

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

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

U.S. Army Space and Missile Defense Command
P.O. Box 1500 Huntsville, AL
35807-3801



ANNUAL EEO PROGRAM STATUS REPORT

FISCAL YEAR 2020

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EEOC FORM 715-01 PART A - D			
For period covering October 1, 2019, to September 30, 2020.			
PART A Department or Agency Identifying Information	1. Agency		Department of the Army
	1.a. 2 nd level reporting component		U.S. Army Space and Missile Defense Command
	1.b. 3 rd level reporting component		
	1.c. 4 th level reporting component		
	2. Address		PO Box 150
	3. City, State, Zip Code		Redstone Arsenal, AL 35898
	4. Agency Code	5. FIPS Code	ARSC
PART B Total Employment	1. Enter total number of permanent workforce		848
	2. Enter total number of temporary workforce		7
	3. Enter total number employees paid from non-appropriated funds		0
	TOTAL Workforce [add lines]		855
PART C.1 Head of Agency and Head of Agency Designee	Agency Leadership		Name & Title
	1. Head of Agency		LTG Daniel Karbler
	2. Head of Agency Designee		COL David Baxter
EEO Program Staff		Name, Title, Series, Pay Plan and Grade	
PART C.2 Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Principal EEO Director/Official		Jennifer S. Thompson, Director, NH-0260-04
	2. Affirmative Employment Program Manager		Pier R. Poe, EEO Manager, NH-0260-03
	3. Complaint Processing Program Manager		Vacant
	4. Disability Program Manager (SEPM)		Pier R. Poe, EEO Manager, NH-0260-03
	5. Other Responsible EEO Staff		
	6.		
	7.		
	9.		

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EEOC FORM 715-01 PART A - D				
For period covering October 1, 2019, to September 30, 2020.				
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		Agency and FIPS Codes	
PART D.2 Mandatory and Optional Documents for this Report	Did the agency submit the following documents		Please respond Yes or No	Comments
	Organizational Chart		Yes	
	462 Report		Yes	
	EEO Policy		Yes	
	Anti-harassment Policy		Yes	
	Disabled Veterans Affirmative Action Plan		Yes	
	FEORP		Yes	
	Facility Accessibility Surveys		No	At USAG level

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**715 - PART E
EXECUTIVE SUMMARY**

Organization info:

The U.S. Army Space and Missile Defense Command (USASMDC) (<https://cmdnet.smdc.army.mil/SitePages/Home.aspx>) is an Army Service Component Command reporting directly to the Chief of Staff of the Army. The USASMDC conducts space and missile defense operations and provides planning, integration, control, and coordination of Army forces and capabilities, in support of U.S. Strategic Command missions (strategic deterrence and integrated missile defense), as well as U.S. Space Command missions (space operations). USASMDC serves as the Army force modernization proponent for space, high altitude, and global missile defense, serves as the Army operational integrator for global missile defense, and conducts mission-related research and development in support of Army Title 10 responsibilities.

The USASMDC's major elements are located in the U.S. and overseas as follows: Huntsville/Redstone Arsenal, AL; Peterson Air Force Base, Colorado Springs, CO; and serves as senior commander for U.S. Army Garrison Kwajalein Atoll/ and USAG Ft. Greely Alaska. The Equal Employment Opportunity (EEO) Office is located within the command headquarters at Redstone Arsenal (RSA), AL, and is responsible for oversight of the command's overall EEO Program. Under support agreements, host tenants provide EEO operational support for USASMDC employees located in the U.S. and around the world. The EEO function supports the command's enduring priority of serving our Soldiers, Civilians, and their Families. To support this priority, EEO serves as an advisor to the command the hiring, retention, and employment of minorities, women, and persons with disabilities (PWD). The USASMDC is committed to ensuring that equality of opportunity is institutionalized as an integral part of its mission. The command makes every effort to prevent any form of discrimination and to remove any barriers to equal opportunities in employment within and accessing the workplace.

This is USASMDC's 14th annual report under EEO Commission (EEOC) Management Directive (MD) 715, as mandated by the EEOC. Within this directive, the EEOC has provided reporting requirements that seek to standardize annual EEO reports and updates. The demographics contained in this report are reflective of USASMDC's mission responsibility involving a workforce dispersed worldwide with special emphasis to conduct a barrier analysis on Defense Civilian Intelligence Personnel System (DCIPS) as part of EEO planning and reporting requirements. Workforce data, initiatives and accomplishments for DCIPS will be included

Statistical information in this report is provided to show the effects of organizational policy on each racial, ethnic, and gender group, including PWD. The generalized comparators are the National Civilian Labor Force (NCLF) statistics and Relevant Civilian Labor Force (RCLF). The report for Fiscal Year (FY) 2020 shows NCLF data based on the 2010 Census. As a result of the census, statistical comparators are

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issued by EEOC, and deviations from their use are prohibited. If an area of underrepresentation is validated, EEOC directives require the development of action items to address the underrepresentation so that it is eliminated. This does not mandate the use of numerical goals and numerical quotas under any circumstance.

Database Information:

Data contained in this report was extracted from the Defense Civilian Personnel Database System (DCPDS) and the Complaints Tracking System (iComplaints) and Business Objects/Business Intelligence (BOBI). Data reflects all permanent and temporary appropriated funds employees within this command. The data set is complete enough to draw conclusions using commonly acceptable statistical methods and principles. Due to the broad geographic location of command employees, the NCLF and RCLF statistics are used for comparisons.

Limitations:

Race, ethnicity, and disability information contained within DCPDS is obtained through voluntary employee submissions. Employee perceptions for self-identification on race and ethnicity may not coincide with the standard categories prescribed by the Equal Employment Opportunity Commission (EEOC), the U.S. Census Bureau, or the Office of Personnel Management (OPM). Currently, applicant flow data is limited in scope per OMB direction to USAJOBS.

Workforce Analyses:

The command's total workforce consisted of 855 full-time permanent and temporary employees as of September 30, 2020. This number represents a workforce increase of 1.06 percent in FY20, as compared to FY19. The participation rate of Hispanic/Latino females, Asians, American Indian females and White females continues to be less than expected compared to their percentage in the NCLF. The participation rates for all other ethnic/racial groups was above or equal to their NCLF participation rate. As shown in Figure 1, there was an increase in Hispanic, Asian males, and American Indian/Alaskan Native males, as well as females of Two or More Races and a negative percent change or loss for Hispanic females, White males, Black males, Native Hawaiian/Pacific Islander males, and males of Two or more races as well as Asian females while there was no change in the percentage rate of American Indian/Alaskan Native females and Native Hawaiian/Pacific Islander females.

