaskan Native Females</u>	<u>3</u>	<u>2</u>	<u>2</u>

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Promotions by Fed 9 by ERI and Sex Officials and Managers shows a loss of Asians and American Indians and Alaskan Natives, these groups show a conspicuous absence now. In Professionals there is now a conspicuous absence in Asians in that FED 9 Category. American Indian/Alaskan natives are at three times the expected participation in this category. Latinos have a large participation rate (18.2%) in the Technicians category. The participation rates for Blacks decreased by 13.6%.

Fed9 Categories	Latino	White	Black	Asian	AI/AN	Hawaiian	Two + Races	I W/Out Dis-abilities	I With Dis-abilities
1. Officials and Managers	3.92%	33%	50%	0%	1.96%	0%	13.7%	90.2%	9.7%
CLF FED9	1.7%	87.7	7.3%	1.7%	0.3%	0%	1.2%	88%	12%
2. Professionals	5.7%	68.6%	20%	0%	2.85%	0%	2.8%	89.2%	10.8%
CLF FED9	1.9%	84.9%	9.2%	2.8%	0.3%	0.1%	0.9%	87.3%	12.7%
3. Technicians	0%	53%	50%	0%	0%	16.7%	0%	92.4%	7.6%
CLF FED9	1.5%	80.7%	12.8%	3.4%	0%	0%	1.6%	88.8%	11.12%
5. Administrative Support Workers	8%	32%	36%	8.0%	0%	0%	12%	87.09%	12.9%
CLF FED9	2.4%	81.3%	12.8%	1.8%	0.3%	0.1%	1.3%	85.6%	14.4%
7. Operatives	0%	42.8%	57%	0%	0%	0%	0%	83.9%	16.1%
CLF FED9	2%	76.5%	17.4%	2.3%	0.3%	0.1%	2.6%	82.2%	17.8%
9. Service Workers	0%	50%	0%	0%	0%	0%	50%	90.1%	9.8%
CLF FED9	4.4%	72.8%	17.1%	3.3%	0.5%	0.1%	1.7%	90.1%	9.8%

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Individuals with Disabilities v. Individuals without Disabilities

By Fed9 Categories:

Fed9 Categories	Individuals W/O Disabilities	Individuals W/Disabilities
Officials and Managers	89.31%	8.52%
Professionals	90.4%	7.76%
Technicians	89.6%	7.14%
Administrative Support Workers	85.16%	13.35%
Operatives	83.03%	16.96%
Laborers	100%	0%
Service Workers	86.25%	12.5%

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Summary Analysis of Separations ERI and Disability: When looking at the participation rate by gender in involuntary separations, men had an incident rate that was well below their participation rate by 15.6%. Women had an incident rate 15.6% higher than their participation rate. When looking at the workforce overall individuals with disabilities had a rate 0.4% more than their participation rate in involuntary separation. Blacks have a participation rate of 22.1% and their incident rate for involuntary removal is 5.6% higher than expected. Asians and American Indians have no incident rates in involuntary separations. Whites make up 66.11% of the workforce and have an incident rate in involuntary separations of 62.78%. That is 3.32% above their participation rate. Individuals with Disability voluntary last year were 14.4% in individuals with disabilities this year it is at 16.8% (20). Involuntary last year were at 17.4% this year it is at 9.3% (4). Total separations were at 15% last year this year it is at 14.81% (24).

TYPE	Men	Women	Latino	White	Black	Asian	NIAN	<u>Disabled</u>
VOLUNTARY	53.78%	46.21%	2.52%	63.86%	27.7%	1.68%	0%	16.80%
INVOLUNTARY	44.18%	55.8%	2.32%	62.78%	30.2%	0%	0%	9.3%
TOTAL	56.25%	43.75%	3.75%	63.7%	28.75%	3.75%	0%	14.81%
TOTAL WORK FORCE	48.34%	51.56%	2.58%	53.47%	26.41%	2.39%	0.56%	8.87%

Summary Analysis of Awards by Performance Level/RNO and Sex:

Level 1 (Unacceptable): Three employees received this rating, a White female, a Black female and a male claiming two or more races. The males receive a cash award of \$3,318 that is very unusual to get a cash award and to not be performing at the acceptable level.

Level 2 (Between Full Successful and Unacceptable): There were 17 people that received this rating this year 7 males and 10 females. The makeup of this group is two white males, three white females, five black males and seven Black females. One of the Black males received \$300 cash award. No one else received an award in this group.

Level 3 (Fully successful): There were 619 people that received this rating; 334 (53.92%) males, 285 (46.01%) females and 256 (41.4%) of the people receiving this rating were minorities. Female's claiming two or more races received a median award amount \$2,647.50 and they made up 2.26% of this group. This year the median award amount for this entire group was \$1,250. Asian males 4 (0.64%) and Asian females 11 (1.77%), American Indian females 4 (0.64%) and males claiming two or more races 11 (1.77%) who had this rating, received no cash awards. The total award money for this group was \$193,708, median rate was \$1,250. The group with the smallest median award amount was Latino females at \$950. White males

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received median amount of \$2,500 with the total award amount for this group being \$90,037. This is the largest amount of any of the groups.

Level 4 (Between Outstanding and Fully Successful): The total awards amount for this group was \$156,092; median award amount was \$770. That is an increase of about two hundred dollars over last year's median award for this group. Males made up 57.8% (505) of this group and received a median award amount of \$800. Females made-up 42.15% (368) of this group and received a median award amount of \$732. Latino males and females each made up 0.63% (6) of this group. The median award for Latino males was \$225 and for Latino females was \$500. These are the lowest amount for median awards in this group. The one Native Hawaiian male, the four American Indian males and the two American Indian females who received this rating received no awards at all.

Level 5 (Outstanding): This year the number of people who received this level was 453; 48.34% males and 51.65% females. Last year it was 449 employees receiving this rating. The percentage was 43.6% males and 56.3% females. The award breakout is equal to the makeup in the workforce. The median awards amount was \$825. White males received a median award amount of \$900. White women received \$732. One Latino and three Asian males received this rating and no awards at all. One American Indian woman received this rating with no award at all. Minority women made up 30.3% of this group, their awards were \$725 or less. Minority men make up 10.93% of this group and their median award was \$849 or less.

