



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623, BOX 0050
APO AE 09096

REPLY TO
ATTENTION OF:

IMEU-WSB-ZA

13 OCT 1998

MEMORANDUM FOR Managers and Supervisors

SUBJECT: Equal Employment Opportunity (EEO) Performance Plans and Appraisals for Managers/Supervisors – Guideline

1. References:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
- b. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 October 1998.
- c. Title 29 of CFR, Chapter XIV, part 1614, subpart A.
- d. Equal Employment Opportunity Commission, Equal Employment Opportunity, Management Directive 715, 1 October 2003.

2. In order to achieve a performance rating of Fully Successful or better, each supervisor or manager should have at least one objective/bullet in his/her appraisal addressing EEO as it pertains to (1) recruitment/selection/promotion, (2) performance management, (3) employee development, (4) work assignments, (5) work environment, (6) awards/recognition, (7) disciplinary action and/or (8) EEO guidance/training.

3. Attached is a sample list of model EEO performance objectives to assist managers and supervisors in developing their own individual objectives/accomplishments. The list is intended as a guide only and may be revised to fit individual/specific circumstances.

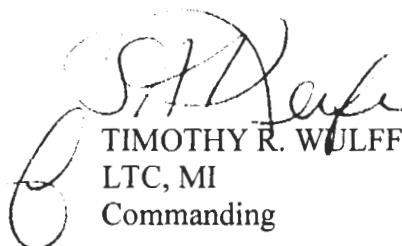
4. It is management's responsibility to ensure all subordinate managers/supervisors comply with the EEO regulatory requirements. The EEO Office will periodically review or spot check pending performance evaluations of managers and supervisors, to ensure the appropriateness of any "meets/exceeds" ratings in the EEO performance element.

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5. Please address any questions to Mrs. Ischa W. Donahue at DSN 337-5610 or e-mail at
ischa.donahue@us.army.mil

2 Encls



TIMOTHY R. WULFF
LTC, MI
Commanding

**USAG – Wiesbaden Equal Employment Opportunity/
Affirmative Action (EEO/AA) Model EEO Performance
Objectives Critical Elements for Supervisors/Managers**

Sample EEO Performance Objectives

HIRING

To the extent permitted by law, rules, regulations, and policy, support affirmative action (AA) efforts to recruit and fill existing vacancies without regard to race, color, sex, religion, national origin, age (over 40) mental or physical handicap and reprisal in occupations where underrepresented.

To the extent permitted by law, rules, regulations, and policy, support AA through reengineering vacant high grade slots to para-trainee and/or upward mobility positions with a goal of achieving parity with local EEO workplace averages.

PROMOTIONS (TEMPORARY AND PERMANENT)

To the extent permitted by law, rules, regulations, and policy, support AA program efforts by taking positive action to promote minorities, women, and/or employees with disabilities to senior level positions (GS 13-15) in occupations where underrepresented.

EMPLOYEE DEVELOPMENT

Consistent with applicable law, rules, regulations, and policy, support AA employment program by assigning women, minorities, and employees with disabilities to details to gain additional skills and knowledge to become eligible to compete for higher level positions.

Support AA employment program by permitting women, minorities and employees with disabilities to participate in developmental/long term training assignments in accordance with applicable laws, rules, regulations and policy.

Support AA employment program offering supervisory formal and/or informal mentoring to interested employees emphasizing acquiring skills and increased awareness of training and career opportunities.

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AWARDS

Support AA program by becoming more proactive in nominating , women, minorities and employees with disabilities for high level honorary awards at the local and DA levels, and from professional organizations - e.g. Commander's award, DA Achievement medal, DA meritorious service medal, NCAAP Award, Society of Professional Engineers, and Federal Women Program (FWP) award.

PROGRAM ACTIVITIES

Support the Command's AA program Special Emphasis Programs/Observances (Dr. Martin Luther King Jr. Birthday, Black History Month, Women's history Month, Asian/Pacific Islander Month, Hispanic Heritage Month, Native American Month, and Women's Equality Day) by active participation – e.g., participating in events such as, volunteering as guest speaker, allowing employees to attend, etc.

Support AA program by encouraging and soliciting employees to volunteer to serve on a collateral duty appointment within the EEO Special Emphasis Program Committee; e.g., as Black Employment Program Manager, Federal Women's Program Manager, Hispanic Employment Program Manager, Asian Pacific/Islander Employment Program Manager, Individuals with Disability Program Manager.

Support AA program by encouraging and soliciting employee to volunteer as EEO counselor or mediator.