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Figure 1. Total Workforce by Race/Ethnicity/Gender

EEO Group	FY19%	FY20 %	% Change	NCLF%
White males	58.9	58	-.9	38.3
White females	13.7	14	.34	34
Black males	6.4	6.2	-.2	5.4
Black females	7.9	8.1	0.2	6.4
Hispanic/Latino males	4.8	5.14	0.3	5.17
Hispanic/Latino females	1.4	1.3	-0.1	4.8
Asian males	1.3	1.6	.33	1.8
Asian females	0.5	0.3	-0.12	1.8
Native Hawaiian or PI males	0.5	0.6	.1	0.1
Native Hawaiian or PI females	0.4	0.2	-1	0.1
American Indian/Alaskan Native males	0.9	1.16	.22	0.3
American Indian/Native Alaskan females	0.1	0.1	0.0	0.3
Two or More Races males	2.4	2.1	-2	0.8
Two or More Races females	.8	1.1	2	0.8
Total Population	100.00%	100.00%		100.00%

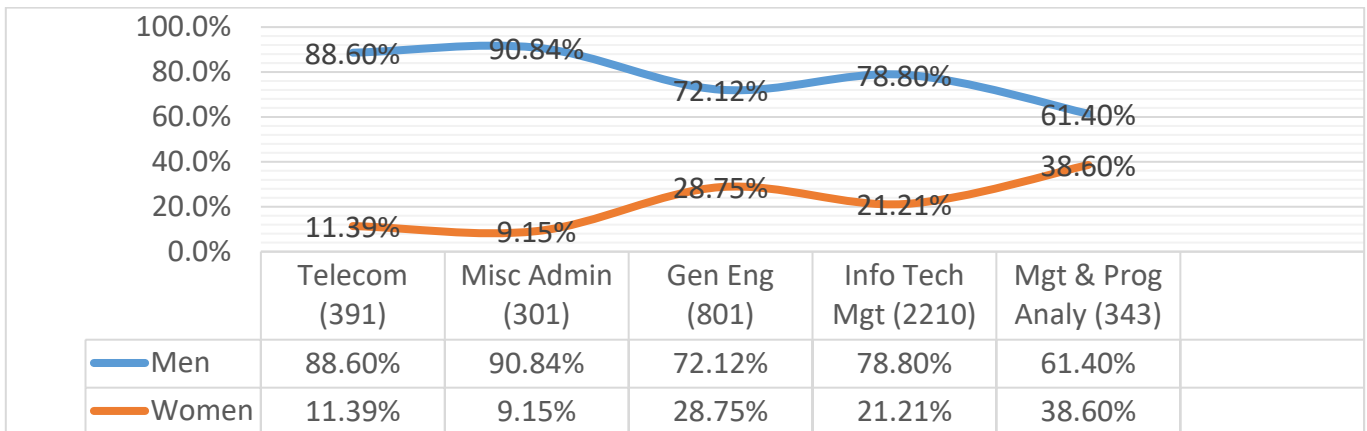
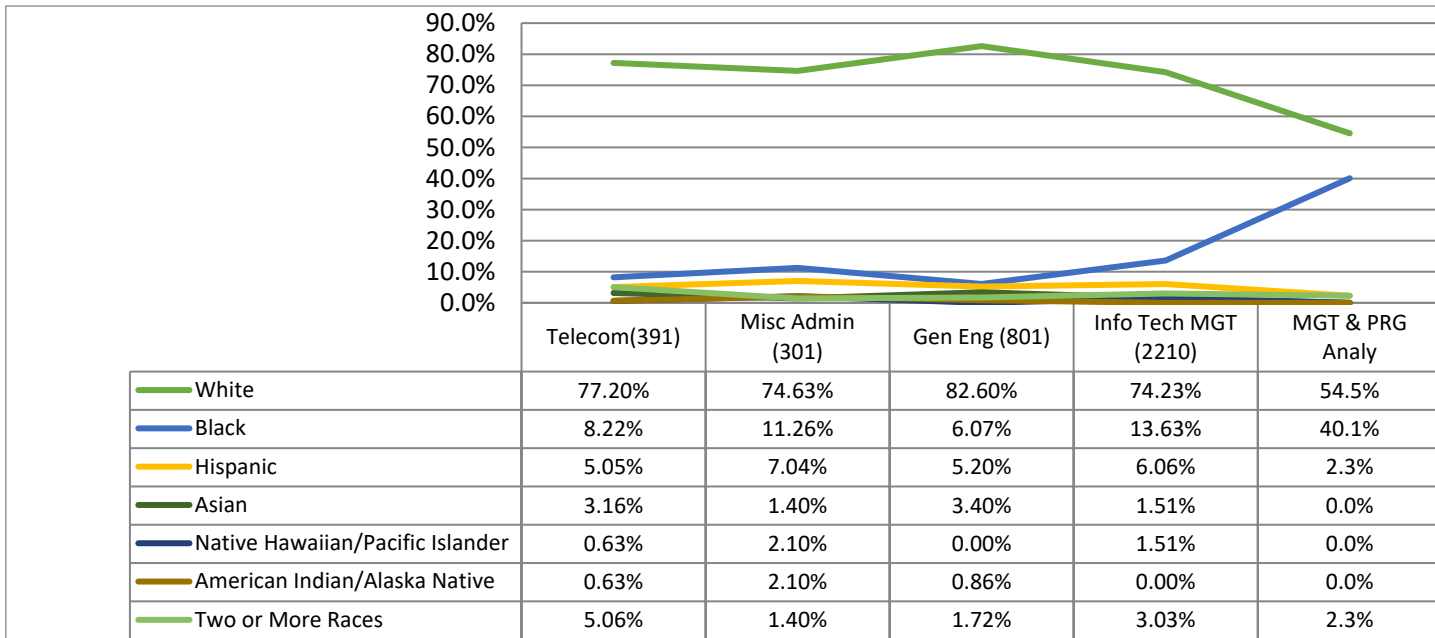
* Red indicates less than expected participation rate.

Major Occupations

The top five major occupations in FY20 were: Telecommunications Specialist (391), Miscellaneous Administrative and Program (301), General Engineer (801), Information Technology (2210) and Security Administration (080). Over half of the workforce at 525 (61.8 percent) were assigned to the top five major occupations in FY20. There continues to be race/ethnic/gender groups whose participation rate in these major occupations was less than expected, as compared to their percentage in the RCLF. The RCLF consists of all U.S. citizens assigned to positions within occupational series only.