CASH AWARDS: Cash awards were split 47.25% to males and 52.74% to females in favor of males. Whites make up 44.94% of the workforce and received 56.7% of the cash awards. Blacks make up 24.63% of the workforce and received 34% of the cash awards. Latinos make up 2.1% of the workforce and received 2.56% of the cash awards. Asians make up 1.6% of the workforce and received 2.68% of the cash awards. American Indians make up 0.28% of the workforce and received 0.46% of cash awards.

Grade Breakout: The representation of women in the grades 12 through 14 steadily decreased as the representation of males' increased, except in the case of Black males which decreased in representation after Grade 12. Asian males increased in representation to almost triple their participation rate at Grade 14. There are no minorities at Grade 15. There is a conspicuous absence of Latinos after GS 12.

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<u>Employees by ERI and Sex</u>	CLF	Grade 2	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	Grade 14	Grade 15
Male	52.4%	100%	26%	12%	38%	47%	56%	40%	20%	52%	57%	72%	76%	80%
Female	47.6%	0%	74%	81%	62%	51%	43%	60%	80%	47%	43%	27%	24%	20%
Latino Male	1.3%	0%	0%	0%	0%	0.7%	0%	0.7%	0%	1%	2%	0%	0%	0%
Latino Female	1.1%	0%	3.7%	3.3%	0%	5.7%	6%	6.1%	0%	1.4%	2%	0%	0%	0%
White Male	43.9%	100%	18.5%	5%	14%	36%	39%	20%	20%	31%	34%	52%	57%	80%
White Female	38.6%	0%	30%	28%	26%	17%	15%	15%	27%	40%	20%	15%	19%	20%
Black Male	5.2%	0%	7.4%	7.5%	12%	15%	15%	13%	0%	16%	19%	15%	9.5%	0%
Black Female	6%	0%	37%	51%	31%	22%	15%	28%	40%	22%	16%	9%	5%	0%
Asian Male	1.2%	0%	0%	0%	0.7%	0.7%	0%	0.7%	0%	0%	1%	1.7%	5%	0%
Asian Female	1.1%	0%	3.7%	2%	0.7%	0%	3%	0.7%	0%	0.7%	0%	0%	0%	0%
Haw. Male	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Haw. Female	0.1%	0%	0%	0%	0.7%	0%	0%	0%	0%	0%	2%	0%	0%	0%
AI/AN Male	0.2%	0%	0%	0%	0%	0%	0%	0.7%	0%	0%	0%	0%	0%	0%
AI/AN Female	0.1%	0%	0%	0%	0%	0%	0%	0%	0%	0.7%	2%	3%	0%	0%
2+Race Male	0.6%	0%	0%	0%	2%	0%	3%	3%	0%	3.5%	2%	3%	5%	0%
2+Race Female	0.5%	0%	0%	2%	3%	4%	3%	4%	0%	3.6%	2%	0%	0%	0%

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Trends in workforce make up: The Latino population has been declining since 2005. In 2005 Latino males made up 2.29% (97) of the population and 2010 they made up 1.05% (33). In 2011 they make up 1.84% (74) of the population. Latino females in 2005 had a participation rate of 2.88% (122) and 2010 the rate was 1.53% (48). In 2011 they make up 1.34% (54) of the populations. Both groups exceed the trend after 6 years of tracking.

White males had a steady decrease since 2005, until this year in which they increased about 6% (386). White males are still below the CLF at 38.2% (1,533). White females have decreased around 2% in participation rate, but have increased in numbers (824) this year.

Black males' participation rate has decreased by 1.26% (107) but increased in number by 46 males. The participation rate for Black females has decreased by 3% but grown in numbers by 14 people.

Asian males had increased in participation rate by 0.2% (11). Asian females have increased by 0.59% (26). Asian males are still below the CLF (-0.37%) in participation rate.

American Indians participation rate doubles this year going from 0.28% to 0.56%. This is a reversal from a trend which showed a continuing decline that started in 2005.

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Distribution of Promotion by FED:

The promotion rate for whites is below the CLF in all Fed 9 categories. The promotion rate for Latinos was above the CLF in all but the operatives' category. Asians were below the CLF promotion rate in Officials and Professionals. Blacks were above the promotion rates in all categories.

Fed9 Categories	Latino	White	Black	Asian	AI/AN	Hawaiian	Two + Races	I W/Out Dis-abilities	I With Dis-abilities
1. Officials and Managers	4%	33.32%	47.05%	0%	2%	0%	13.7%	90.23%	9.77%
CLF FED9	1.7%	87.7%	7.3%	1.7%	0.3%	0%	1.2%	88%	12%
2. Professionals	6%	82%	20%	0%	3%	0%	2.8%	89.22	10.78%
CLF FED9	1.9%	84.9%	9.2%	2.8%	0.3%	0.1%	0.9%	87.25%	12.75%
3. Technicians	0%	33.3%	50%	0%	0%	16.7%	0%	92.37%	7.63%
CLF FED9	1.5%	80.8%	12.8%	3.4%	0%	0%	1.6%	88.88%	11.12%
5. Administrative Support Workers	8%	32%	36%	36%	8%	0%	4%	87.09%	12.92%
CLF FED9	2.4%	81.3%	12.8%	1.8%	0.3%	0.1%	1.3%	85.6%	14.4%
7. Operatives	0%	43%	43%	0%	0%	0%	0%	83.9%	16.1%
CLF FED9	2%	76.5%	17.4%	2.3%	0.3%	0.1%	2.6%	82.2%	17.8%

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External Accessions by Veterans Preference and Race/Ethnicity and Sex

Of the people claiming 10 point compensable 83% were males and 17% females. White males made up 69% of this group. Asian and Latino males made up 3% and Black males made up 6% of this group. Black females had a rate of 3% and White females made up 11% of this group. When you look at the 10 point Compensable 30 percent disabled group; Males made up 74% and females 26%. White males represented 52% of this group and white females make up 15%. Black males were at 16.3% and Black females at 8%. White males do make up 8% more of this group than the CLF's expected participations rate. While Black males have a 5.2% participation rate in the CLF but make up 16.3 percent of this group. White female have a participation rate of 20.5% at FGGM but have a rate of 15% in this group. I see no discrepancies in the makeup of this group.

