



DEPARTMENT OF THE ARMY
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND/
ARMY FORCES STRATEGIC COMMAND
POST OFFICE BOX 1500
HUNTSVILLE, ALABAMA 35807-3801

REPLY TO
ATTENTION OF

SMDC-EE Policy No. 690-14*

21 JUL 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity/Affirmative Action (EEO/AA) Performance Planning and Appraisal for Supervisors and Managers

1. Purpose. This policy memorandum establishes requirements and procedures for monitoring the EEO/AA performance objective of all U.S. Army Space and Missile Defense Command/Army Forces Strategic Command (USASMDC/ARSTRAT) supervisors and managers.
2. Authority. Department of Defense (DOD) Instruction 1020.02E, 8 June 15; Army Regulation 690-12, 4 Mar 88; Title 29 of the Code of Federal Regulations (CFR), Part 1614, 9 Nov 99; 5 CFR 720, 12 Jul 99; Equal Employment Opportunity Management Directive 715, 1 Oct 03; Federal Register Notice: DOD Civilian Acquisition Workforce Personnel Demonstration Project, 8 Jan 99, Section VIII.C, and USASMDC/ARSTRAT AcqDemo Business Rules, 27 May 16.
3. Applicability. This policy memorandum is applicable to all USASMDC/ARSTRAT supervisors and managers who make decisions and recommendations on personnel matters regarding civilian employees.
4. The Army's EEO Program provides a framework for improvement in the employment of each ethnic group where their participation rates in the workforce are less than expected as compared to the National Civilian Labor Force (NCLF). Responsibility for accomplishing EEO/AA goals and objectives flows through the command supervisory chain. Those who make the decisions and recommendations regarding personnel actions must provide leadership. Per EEO Management Directive 715, the success of an EEO program ultimately depends on individual decisions made by individual managers. The EEO Office serves as a resource to managers and supervisors by providing direction, guidance and monitoring of key activities to achieve a diverse workplace free of barriers to EEO.

*This policy statement supersedes SMDC-EE Policy No. 690-14, 01 Jul 14.

SMDC-EE Policy No. 690-14*

SUBJECT: Equal Employment Opportunity/Affirmative Action (EEO/AA) Performance Planning and Appraisal for Supervisors and Managers

5. The responsibility and procedures outlined below will be followed by all elements of the USASMDC/ARSTRAT.

a. Supervisors/Managers Rating Officials:

(1) All supervisors, from first line to top managers who make personnel decisions (hires, promotions, reassignments, awards, details, training, etc.), where practicable, will have an EEO/AA objective in their performance appraisal or Officer Evaluation Report (OER) Support Form, and will be evaluated on their EEO accomplishments. The EEO objective for civilian supervisory positions is included in the mandatory supervisory objective in the AcqDemo Contribution-Based Compensation and Appraisal System (CCAS). Military supervisors of civilians will list their EEO objective in the OER Support Form 67-10-1A, Part IV.

(2) Rating officials will ensure that all supervisors and managers provide the Leadership/Supervision factor employee self-assessment portion of the employee's appraisal to the EEO Office for review of EEO contributions/accomplishments at the end of each official rating period. Military supervisors of civilians will make their OER Support Form accessible to EEO for review of their EEO accomplishments. The EEO contribution will address, as a minimum, key segments of the objective where opportunities have been available to make accomplishments.

b. EEO Director: Will review the EEO performance accomplishment comments of all supervisors' and managers' noted in their Leadership/Supervision factor or in the OER Support Form. Appropriate feedback will be provided to rating officials as needed to assist in improving EEO performance, and to support implementation of the command's affirmative employment efforts.

6. EEO/AA objectives require our full demonstrated commitment and support to assist in achieving and maintaining a Model EEO Program IAW EEO Commission Management Directive 715.

7. This policy is posted on the SharePoint website as required reading for all supervisors and managers.

"SECURE THE HIGH GROUND"


DAVID L. MANN
Lieutenant General, USA
Commanding

DISTRIBUTION:
A