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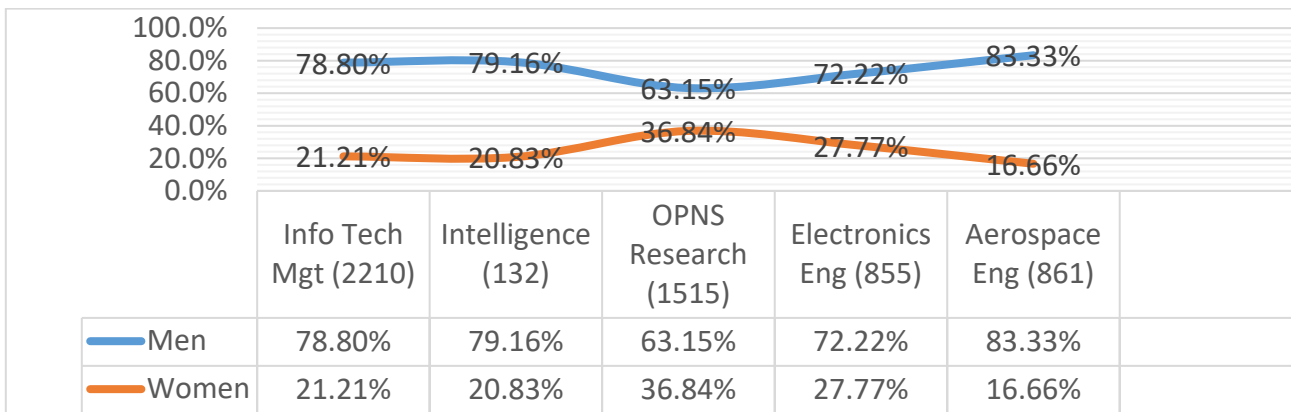
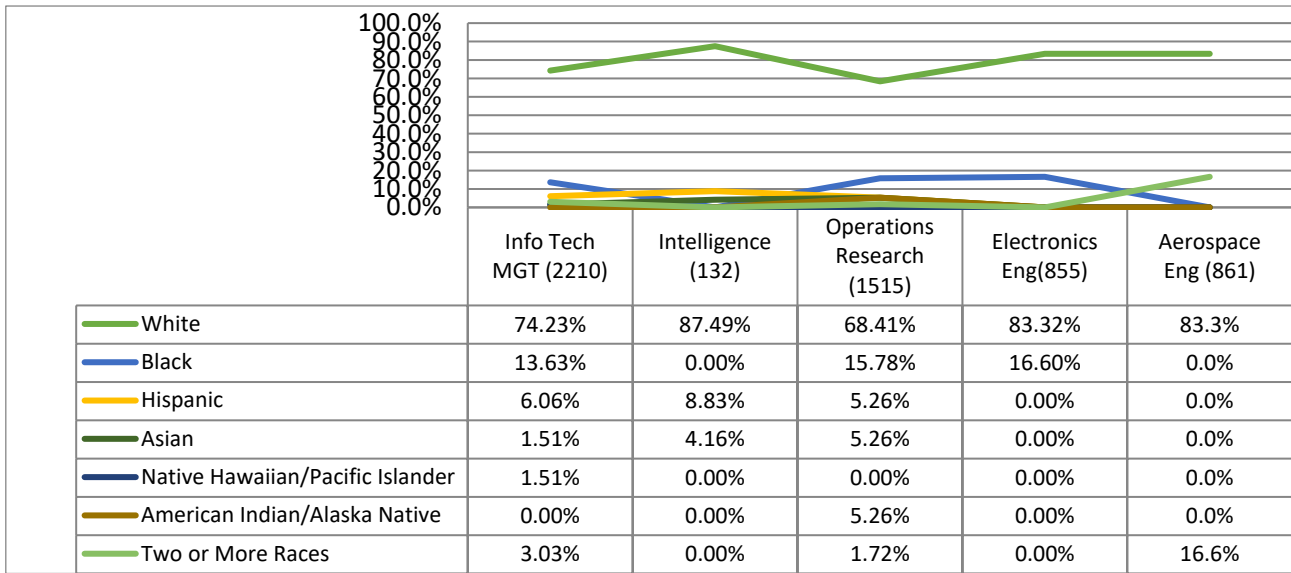
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The top five Science, Technology, Engineering and Mathematics (STEMM) Occupations at SMDC are Information Technology (2210); Intelligence (132); Operations Research, Electronic Engineering (855), and Aerospace Engineering (861) had a total of 122 employees. White males dominate in all categories followed by Black Females exceeding the NCLF in the areas of Operations Research (1515) and Electronics Engineering (855). All other races males and females fell below their workforce participation rate.

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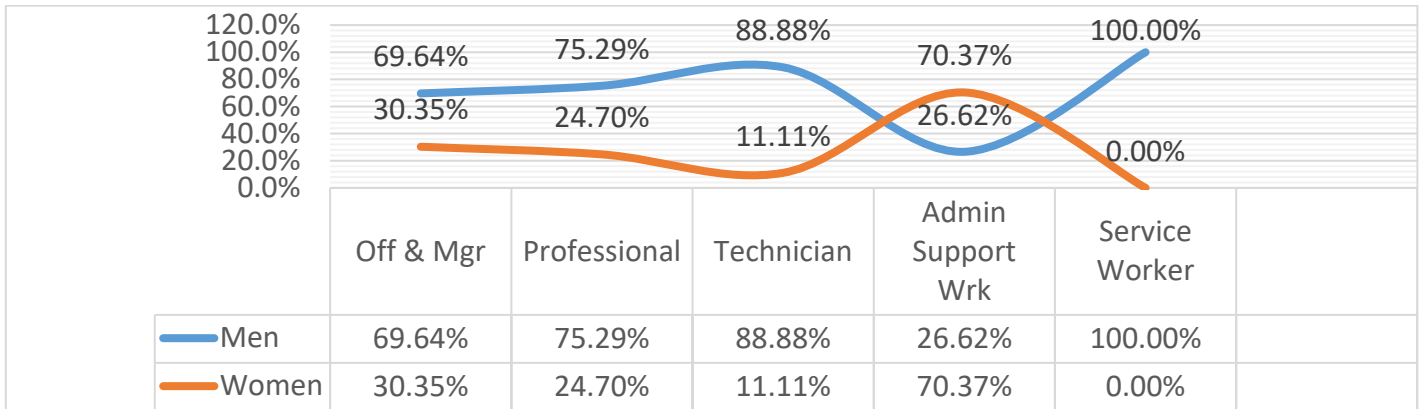
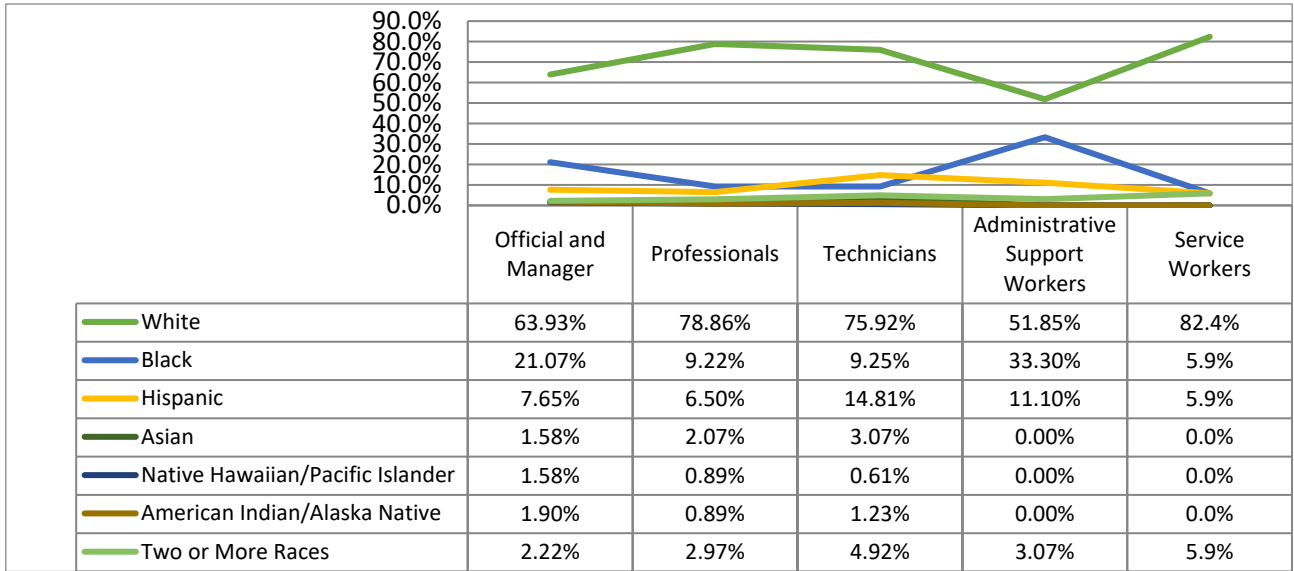
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The Occupational Groups that consist of Officials and Managers, Professionals, Technicians, Administrative Support Workers and Service Workers reflect the sum of the SMDC workforce. White males dominate in all categories except for Administrative Support Workers where Black females are above the CLF in Administrative Support Workers. The pattern of underrepresentation remains the same for all racial/ethnic and gender groups in all employment categories.