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Form G Summary: Reliance on collateral duty counselors and an increase in complaint load made it impossible to be timely this year. We also had a blizzard in February which made us untimely in two pre complaints. Pre complaints cannot be processed when the installation is closed.

Form G Element	Number of Deficiencies FY 2011 Year	Number increased decreased	Number of Deficiencies FY 2010 year	Number increasing decreased	Number of Deficiencies FY 2009 year	Number of Deficiencies FY 2008 year	Number Increase/decrease
A	0	-1	1	+1	0	1	-1
B	1	-3	4	+3	1	5	-4
C	1	0	1	0	1	0	+1
D	0	0	0	-1	1	1	0
E	5	0	5	+5	0	7	-7
F	1	0	1	+1	0	0	0
Total	8	-4	12	+9	3	14	-11

Model Program Summary: Fort George G. Meade conducted its annual self-assessment against the MD 715 “Six Essential Elements” of the Model EEO program by comparing FY 2009 with the current state of the organization in order to determine FY 2010 accomplishments. Elements assessed were demonstrated Commitment from Leadership; Integration of EEO into the Agencies Strategic Mission; Management and Program Accountability; Proactive Prevention of Unlawful Discrimination; Efficiency; and Responsiveness and Legal Compliance. Annual assessments of the six essential elements to include identifying strengths and weaknesses and making corrections where warranted, ensures employees, customers and applicants for employment serviced by the FGGM EEO office receive service consistent with the tenets of the Model EEO Program.

During the previous fiscal year assessment some weaknesses were identified among the six essential elements as indicated in Part G of this report. We have 9 more deficiencies than last year. These are mainly the effects of a shortage in counselors and funding. We were late in two fact finding conferences. Some of the legal offices we work with do not separate the duties of the reviewer from defending the agency which is a conflict in the processing of complaints.

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Except for the deficiencies related to the counselors and fact finding conferences I cannot alter the other deficiencies.

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. EEO policy statements have been communicated to all employees and that the Agency EEO policy is vigorously enforced by agency management.

- Strengths: New Garrison commander reviewing EEO policies.
- EEO office provided policies to employees at EEO training, new employee/new supervisor orientations.
- Reasonable accommodation program is back in the EEO Office under the supervisor of the Disability Program Manager.
- Reasonable Accommodations for disabilities and religion were covered in our annual workforce training.
- Fort Meade EEO staff offered the installation's directors, managers and supervisors training in ADR, GINA, EEO process, Reasonable Accommodation, Prevention of Harassment and No FEAR,
- Fort Meade has posted their policy letters to the internet as well as the intranet.
- Training is conducted quarterly for new employees and supervisors. Training plans are being developed for FY12. Garrison staff training has been scheduled by quarter for managers, new employees and supervisors. Tenant activities assist by identifying their military supervisors that supervise civilians for inclusion in the supervisor training.

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- Deficiencies: Training needs to be improved.

- In FY 2012, POSH is not being covered and SHARP is being set up in its place.

We will offer more training for employees on their rights for reasonable accommodations and GINA.

Essential Element B: Integration of EEO into the 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; that the EEO officer has appropriate authority and resources to effectively carry out the program; that EEO has regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in and consulted on management and personnel actions; agency head, sufficient human resources and budget are allocated to the EEO program.

EEO involved/consulted on management/personnel changes:

- Strengths: Agency leaders, EEO and CPAC officials are continuing to implement procedures to ensure EEO office is included in discussions and decisions that impact recruitment, training, career development; succession planning; 20% cut to the TDA; BRAC and other changes that impact the workforce. The EEO is an active participant on many councils/committees allowing for overseeing training, career development, and workforce changes and provides input and advice.

- The Fort Meade EEO office participates in the Senior Leadership meetings.

- The EEO officer is a member of the strategic planning board.

- The EEO officer briefed the garrison commanders and leaders on the status of their workforce. Updates were provided quarterly.

- Special Emphasis Programs are established for the Federal Women's Program and Latino Employment with collateral duty Program Managers.

- Our SEP manager has experience in mini plans, BOXI and DCPDS.

- EEO officer reports directly to Commander and the Deputy Garrison Commander. I have access to the commander as required and needed.

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Deficiencies: We need a program manager for the American Indian / Alaskan Native program.

Our SEP committee needs more experience in MD715.

Resources:

- **Strength:** The SEP manager has a local network established with EEOC and local trainers. Our Disability Awareness month training was scheduled by the SEP manager at no cost to the organization.
- We were resourced to provide other training but coming year funding is expected to be limited.

Special Emphasis:

- **Strength:** Fort Meade EEO staff met with the SEP committee monthly. The SEP Committee Manager prepared a step by step handout explaining the application process, then attended numerous local job fairs and distributed the handout.
- **Deficiency:** SEP committee is another year old and will need more time to develop their skills. Many tenant organization don't provide members.

Essential Element C: Management and Program Accountability: Requires the agency head to hold all managers, supervisors and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan; EEO and personnel must meet regularly to assess whether personnel programs, policies and procedures are in conformity with instructions contained in EEOC management directives. EEO program officials are required to provide regular (monthly/quarterly/semi-annually) updates to management/supervisory officials.

- **Strengths:** Each year the Deputy Installation Commander reviews SOP's with CPAC, EEO, Legal and the directors for updates as needed. This year the focus was on tele work and health promotions. Fort Meade CPAC and EEO staff work well together and have developed a productive relationship with the HR counterparts and review programs, policies and procedures.
- **Deficiencies:** Reliance on collateral duty counselors is difficult at best. The certification course should be given every 6 months to enable us to keep an efficient number of counselors. The current DA requirement makes it very difficult to get scheduled training. This is because we need someone certified by DA to provide the training. We should conduct the certification training ourselves to meet our mission, therefore, we have to rely on the HQ complaints manager to find time to come or seek someone else to provide the training for us. This can take months to achieve. I have requested the DA certification training for myself and my complaints manager since it was made a requirement, but to no avail. I am held accountable for the timeframes in complainant process, but not enabled to conduct the training to have enough counselors to be timely. This is not only illogical but it is against merit systems principles. How can someone be held accountable for a

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process that they cannot affect? There should be more classes conducted by the complaints managers and EEO officers given priority, since they are held accountable for the lack of counselors. All other agencies have relied on permanent full time counselors.

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.

- Strengths: EEO officer meets regularly with commanders, managers and directors providing statistical and trend analyses and reminding leadership of their obligation to prevent discrimination. We have conducted sensing sessions and climate surveys.
- We introduced "Colors" training as a form of team building this year. This training addressed diversity issues that arose in some inter office behavior.
- Fort Meade regularly uses ADR during the pre-complaint and formal stages. We take advantage of the Federal Executive Boards service which is of no cost to the installation. The rate of usage has been very low.
- EEO training is offered regularly for new employees and new supervisors. Supervisor training was offered every quarter. The training covered ADR, Reasonable Accommodations, Affirmative Employment, complaint processes, compliance, No Fear, Equal Pay, GINA, ADEA, and theories of discrimination.
- New supervisors and employees is part of the training schedule with CPAC for the first two quarters in FY 11. We have now switched to online supervisors training.
- Training plans are being worked with Kimbrough and other supported agencies.
- Kimbrough offers EEO training to their supervisors in a brown bag format. The EEO officer attends the training center at lunch time to discuss current EEO matters with supervisors and managers. This is a relaxed setting so questions can be asked and problems can be addressed directly. The CPAC sets this up and was on hand as well.

Deficiencies: CPAC will no longer offer new supervisor training. The training is on line and there is no face to face training offered.

We will look into this deeper this year. We will add employee training to the regular schedule which will give us direct feedback from employees.

I have become aware that our policies are not known by long term employees. This will be looked into as well.

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Essential Element E: Efficiency: Requires the agency 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: This command supports the EEO program and policies. As the EEO officer I look at the efficiencies while completing the Installation Status Report, during the Senior Leadership conferences, while preparing my budget needs, during strategic planning and while conducting management reviews.

Deficiencies: The work load is very heavy in this office for the size of the staff. We had 48 pre complaints initiated this year and 6 on hand at the end of FY 2010. We had 17 complaints on hand at the beginning of FY 2011 and 31 new complaints filed during the year. We have 28 formal complaints on hand at the beginning of FY 2012. Most of our time is dedicated to processing and counseling complaints. This means the proactive measure like my visiting more commanders has to be put off for processing.

Deficiency: Although, we have enough certified collateral duty Equal Employment Opportunity counselors at this time, they are often not available because of their commitments to their regular job. This creates an issue because they are not available to assist us in the pre-complaint process as often as needed. This presents an ongoing challenge for us to assign counselors within three calendar days. Two of my employees are certified counselors and they take cases as needed, but this means their other duties are not completed in the process. Having a full time counselor would correct this problem. This would provide better control over the process and allow for more on the job training of counselors.

We have difficulty getting counselors to attend training events and monthly meetings. Most of them cite heavy workloads as a reason for not attending.

I also note that military agency heads are trying to use the collateral duty counselors as EEO advisors or representatives in their own organizations. This is a big problem for several reasons. One, it could look to the individuals as if the agency is trying to prevent them from exercising their civil rights by making them consult their in house counselor; and, two, the commanders are not asking Subject Matter Experts (SME) for advice and in that vein they will not be getting expert advice. I have had several of my collateral duty counselors approached in this manner. I believe this is caused by confusion about the roles of the EEO counselor versus the EO advisor. I will continue to address this in my staff assistance visits and raise it to that agencies higher headquarters for assistance in stopping this harmful practice.

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Part J. Persons with Disabilities: The presidential goal is 2.0% and the federal high is at 2.16%.

The Fort George G. Meade's EEO office and the SEP committee have concentrated their efforts to find avenues to address these participation levels. This situation exists throughout the federal government. The SEP manager and committee members attended a workshop in Washington, DC, that addressed these issues and provided them with contacts who were subject matter experts in this field of endeavor. We will be reevaluating our recruitment plan this year.

The participation rate for targeted disabilities in the permanent workforce has decreased from 0.79% (14) to 0.7% (22) in FY 2010. While the rate for employees claiming a disability went from 11.85% (212) to 9.74% (305). The number of employees went up, but the participation rate went down due to an increase of 1,341 employees.

CPAC conducts monthly workshops to provide assistance in resume writing and position placement for transitioning warriors, 30% DAV and other veterans.

The EEO officer has briefed this at all SAV, staff meetings and during training opportunities.

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EEO Pre-Complaints and Formal Complaints

FY 2010 /FY 2011.

EEO Complaints: In FY 2011 there were 48 pre-complaints counseled, six more carried over from last year and 28 formal complaints filed. In FY 2009 there were 34 pre-complaints and 20 formal complaints filed. We had an increase of 68% (13) pre complaints and 29% (8) increase in formal complaints. The average processing time from initial contact to issuance of the Notice of right to file at the pre-complaint stage was 30 days. Of the 48 pre-complaints filed, three participated in ADR and one of those settled (33.3%). Of the 45 that used traditional counseling we have four cases settle (8%). Participation in ADR remained the same this year. The top base in complaints was reprisal which is a change from disability that held the top spot last year. The next was disability with 18 claims compared to last year's 30 claims on this basis. This was followed by race which had 15 claims. The top issues were non-sexual harassment, other issues and non selection.