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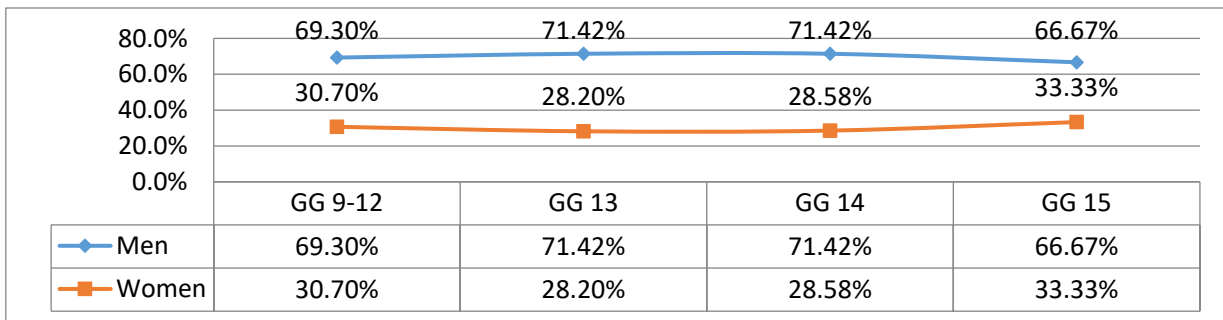
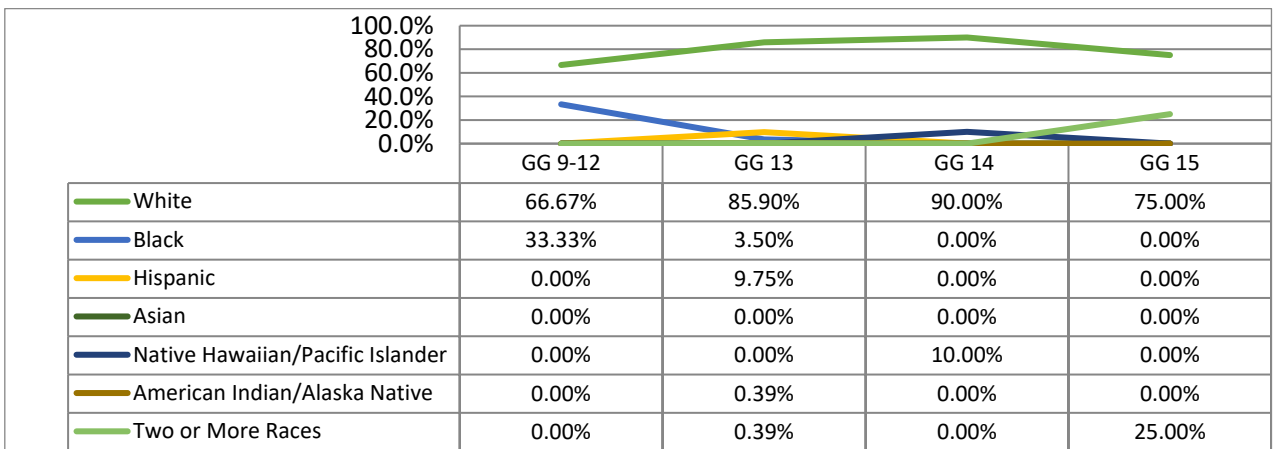


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DCIPS Workforce

USASMD C FY20 Defense Civilian Intelligence Personnel System (DCIPS) in the workforce grades GG-09 through GG-15 had a total of 66 employees. White males dominate in all categories followed by Hispanic males in the GG-13 grade category. Of the 66 assigned employees, Hispanic females, White females, Black females, and Native Hawaiian males, American Indians and Two or More Races females were below their workforce participation rate.



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During FY20, the most populous pay plan was NH (Business and Technical Management Professional Band) which comprised 720 (85.1 percent) of the workforce. The largest bands were the NH-03 and NH-04 bands with 653 (77.2 percent) employees. Senior Executive Service (SES)/Senior Level (SL)/Scientific and Professional (ST) employees comprised 0.7 percent of the total civilian workforce. The benchmark comparison for the representation at the grade/pay band level is the group percentage in the permanent workforce per EEOC MD-715. As shown in Figure 3, in FY20, workforce graded GG-13 through GG-15 had a total of a total of 48 employees. Of the 48 employees, Hispanic females, White females, Black females, Native Hawaiian males, American Indians and Two or More Races females were below their workforce participation rate. At Pay Band NH-03, all ethnic groups were below their workforce participation rate with exception of White males, Black males and females, Hispanic males, Native Hawaiian males, American Indian males, and females of Two or More Races. Pay Band NH-04 pay band level all ethnic/gender groups were below their workforce participation rate with the exception of White males, In the SES/ST/SL positions, with the exception of White males, Asian males, and Two or More Races males no other ethnic/gender groups are represented.

Figure 3. Workforce Grades GG 13 and Above by Race/Ethnicity/Gender							
	GG-13	GG-14	GG-15	NH-03	NH-04	SES/SUST	SMDC PWF %
WHITE MALES	43.5	80.0	65.6	58.5	69.0	66.6	58.8
WHITE FEMALES	19.6	25.0	44.40	12.1	12.1	0	13.7
BLACK MALES	13.4	0	0	8.2	3.7	0	6.4
BLACK FEMALES	3.5	0	0	7.5	7.4	0	8.0
HISPANIC MALES	11.4	0	0	5.4	3.7	0	4.8
HISPANIC FEMALES	0.0	0	0	1.1	0.5	0	1.4
ASIAN MALES	2.9	0	0	0.9	1.1	16.7	1.2
ASIAN FEMALES	2.9	0	0	0.4	0	0	0.5
NATIVE HAWAIIAN OR PACIFIC ISLANDER MALES	0.0	0	0	0.9	0	0	0.5
NATIVE HAWAIIAN OR PACIFIC ISLANDER FEMALES	0.0	10.0	0	0	0.5	0	0.4
AMERICAN/ALASKAN INDIAN MALES	0.0	0	0	1.5	0.5	0	1.0
AMERICAN/ALASKAN INDIAN FEMALES	0.0	0	0	0	0	0	0.1
TWO OR MORE RACES MALES	2.9	10.0	33.3	2.4	0.5	16.7	2.4
TWO OR MORE RACES FEMALES	0	0	0	1.1	1.1	0	0.8
Totals	35	10	3	463	190	6	842

* Red indicates less than expected participation rate.