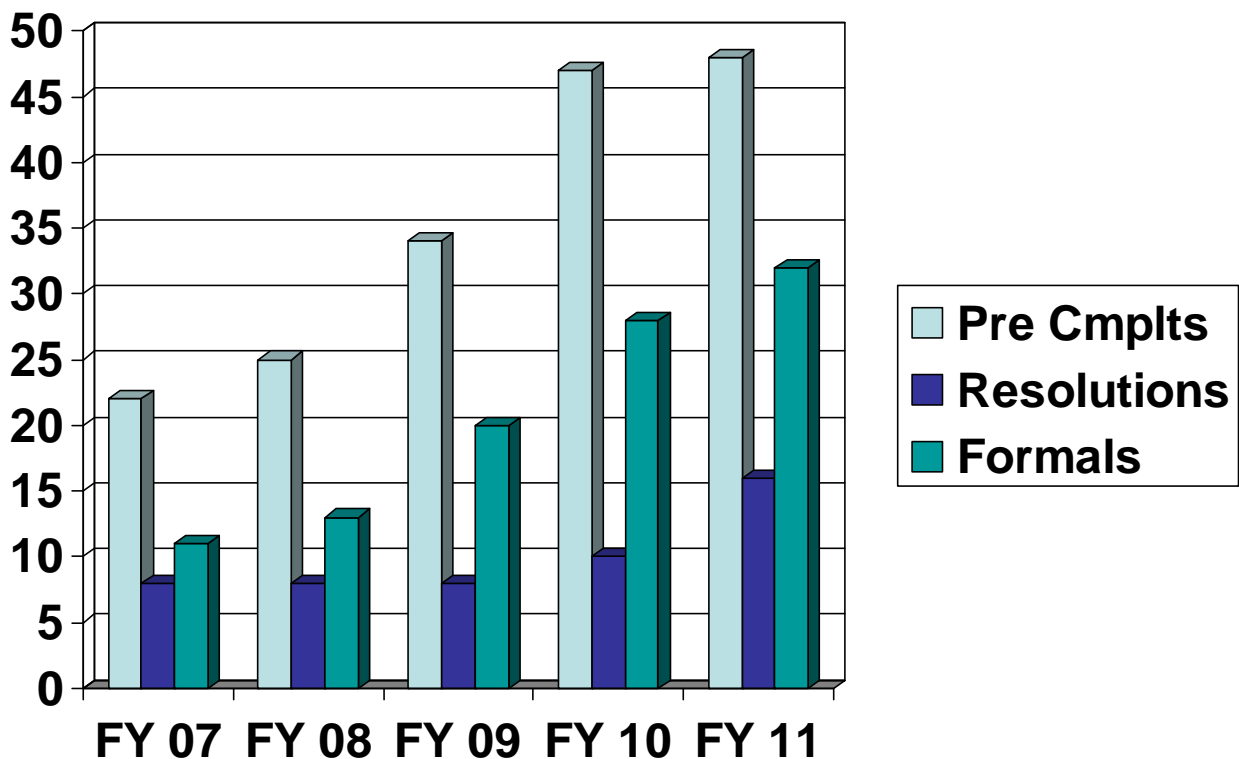
BASIS	Percentage of USE
Disability	40%
Reprisal	33.3%
Race	26.6%

ISSUES	Percentage of USE
Harassment (Non-Sexual)	56.7%
Other	26.6%
Appraisal/Evaluation	16.7%

EEO Pre-Complaints and Formal Complaints

FY 2007 through FY 2011

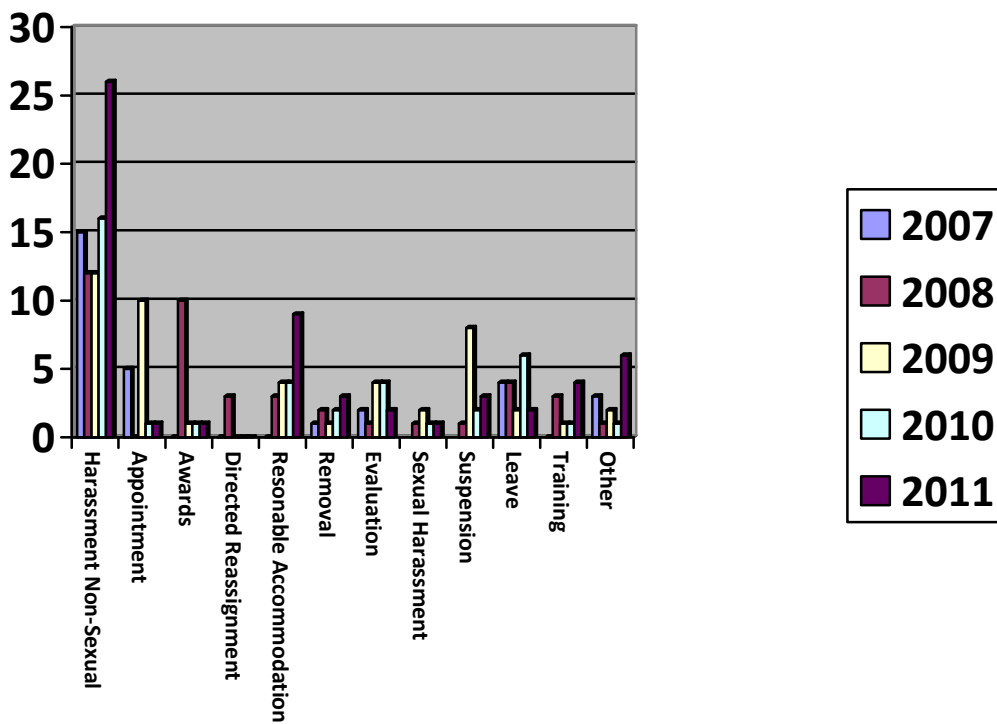
Pre-complaints have been steadily increasing since 2007 but this year the increase was only one complaint. Formal complaints have been on a steady increase 32 were filed this year. Mediation request have not increased as we had hoped for this year, only three were received. Traditional counseling is being requested more that mediation. Forty-five of the forty-eight cases filed chose traditional counseling. Since management, CPAC, Legal and EEO all seek resolution at the lowest level; it is the aggrieved individuals who prefer not to try mediation. Three people were offered ADR at the pre-complaint stage and all but one rejected the offer. The training we have planned for employees will address these concerns.



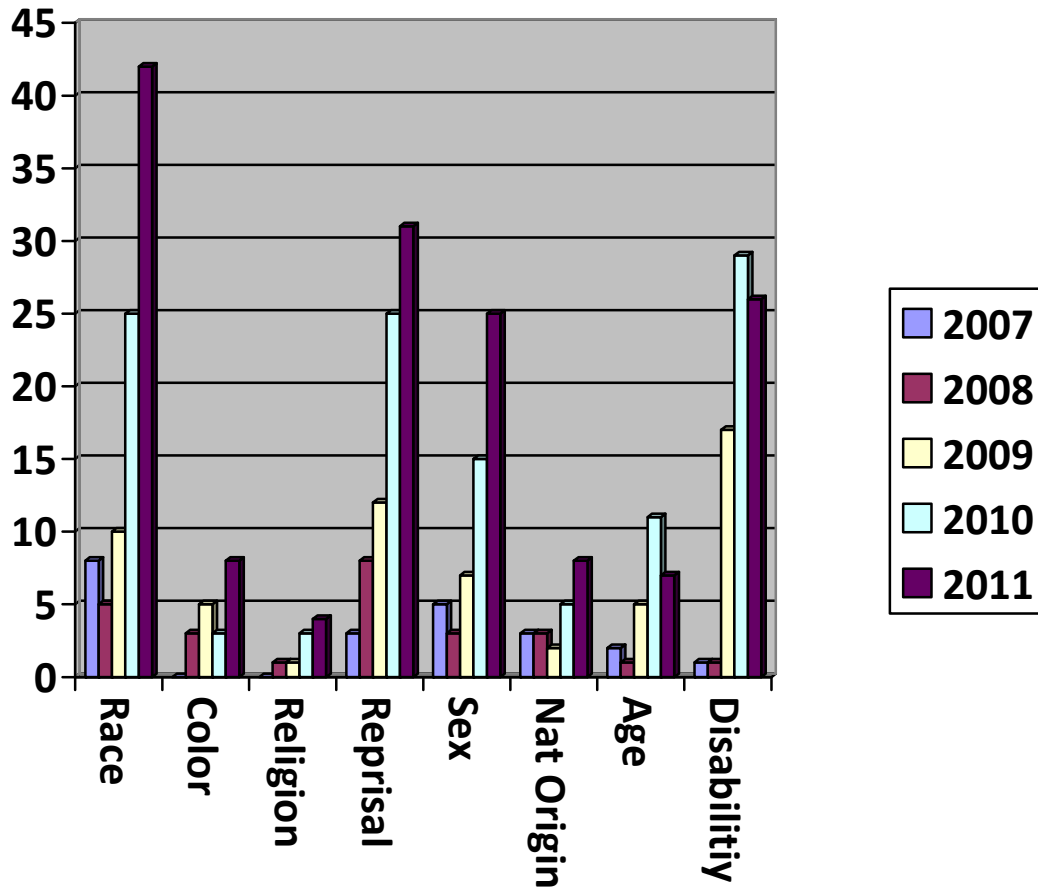
EEO Formal Complaints FY 2007 through FY 2011

Issues

Harassment (non-sexual) issues have jumped this year as have reasonable accommodations claims. Hostile work environment claims is the prevalent theory this year. Management has been conducting inquiries when they become aware of the allegations.



EEO Formal Complaints FY 2007 through FY 2011 by Bases



There was a dramatic increase in the use of the bases of disability, reprisal, race and sex this year. Last year reprisal, disability and race were used most often. Disability was the most used basis this year. It was noted that out of the 159 involuntary separations (Table B14) nine had disabilities, but only one had a targeted disability. No trend to report.

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FY 2011 Closed Pre-Complaints

Traditional Counseling

FORT MEADE	Total Closed Pre-Complaints Filed	Closed Pre-Complaints Filed	Traditional Counseling Average	Median
FY 07	23	16	33	29
FY 08	25	25	33	30
FY 09	34	34	24	25
FY 10	47	47	29	25
FY 11	48	48	45	

There were 48 pre-complaints closed in FY 2011; 94% (45/48) of the pre-complaints filed, elected traditional counseling. The overall average number of days for counseling pre-complaints was 27 and the median was 25. Fort Meade was untimely in processing 5 cases.

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FY 2011 Closed

Pre-complaints

ADR Election

FORT MEADE	Total Closed Pre Complaints Filed	# Closed Pre Complaints Utilized ADR	% of Complaints Utilizing ADR	Resolved Utilizing ADR	Percentage Resolved Using ADR
FY 07	16	0	0%	0	0%
FY 08	25	6	24%	3	50%
FY 09	34	3	38.2%	3	23%
FY 10	47	10	21%	3	30%
FY11	48	3		3	

3 Employees elected to participate in ADR (%). One of those entered into Negotiated Settlement Agreement, 33.3% (1/3).

FY 2007 through FY 2011 Open Pre-Complaints

Traditional Counseling at year end

FORT MEADE	Open Pre Complaints Filed	Open Pre Complaints Filed Traditional Counseling	Average
FY 07	2	1	17
FY 08	3	2	42
FY 09	6	6	24
FY10	6	4	25
FY 11	3	2	

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There are 3 open pre-complaint at the end of FY 2011.

FY 2011 Open Pre-Complaints

ADR Election

Fort Meade	Open Pre Complaints Filed	# Open Pre-Complaints Utilized ADR	ADR Average	ADR Median	Percentage Utilizing ADR
FY 07	2	1	74	74	50%
FY 08	25	5	73	73	20%
FY 09	0	0	73	73	38.2%
FY10	47	10	80	80	27.7%
FY 11	48	3			

FY 2011 Closed Formal Complaints

IMCOM NER	Closed Formal Complaints	Elapsed Days	Average
FY 07	13	3050	234
FY 08	16	3172	277
FY 09	13	1895	146
FY 10	25	4110	164
FY 11	24	292	230

24 Formal complaints were closed in FY 2011; 1.3% (3/24) were dismissed in the EEO office, 4% (1/24) ADR Settlement; 62.5% (15/24) were settled (Non-ADR); 8.3% (2/24) were withdrawn, 8.3% FADS (2/24) and AJ decision 4.1% (1/24). The overall average number of days to process a formal complaint was 396 calendar days as compared to 724 calendar days through EEOC last year. This is a decrease of 328 calendar days over last year's processing time at this level.

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FY 2011 Closed Formal Complaints

ADR

IMCOM NER	Closed Formal Complaints	# Closed Formal Complaints Utilized ADR	% of Complaints Utilizing ADR	% Resolved Utilizing ADR
FY 07	9	0	0%	0%
FY 08	16	3	19%	33.3%
FY 09	13	2	38%	15.4%
FY 10	25	0	0%	0%
FY 11	24	1	4.2%	4.2%

Of the 24 formal complaints closed in FY 2011, two withdrawal (8.3%), one (4.2%) were settled using ADR, 15 (66.6%) were settled using Non ADR and 6 (25%) received Final Agency Decisions (FADs).

FY 2011 Open Formal Complaints

Fort Meade	Opened Formal Complaints	Elapsed Days	Average
FY 07	1	335	335
FY 08	7	1283	256
FY 09	12	2557	213
FY 10	17	4146	243
FY 11	28	6907	246

There were 17 formal complaints open at the end of FY 2010. This year we have 28 open complaints. Ten are awaiting a hearing. Fifteen are awaiting a fact finding conference. Two are pending final agency actions.