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Essential Element A - F:

Form G summary

<u>Form G Element</u>	<u>Number of Deficiencies this year</u>	<u>Number of deficiencies last year</u>	<u>Number increase/decrease</u>	<u>Percent of Net change</u>
<u>A</u>	1	0	1	100%
<u>B</u>	7	1	6	85%
<u>C</u>	7	4	3	42%
<u>D</u>	1	1	0	0
<u>E</u>	5	3	2	40%
<u>F</u>	1	0	1	100%

The USASMDC directors, managers, supervisors, and EEO officials involved in the personnel management process share responsibility for the successful implementation of the command's EEO Program. The six essential elements designated by the EEOC for a Model EEO Program have been communicated through the management chain during briefings, implementation of senior leader EEO action plans, other administrative actions, and discussions.

In FY20 SMDC CG directed G1 to develop a strategic recruitment plan to provide enhanced focus on workforce recruitment in order to achieve the higher headquarters goals and expand outreach into the available pool of future employees.

Accomplishments: (Barrier elimination for women, minorities, and PWD)

- In FY20, SMDC initiated a Project Inclusion Action Plan to address areas of concern identified during Project Inclusion facilitation sessions.
- With Sr. Leader input concurrence, G1 executed a strategic recruitment and outreach and action plan
- On 17 October 2019, G1 representatives attended Alabama A&M University's Career Fair.
- USASMDC initiated a USASMDC Underserved Community Cybersecurity and Engineering Education Development (SUCCEED) Charter which enacted partnerships that will leverage the talent of students attending Historically Black Colleges and Universities (HBCU) and underserved high school communities throughout the state, to equip and prepare minorities and females to compete and succeed in STEM careers with the federal government and at USASMDC
- SMDC increased the Hispanic male population rate (5.14%) which is shy of attaining the CLF of 5.17% of the total work population.

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Deficiencies per Essential Elements:

Please Note: Note: During FY20, the SMDC EEO Office experienced unexpected losses and personnel turbulence. There are three authorizations, the EEO Director retired in January 2020; an EEO manager was hired late FY19, the EEO manager left for another position within 90 days of onboarding. This left the EEO Office with one assigned against three authorizations for eight out of the twelve months.

A. Demonstrated commitment from agency leadership:

- a. FY19 EEOC MD-715 State of the Agency was not briefed to Sr. Leaders
- b. In FY20 USA SMDC did not participate or submit nominations for the Secretary of the Army Diversity and Leadership Awards and Mentoring program

B. Integration of EEO into the agency's strategic mission

- a. FY19 EEO State of the Agency Brief was not presented to Sr. Leaders
- b. No Barrier analysis was conducted this FY19
- c. Currently, applicant flow data is limited in scope per OMB direction to USAJOBS.
- d. Due to minimal staffing in FY20, SMDC EEO office did not have sufficient resources to manage the Special Emphasis Program

C. Management and program accountability

- a. Per MD-110: SMDC will coordinate with G1 and Legal to establish an Anti-Harassment Program, apart and separate procedure (outside the EEO complaint process) to address harassment allegations
- b. Pending resources, SMDC will establish the Personal Assistance Services Program (PAS)

D. Proactive prevention of unlawful discrimination

- a. Untimely issuance of Final Agency Decision (FAD); USA SMDC has no control as HQDA ASA MRA, EEO Compliance and Complaints Review Directorate (EEOCCR) issues the FAD.

E. Efficiency

- a. Currently, external applicant flow data is limited in scope per OMB direction to USAJOBS
- b. No Alternate Dispute Resolution (ADR) policy is in place that requires managers and supervisors to participate in the ADR process, if appropriate; once the aggrieved or complainant expresses an interest in ADR
- c. In FY20, DoD Investigative and Resolutions Directorate (IRD) stopped providing mediation services during the pre-complaint stage; SMDC EEO must establish an ADR program in FY21
- d. Untimely complaint processing with USAG EEO office. The USAG office processes complaints of discrimination alleged by SMDC employees located

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on Redstone Arsenal.

Complaints of Discrimination summary processed by USAG and SMDC:

- USA SMDC EEO office processed two pre-complaints and one formal complaint
- USAG RSA EEO office processed three pre-complaints and three formal complaints
- Top bases and issues are Race, Age, Sex and Reprisal for Non-selection, assignment of duties and evaluation
- There were no closures in FY20
- USA SMDC provides Collateral Duty Counselor support to the processing EEO Office.

<u>Total inventory (462)</u>	<u>Median informal days *</u>	<u>Median Formal days</u>	<u>Number of formals beyond 180 days</u>	<u>Number of formals accepted or dismissed</u>	<u>Number of formals remanded</u>	<u>Number of ADR offered</u>	<u>Number of ADR conducted</u>
4	30	780	1	3 formals accepted 1 formal dismissed	2	0	0

Strategy for FY21:

- Increased the staffing by hiring and onboarding of the EEO director, currently initiated the hiring action to backfill vacancy for EEO Manager. EEO has a WRP student on board serving as an EEO assistant to assist with the administrative functions.
- Implement the USA SMDC Senior Leader EEO Action Plan. This plan is aligned with the Army People Strategy and SMDC Human Capital Plan that also aligns with the six essential elements of a Model EEO Program and addresses barrier elimination as identified in the EEO Program Status Report.
- Incorporate EEO into the New Employee In and Out Processing check list.
- Increase the EEO directorate’s digital presence on SMDC CMDNET, with updates, news, information and feedback to be a proactive resource and advisor.
- Increase coordination with stakeholders and leaders to achieve a Model EEO program.
- Incorporate EEO into the New Employee In and Out Processing check list.
- Coordinate with G1 and Legal to establish an Anti-Harassment Program apart and

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separate from the EEO complaint process.

-Increase Sr. Leader participation in mentoring opportunities at Secretary of the Army Diversity and Leadership Awards and Mentoring Programs and Conferences and organizational outreach initiatives to underserved communities, colleges, universities, and high schools with an emphasis on STEMM career fields.

-Train the workforce on two components of AR 690-600-12, Civilian Employee Equal Employment Opportunity and Diversity, 12 December 2019, specifically, Appendix C, Reasonable Accommodations and Personal Assistance Program (PAS) and Appendix D, the Army Civilian Anti-Harassment Policy.

-EEO will participate in Supervisors All Hands to provide updates and address specific organizational concerns.

-Establish metrics to track participation rates and impact/success of diversity outreach initiatives.

-Continue to refine DEI Annex actions and apply metrics to evaluate the effectiveness of the Army People Strategy tasks.

- Establish a diverse Tiger Team with membership from across the command (EEO/G1 led) to develop long term solutions to diversity challenges, establish metrics and a time table to track participation rates and measure the effectiveness of the initiatives.

- Coordinate with G1 and SJA to establish a timeline to review personnel and hiring policies. Validate the currency of policies, increase awareness of various hiring authorities; recruitment and retention strategies; identify potential barriers, modify practices as appropriate, address hiring concerns and seek areas for improvement.

- Establish a Diversity Office and/or dedicated POC's in COS and HSV

-Provide certified Collateral Duty EEO Counselors to USAG RSA EEO Office.