FY 2011 Open Formal Complaints

ADR

Fort Meade	Open Formal Complaints	# Open Formal Complaints Utilized ADR	Average	% of Complaints Utilizing ADR
FY 07	1	0	0	0%
FY 08	6	0	0	0%
FY 09	26	0	0	0
FY 10	17	0	0	0
FY 11	28	0		3

None of the open formal complaints elected ADR (0%).

FY 2011 Formal Complaints

Requested Investigations

Fort Meade	Investigations Requested	Elapsed Investigation Days	Average
FY 07	1	106	106
FY 08	5	1387	277
FY 09	4	625	156
FY 10	7	585	84
FY 11	13	2909	223.7

There were 13 fact findings requested in FY 2011; the average number of days from the request to the start of the investigation was 223 calendar days and the median was 234 calendar days. There were 13 Reports of Investigation (ROI) issued on complaints in FY 2011. The average

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number of days from filing to issuance of the ROI to the complainant was 226 calendar days, which is more than the mandated timeframe (29 CFR 1614). Two of the investigations were completed in less than 180 days.

Miscellaneous:

Training: In addition to providing POSH training, the EEO Officer presented Supervisory and Non-Supervisory EEO training this year. Topics included, but were not limited to EEO procedures, harassment, compliance with EEOC, GINA, ADR, MD 715, SEP, No FEAR and Reasonable Accommodations for disabilities and religion. Other training conducted was Reasonable Accommodation by an administrative Judge from EEOC. EEOC Barrier Analysis training was conducted here for the SEP committee.

The EEO complaints manager attended EEOC training on writing final decisions. The SEP Manager attended BIG and EXCEL conferences. These two conferences provided a wealth of information on GINA and hiring individuals with disabilities.

The EEO Staff and committee members attended the EXCEL conference in Baltimore. The SEP manager also attended the BIG and FDR conferences this year and a diversity workshop in Washington, DC, that provided more information on recruitments in the SEP programs, and aided by providing local network contacts.

Disable Veterans Affirmative Action:

It is Fort George G. Meade's policy to provide equal employment opportunities to veterans in recruitment, hiring, advancement, training, career development, promotions, reassignments, awards and all other terms, conditions or privileges of employment, with emphasis on veterans who are 30% or More Disabled. FGGM is committed to ensuring veterans' preference in applicable employment hiring actions for disabled veterans as established by the Veterans' Employment Opportunities Act (VEOA) of 1998 and the Jobs for Veterans' Act of 2002 (Public Law 107-288) which made significant changes to the Veterans' Readjustment Appointment (VRA) Program. This law replaced the Veterans' Readjustment Appointment authority and its 10-year eligibility period with a Veterans' Recruitment Appointment authority and an unlimited eligibility period.

- During Fiscal Year (FY) 2011, FGGM's workforce population was 2210 AF employees. Of that total 30% disabled veterans represented 16.61% of the population. This was a 5.68% increase over the participation rate of 10.93% that we had for last year.

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Latino 9 Point Plan: The Latino population increased by 31 employees in the AF population and the participation rate increased by 0.25% overall. The participation rate for Latino males has increased by 0.25% with an increase of 15 males. The participation rate for Latino females has increased by 0.18% with the addition of 16 females. The promotion rate for Latino females was 6.97% (6). This is well above the general CLF. The rate for Latino males is above the CLF by 0.06%. We have a conspicuous absence of Latinos in the high grades of GS 13 though GS 14 here at FGGM.

CONCLUSION, WAY AHEAD:

The area of challenge that continues is the low participation rate of Individuals with targeted disabilities. This year we decreased in percentage points as we went from 0.7% to 0.26% in our participation rate. We did have a decrease of 11 people but the general population increased by 883 employees. Latino employees (FGGM 3.18% - CLF: 2.4); and the participation rate of White females (FGGM: 20.53% - CLF: 38.6%) this is a 10% decrease from last year's 30.63%. Black employees remained significantly above the CLF at 22.1% compared to the CLF of 11.2%. Asians are above the CLF 2.3% at 2.64%. This is an improvement over last year.

Another area of challenge is the participation rate of Individuals with Targeted Disabilities which at 0.26 a drop from last year's 0.73%. We have provided many training opportunities to explain the ease of using Schedule A for hiring and how to provide a reasonable accommodation. We have received many applicants for these individuals but only hire one. We are still working this issue.

The external and internal applicant pool data is included in this report. The information is based on the CPACs so it is massive. But it is much better than the big Army files.

The utilization of ADR has decreased a little since FY 2010, usage is very low. We need to increase the usage if possible. We are looking into training people as mediators to have local access. We will continue to sell the use of ADR as a win-win process.

FGGM is committed to the principles of equal employment opportunity, and MD 715 requirements are enforced. Commanders, directors, managers, supervisors and EEO officials involved in the personnel management process share responsibility for the successful implementation of the FGGM EEO Program.

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715-01 Part F

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS**

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

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

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

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

__11/3/2011____
Date







Colonel Edward C. Rothstein

Date

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715-01 PART G
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

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.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	The Agency Head was installed on 23 July 11. The EEO policy statement was issued on .Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.	X		Awaiting signature
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide and explanation.	X		With the prior commander
	Are new employees provided a copy of the EEO policy statement during orientation?	X		Yes at NEO
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		When we did training face to face
 Compliance Indicator	EEO policy statements have been communicated 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 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?			
	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		In teh office and at trainings
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR Â§1614.102(b)(5)]	X		
 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		In their tapes
	resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		In supervisor training
	address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		In management inquiries





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support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		This action is being focused	
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X		No reported problems	
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X		work in progress	
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X		Middle leadership training is in the works	
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X		Training is provided	
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X		Disability Awareness program manager is working requests	
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X		Employees are informed of the table of penalties	
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X		Army SOP	
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		Another training is being held on 19 Oct 11	
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.				
 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 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)] 25. For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)	X			Report to Deputy and commander
Are the duties and responsibilities of EEO officials clearly defined?	X			Standards in place
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X			Seasoned



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If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		None
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.		X		None
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/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 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		SAV's and weekly meetings
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		See briefing conducted and uploaded to directors drive
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		All meetings
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 re-alignments?		X		effects are considered
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)]		X		DIC leads this action
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		I have a role in this
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

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Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		We were funding as need last year.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?			X	With the increase in complaints and personnel to support we are struggling
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?				
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		Manager in place
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		Manager in place
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		Manager in place
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		SEP assists
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		ACAP is used
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		TRaining provided





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Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. Â§ 1614.102(b)(5)]	X		all included	
Is there sufficient funding to ensure that all employees have access to this training and information?	X		all included	
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X		all included	
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X		all included	
to provide religious accommodations?	X		all included	
to provide disability accommodations in accordance with the agency's written procedures?	X		all included	
in the EEO discrimination complaint process?	X		all included	
to participate in ADR?	X		all included	
Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	X		We try to do quarterly to tenants and week to Garrison	
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?	X		at weekly staff meetings and SLC	
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR Â§ 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?	X		This was done	







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Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		annually done
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.		X		
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		
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.				
 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted 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 715-01 PART H to the agency's status report
 Measures		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		SLC
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		By EEO staff
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		by EEO manager





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Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		by EEO manager
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		by EEO manager
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		by EEO manager
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are all employees encouraged to use ADR?		X		Told about it at intake and in training
Is the participation of supervisors and managers in the ADR process required?		X		Required
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.				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of 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 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		EEO manager
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		Use BOXi in DCPDS
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		Disability Awareness program manager, CPAC and legal
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			X	Slow getting them through Occupational health
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		iComplaints system





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Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		in iComplaints
Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:		X		
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		DA certification required and annual training is given
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		Intallation Status report tracks processing
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		Most of the cases
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		Always prior to assigning a counselors
Does the agency complete the investigations within the applicable prescribed time frame?			X	We have had late investigation this year
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	Many were laster
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		Never late on this
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	







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In accordance with 29 C.F.R. Â§1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		At both stages
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		at new sueprvsiro training
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?			X	Authority rest with directors
 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. Â§ 1614.102(a)(1)?		X		It is training, monitored and traced
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		We use DCPDS
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		In MD715 and through the year
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X		
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		at conferences and by networking
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?			X	There is interaction at the legal offices between the reviewing and the defending

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Does the agency discrimination complaint process ensure a neutral adjudication function?		X		In the EEO office it is
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		5 days are given for the sufficiency review prior to acceptance or dismissal
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.				
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		Completed annually
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency?				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?			X	We don't control DFAS
Are procedures in place to promptly process other forms of ordered relief?		X		except for payment of monies
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.		X		This is part of our responsibilities in EEO
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.		X		We receive training
Have the involved employees received any formal training in EEO compliance?		X		We receive training
Does the agency promptly provide to the EEOC the following documentation for completing compliance:				
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?		X		We would comply

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Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		We would comply
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		We would comply
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		We would comply
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		We would comply
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		We would comply
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		We would comply
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		We would comply
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		We would comply
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		We would comply
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		We would comply
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		We would comply

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715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2011 MEADE	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	
OBJECTIVE:	
RESPONSIBLE OFFICIAL:	
DATE OBJECTIVE INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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715-01 PART I
EEO Plan To Eliminate Identified Barrier

FY 2011, MEADE	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	
BARRIER ANALYSIS	
STATEMENT OF IDENTIFIED BARRIER:	
OBJECTIVE:	
RESPONSIBLE OFFICIAL:	
DATE OBJECTIVE INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	

EEOC FORM 715-01 PART I EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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715-01 PART J
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities

Part I Department of Agency Information	1. Agency								
	1.a. 2 nd Level Component								
	1.b. 3 rd Level or lower								
Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY.		... end of FY.		Net Change			
		Number	%	Number	%	Number	%		
	Total Work Force	2,570	100.00%	3,446	100.00%	876	34.08%		
	Reportable Disability	281	10.93%	306	8.87%	25	8.89%		
	Targeted Disability*	19	0.73%	9	0.26%	-10	-52.63%		
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					193			
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).								
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					1			
	Part III Participation Rates In Agency Employment Programs								
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	126	13	10.31 %	0	0.00%	2	1.58%	111	88.09 %
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
5. Employee Career Development Programs	2,639	218	8.26%	6	0.22%	47	1.78%	2,372	89.88 %
5.a. Grades 5 - 12	1,071	145	13.53 %	6	0.56%	22	2.05%	904	84.40 %
5.b. Grades 13 - 14	120	16	13.33 %	0	0.00%	1	0.83%	103	85.83 %
5.c. Grade 15/SES	10	1	10.00 %	0	0.00%	0	0.00%	9	90.00 %
6. Employee Recognition and Awards	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%

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6.a. Time-Off Awards (Total hrs awarded)	568	53	9.33%	1	0.17%	10	1.76%	505	88.90 %
6.b. Cash Awards (total \$\$\$ awarded)	345	48	13.91 %	3	0.86%	7	2.02%	290	84.05 %
6.c. Quality-Step Increase	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers									
Part V Goals for Targeted Disabilities									

Appendix A 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:**

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- **Officials and Manager** 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 salesworkers, demonstrators, sales workers and sales clerks, 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

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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

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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.

DATABASE NOTES

1. The data for this report reflects the organization as of 1 October YYYY. The HR database of record, the Defense Civilian Personnel Data System (DCPDS), was used to obtain the data. It is recognized that the HR database contains anomalies that affect data reporting. The variance didn't appear severe enough to affect the calculations.
2. Applicant pool dataset is not available, limiting conclusions on data tables.
3. Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term "under representation". Manifested Imbalances indicate that although women and minorities are present, their representation is below the CLF. Conspicuous Absences refers to an absence of women and/or minorities.
4. Grade designations are the same ones used in DCPDS based on federal guidelines. Senior individuals are defined as those members of the Senior Executive Service or equivalent, such as all pay plans that start with an "E", or "I", pay plan "ST" and some positions in the "AD" category. Data for Pay plan "EX" are excluded.
5. Because the HR data system has not been retooled to meet MD 715 requirements, and

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OPM has not issued an authorization for the retooling, many data points in the accompanying data tables will not consistently sum 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 RNO 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.

Appendix B

[Data Tables](#)

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Appendix C

Supporting Documents

1. [FY 2011 FGGM DVAAP.docx](#)
2. [Midterm MD 715 Report FY 11 LEB \(2\).rtf](#)

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