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715 - PART F
CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS

I, Jennifer S. Thompson, Director of USA SMDC EEO Directorate am the Principal EEO Director/Official for: US Army Space and Missile Defense Command (USA SMDC).

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.

_____/S/_____

22 January 2021

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





Daniel L. Karbler
Commanding General

Date

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**715 - PART G
Agency Self-Assessment Checklist**

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	The agency issues an effective, up-to-date EEO policy statement.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	The Agency Head was installed on 12/6/2019. The EEO policy statement was issued on 1/30/2020. A.1.a Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X		Agency Head was installed 6 December 2019. Policy Letter was issued 30 January 2020 and is maintained throughout the CG's tenure
	A.1.b Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR Â§ 1614.101(a)]	X		
 Compliance Indicator	The agency has communicated EEO policies and procedures to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	A.2.a Does the agency disseminate the following policies and procedures to all employees:			
	A.2.a.1 Anti-harassment policy? [see MD 715, II(A)]	X		Policy Letters are posted on SMDC CMDNT
	A.2.a.2 Reasonable accommodation procedures? [see 29 C.F.R. Â§ 1614.203(d)(3)]	X		Policy Letters are posted on SMDC CMDNT
	A.2.b Does the agency prominently post the following information throughout the workplace and on its public website:	X		
	A.2.b.1 The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R. Â§ 1614.102(b)(7)]	X		
	A.2.b.2 Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R. Â§ 1614.102(b)(5)]	X		
	A.2.b.3 Reasonable accommodation procedures? [see 29 C.F.R. Â§ 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X		https://cmdnet.smdc.army.mil/staff/SS/EEO/SitePages/Home.aspx
	A.2.c Does the agency inform its employees about the following topics:			
	A.2.c.1 EEO complaint process? [see 29 CFR Â§Â§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	X		Policy Letters posted on SMDC CMDNT, no training outside of on-line No FEAR training conducted in FY20





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A.2.c.2 ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.		X		Policy Letters posted on SMDC CMDNT, no training outside of on-line No FEAR training conducted in FY20
A.2.c.3 Reasonable accommodation program? [see 29 CFR Â§ 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.		X		Policy Letters posted on SMDC CMDNT, no training outside of on-line No FEAR training conducted in FY20
A.2.c.4 Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.1] If "yes", please provide how often.		X		Policy Letters posted on SMDC CMDNT, no training outside of on-line No FEAR training conducted in FY20
A.2.c.5 Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR Â§ 2635.101(b)] If "yes", please provide how often.		X		Policy Letters posted on SMDC CMDNT, no training outside of on-line No FEAR training conducted in FY20
 Compliance Indicator	The agency assesses and ensures EEO principles are part of its culture.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
A.3.a Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR Â§ 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.			X	No nominations submitted in FY20
A.3.b Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X		
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	
B.1.a Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR Â§1614.102(b)(4)]			X	EEO Director is rated and reports to Chief of Staff to the CG, COL David Baxter
B.1.a.1 If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X		EEO Director is rated and reports to Chief of Staff to the CG, COL David Baxter
B.1.a.2 Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR Â§1614.102(b)(4)]		X		
B.1.b Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [See 29 CFR Â§1614.102(c) (1); MD-715 Instructions, Sec. I]		X		



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B.1.c During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [See MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.		X		"Acting" EEO Director did not to provide the FY19 State of the Agency Brief as she participated in the weekly Command Update Brief
B.1.d Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X		
 Compliance Indicator	The EEO Director controls all aspects of the 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	
B.2.a Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR Â§1614.102(c)]		X		
B.2.b Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR Â§1614.102(c)(4)]		X		
B.2.c Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR Â§1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X		
B.2.d Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR Â§1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X		
B.2.e Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR Â§Â§ 1614.102(e); 1614.502]		X		
B.2.f Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR Â§1614.102(c)(2)]		X		
B.2.g If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR Â§Â§ 1614.102(c)(2) and (c)(3)]				N/A
 Compliance Indicator	The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
B.3.a Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]		X		
B.3.b Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.		X		





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 Compliance Indicator	The agency has sufficient budget and staffing to support the success of its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		 Measures	Yes	
B.4.a Pursuant to 29 CFR Â§1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:			X	During FY20, the SMDC EEO office experienced personnel turbulence resulting in 33% fill eight out of twelve months
B.4.a.1 To conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]		X		Within 90 days of assignment New Director conducted an agency Self-Assessment as well as reviewed the FY19 Form G Self-Assessment
B.4.a.2 To enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]			X	During FY20, the SMDC EEO office experienced personnel turbulence resulting in 33% fill eight out of twelve months
B.4.a.3 To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR Â§ 1614.102(c)(5) & 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]		X		Two pre-complaints and one formal complaint was processed with SMDC. Three pre-complaints and three formal complaints processed with USAG
B.4.a.4 To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.		X		On-line No FEAR was the only training conducted in FY20 due to lack of available personnel to conduct in-person training
B.4.a.5 To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR Â§1614.102(c)(2)]			X	COVID-19 impacted the ability to travel to the worldwide locations.
B.4.a.6 To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]		X		
B.4.a.7 To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [See MD-715, II (E)]. If not, please identify the systems with insufficient funding in the comments section.			X	The Defense Civilian Personnel Data System (DCPDS) is the data source for the creation of data tables and is the Army's database of record. Data tables will be generated using the specific Business Objects Universe (BOBI) Currently, applicant flow data is limited in scope per OMB direction to USAJOBS.
B.4.a.8 To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC Â§ 7201; 38 USC Â§ 4214; 5 CFR Â§ 720.204; 5 CFR Â§ 213.3102(t) and (u); 5 CFR Â§ 315.709]		X		The emphasis is located in the USASMDC Human Capital Plan
B.4.a.9 To effectively manage its anti-harassment program? [See MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.1]			X	Lacking sufficient resources to implement the Anti-Harassment Program
B.4.a.10 To effectively manage its reasonable accommodation program? [see 29 CFR Â§ 1614.203(d)(4)(ii)]		X		One request for a reasonable accommodation placed in abeyance due to the change in work place. (COVID-19 mandatory telework)
B.4.a.11 To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]		X		





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B.4.b Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR Â§ 1614.102(a)(1)]		X		
B.4.c Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]		X		
B.4.d Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?		X		USAG is the lead for Collateral Duty Counselors, SMDC provided three collateral duty counselors
B.4.e Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II) (C) of MD-110?		X		USAG tis the lead for Collateral Duty Counselor initial and refresher training
 Compliance Indicator	The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
B.5.a Pursuant to 29 CFR Â§ 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:				On-line NOFEAR training was the only EEO training conducted in FY20
B.5.a.1 EEO Complaint Process? [see MD-715(II)(B)]		X		No FEAR training was conducted on-line
B.5.a.2 Reasonable Accommodation Procedures? [see 29 C.F.R. Â§ 1614.102(d)(3)]		X		Due to lack of available personnel to conduct in-person training, on-line No FEAR was the only training conducted in FY20.
B.5.a.3 Anti-Harassment Policy? [see MD-715(II)(B)]		X		On-line No FEAR Training only
B.5.a.4 Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]		X		During FY20, the only training conducted was on-line NoFEAR training
B.5.a.5 ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]		X		During FY20, the only training conducted was on-line NoFEAR training
 Compliance Indicator	The agency involves managers in the implementation of its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
B.6.a Are senior managers involved in the implementation of Special Emphasis Programs? [See MD-715 Instructions, Sec. I]		X		
B.6.b Do senior managers participate in the barrier analysis process? [See MD-715 Instructions, Sec. I]		X		
B.6.c When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [See MD-715 Instructions, Sec. I]		X		
B.6.d Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR Â§ 1614.102(a)(5)]		X		



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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	The agency conducts regular internal audits of its component and field offices.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
C.1.a Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR Â§1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		OIP conducted for SAT OPS in FY20, ongoing schedule into FY21
C.1.b Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR Â§1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		In FY21, will re-energize and schedule with Sr. Leaders quarterly
C.1.c Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X		
 Compliance Indicator	The agency has established procedures to prevent all forms of EEO discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
C.2.a Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, Â§ V.C.1 (June 18, 1999)]		X		
C.2.a.1 Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.1]		X		
C.2.a.2 Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]			X	SMDC lacked the resources to implement a separate Anti-Harassment program outside of EEO.
C.2.a.3 Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, Â§ V.C.1 (June 18, 1999)]			X	No separate procedure outside of the EEO complaint process has been established to address harassment allegations. Staffing does not support this effort. Pending DA decision and resourcing
C.2.a.4 Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]			X	No separate procedure outside of the EEO complaint process has been established. Staffing does not support this effort. Pending DA decision and resourcing



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<p>C.2.a.5 Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.</p>		X	No separate Anti-Harassment Program has been implemented; goal is to conduct Supervisory Anti-Harassment training in FY21	
<p>C.2.a.6 Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]</p>	X			
<p>C.2.b Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]</p>	X			
<p>C.2.b.1 Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]</p>	X			
<p>C.2.b.2 Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]</p>		X	FY20 staffing did not support this requirement	
<p>C.2.b.3 Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]</p>	X			
<p>C.2.b.4 Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]</p>	X			
<p>C.2.b.5 Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests in the comments column.</p>	X		One request for accommodation was placed in abeyance due to COVID-19 and a change in work conditions (mandatory telework).	
<p>C.2.c Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]</p>		X	FY20 staffing did not support this requirement. Personal Assistance Services (PAS) policy not established, will accomplish in FY21	
<p>C.3.a Pursuant to 29 CFR 1614.102(a) (5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?</p>	X			
<p> Compliance Indicator</p>	<p>The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.</p>		<p>Measure has been met</p>	<p>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</p>
<p> Measures</p>				
<p>C.3.b Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:</p>				





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C.3.b.1 Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
C.3.b.2 Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR Â§1614.102(b)(6)]	X			
C.3.b.3 Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
C.3.b.4 Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [See MD-715 Instructions, Sec. I]	X			
C.3.b.5 Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR Â§1614.102(a)(7)]	X			
C.3.b.6 Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR Â§1614.102(a)(8)]	X			
C.3.b.7 Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	X			
C.3.b.8 Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	X			
C.3.b.9 Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
C.3.c Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR Â§1614.102(c)(2)]	X			
C.3.d When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR Â§1614.102(c)(2)]	X			
 Compliance Indicator	The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
C.4.a Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR Â§1614.102(a)(2)]	X		No recurring timeline established. Will continue to improve touchpoints in FY21	
C.4.b Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [See MD-715 Instructions, Sec. I]	X		No recurring timeline established. Will continue to improve touchpoints in FY21	







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C.4.c Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR Â§1614.601(a)]		X		The Defense Civilian Personnel Data System (DCPDS) is the data source for the creation of data tables and is the Army's database of record. Data tables will be generated using the specific Business Objects Universe (BOBI) Currently, applicant flow data is limited in scope per OMB direction to USAJOBS.
C.4.d Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]		X		
C.4.e Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
C.4.e.1 Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR Â§1614.203(d); MD-715, II(C)]		X		
C.4.e.2 Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]		X		
C.4.e.3 Develop and/or provide training for managers and employees? [see MD-715, II(C)]		X		On-line NoFEAR training was the only training conducted in FY20
C.4.e.4 Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]		X		
C.4.e.5 Assist in preparing the MD-715 report? [see MD-715, II(C)]		X		
 Compliance Indicator	Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
C.5.a Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR Â§ 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)		X		
C.5.b When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR Â§1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.		X		No findings of discrimination or sanctions imposed in FY20, no disciplinary actions were administered for discriminatory actions
C.5.c If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]		X		
 Compliance Indicator	The EEO office advises managers/supervisors on EEO matters.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
C.6.a Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [See MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.		X		EEO participated in weekly CG and CoS updates; Monthly update with Deputy CoS





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C.6.b Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [See MD-715 Instructions, Sec. I]		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	The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
D.1.a Does the agency have a process for identifying triggers in the workplace? [See MD-715 Instructions, Sec. I]		X		
D.1.b Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [See MD-715 Instructions, Sec. I]		X		
D.1.c Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]		X		
 Compliance Indicator	The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
D.2.a Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X		
D.2.b Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR Â§1614.102(a)(3)]		X		Review of Command Policies reflects dated, expired or rescinded hiring authorities.
D.2.c Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR Â§1614.102(a)(3)]		X		
D.2.d Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [See MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		X		EEO Complaints, Surveys, FEORP and FEVS
 Compliance Indicator	The agency establishes appropriate action plans to remove identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	





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D.3.a Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR Â§1614.102(a)(3)]		X		
D.3.b If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]		X		
D.3.c Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]			X	Plan is pending metrics to measure the plans effectiveness.
 Compliance Indicator	The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
D.4.a Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.		X		
D.4.b Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]		X		
D.4.c Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]		X		
D.4.d Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]		X		
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 maintains an efficient, fair, and impartial complaint resolution process.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
E.1.a Does the agency timely provide EEO counseling, pursuant to 29 CFR Â§1614.105?		X		Pre-complaint counseling performed at USAG
E.1.b Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR Â§1614.105(b) (1)?		X		
E.1.c Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X		
E.1.d Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X		Formal complaints are processed with USAG
E.1.e Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR Â§1614.102(b)(6)?		X		





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E.1.f Does the agency timely complete investigations, pursuant to 29 CFR Â§1614.108?		X		
E.1.g If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR Â§1614.108(g)?		X		
E.1.h When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR Â§1614.110(b)?			X	HQDA ASA MRA, EEO Compliance and Complaints Review Directorate issues the final agency decision. Last request took over 700 days to adjudicate.
E.1.i Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR Â§1614.110(a)?		X		
E.1.j If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.				Contractors are not used
E.1.k If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X		
E.1.l Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR Â§ 1614.403(g)]		X		
 Compliance Indicator	The agency has a neutral EEO process.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
E.2.a Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]		X		
E.2.b When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.		X		
E.2.c If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X		
E.2.d Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X		
E.2.e If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)		X		
 Compliance Indicator	The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	



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E.3.a Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR Â§1614.102(b)(2)]		X	Due to Investigative and Resolutions Directorate (IRD) discontinuation of providing mediation services SMDC EEO must establish an ADR program in FY21	
E.3.b Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X	This will be a policy review with command concurrence	
E.3.c Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]		X		
E.3.d Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X		
E.3.e Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X		
E.3.f Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X	FY20 staffing did not support this requirement	
 Compliance Indicator	The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
E.4.a Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
E.4.a.1 Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X		
E.4.a.2 The race, national origin, sex, and disability status of agency employees? [see 29 CFR Â§1614.601(a)]		X		
E.4.a.3 Recruitment activities? [see MD-715, II(E)]		X		
E.4.a.4 External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X	The Defense Civilian Personnel Data System (DCPDS) is the data source for the creation of data tables and is the Army's database of record. Data tables will be generated using the specific Business Objects Universe (BOBI) Currently, applicant flow data is limited in scope per OMB direction to USAJOBS. DA is aware	
E.4.a.5 The processing of requests for reasonable accommodation? [29 CFR Â§ 1614.203(d)(4)]		X		
E.4.a.6 The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.2]		X		
E.4.b Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X		
 Compliance Indicator	The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	

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E.5.a Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X		EEO Mgr. has membership in Affirmative Employment OPT who meets to discuss trends
E.5.b Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X		EEO Mgr. has membership in Affirmative Employment OPT who meets to discuss trends
E.5.c Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X		
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	The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
F.1.a Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR Â§1614.102(e); MD-715, II(F)]		X		
F.1.b Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]		X		
F.1.c Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]		X		
F.1.d Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]		X		
F.1.e When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]		X		
Compliance Indicator	The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
F.2.a.1 When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR Â§1614.108(g)]		X		
F.2.a.2 When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR Â§1614.501]		X		
F.2.a.3 When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR Â§1614.403(e)]		X		
F.2.a.4 Pursuant to 29 CFR Â§1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?		X		

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F.3.a Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), Â§203(a)]		X		HQDA ASA MRA, EEO Compliance and Complaints Review Directorate function
Compliance Indicator	The agency reports to EEOC its program efforts and accomplishments.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
F.3.b Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR Â§1614.703(d)]		X		HQDA ASA MRA, EEO Compliance and Complaints Review Directorate function

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Low Female participation rate reflected in Mission Critical Occupations and all grade levels.	Low participation rate amongst all female ethnic groups except for Black/African American Females and Females of Two or More Races; however, in the pay grades/bands GS/GG13/NH03 and above, all except for White females fell below the expected participation rate

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/01/2020	Increase Outreach opportunities to improve participation rates			

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Human Resource Officer/Hiring Officials	Gary Quintero	
Equal Employment Opportunity	Jennifer S. Thompson	Yes

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
ELEMENT B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION	In FY20 there were no SMDC nominations nor Sr. Leader participation in the 2020 Secretary of the Army Awards for Diversity and Leadership program Re-Invigorate the Special Emphasis Program

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director	Jennifer S. Thompson	Yes
EEO Manager	Pier R. Poe	Yes

Planned Activities toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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EEO Plan to Attain the Essential Elements of a Model EEO Program

Report of Accomplishments

Fiscal Year	Accomplishments
FY20	USASMDC initiated a USASMDC Underserved Community Cybersecurity and Engineering Education Development (SUCCEED) Charter which enacted partnerships that will leverage the talent of students attending Historically Black Colleges and Universities (HBCU) and underserved high school communities throughout the state, to equip and prepare minorities and females to compete and succeed in STEM careers with the federal government and at USASMDC

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element E: EFFICIENCY	In FY20, Investigative and Resolutions Directorate (IRD) discontinued providing mediation services. SMDC EEO must establish an Alternate Dispute Resolution (ADR) program in FY21

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/01/2020	Establish Alternate Dispute Resolution Program	30 September 2021		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Equal Employment Opportunity	Jennifer S. Thompson	Yes
Staff Judge Advocate	Gary Spencer or Designee	No

Planned Activities toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
	Outreach to EEOC and other Federal entities for Mediators/mediation services			

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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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EEO Plan to Attain the Essential Elements of a Model EEO Program

Report of Accomplishments

Fiscal Year	Accomplishments

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

Statement of Model Program Essential Element Deficiency

Type of Program Deficiency	Brief Description of Program Deficiency
Element E: EFFICIENCY	USASMDC does not have an Anti-Harassment Program that establishes a firewall between the EEO director and the harassment allegation

Objective(s) and Dates for EEO Plan

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
10/01/2020	Establish Anti-Harassment Program outside of EEO process			

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director	Jennifer S. Thompson	Yes
G1	Gary Quintero or Designee	

Planned Activities toward Completion of Objective

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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2021	Anti-Harassment Training for non-supervisory and supervisory teammates			
	Establish Leader responsibilities to serve address and resolve allegations of harassing behavior			

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EEO Plan to Attain the Essential Elements of a Model EEO Program

Report of Accomplishments

Fiscal Year	Accomplishments

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715 - Part I
EEO Plan to Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
	A3-1-1 Occupation Groups, A6-1 Distribution by Major Occupation Groups; and A-6-1-1 Major Occupation Groups-STEMM	Low participation rate within the Major Occupation Groups throughout SMDC

EEO Group(s) Affected by Trigger (Check)

	All Men	X	All Women
	Hispanic or Latino Males		Hispanic or Latino Females
	White Males		White Females
	Black or African American Males		Black or African American Females
X	Asian Males		Asian Females
X	Native Hawaiian or Other Pacific Islander Males		Native Hawaiian or Other Pacific Islander Females
X	American Indian or Alaska Native Males		American Indian or Alaska Native Females
X	Two or More Races Males		Two or More Races Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	BOBi, DCPDS Data pulls and MD715 data tables
Complaint Data (Trends)	Yes	Pre and Formal complaint data

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes	EEO Final Agency Decisions
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS monthly discussions, 2020 Command Climate Survey
Exit Interview Data	No	
Focus Groups	Yes	Feedback from Project Inclusion Sessions
Interviews		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	Review quarterly Digest of Equal Employment Opportunity Law
Other (Please Describe)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice
Tracking of outreach participation/efforts within the underserved/represented populations

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Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Increase Sr. Leader participation with Outreach and Mentoring	10/01/2020	9/30/2021	No		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Director	Jennifer S. Thompson	Yes

Planned Activities toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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Report of Accomplishments

Fiscal Year	Accomplishments
FY20	USASMDC initiated a charter USASMDC Underserved Community Cybersecurity and Engineering Education Development (SUCCEED) which enacted partnerships that will leverage the talent of students attending Historically Black Colleges and Universities (HBCU) and underserved high school communities throughout the state, to equip and prepare minorities to compete and succeed in STEM careers with the federal government and at USASMDC

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715 - Part I
EEO Plan to Eliminate Identified Barrier

Statement of Condition That Was a Trigger for a Potential Barrier:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger

EEO Group(s) Affected by Trigger (Check)

	All Men		All Women
	Hispanic or Latino Males		Hispanic or Latino Females
	White Males		White Females
	Black or African American Males		Black or African American Females
	Asian Males		Asian Females
	Native Hawaiian or Other Pacific Islander Males		Native Hawaiian or Other Pacific Islander Females
	American Indian or Alaska Native Males		American Indian or Alaska Native Females
	Two or More Races Males		Two or More Races Females

Barrier Analysis Process

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables		
Complaint Data (Trends)		
Grievance Data (Trends)		

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		
Climate Assessment Survey (e.g., FEVS)		
Exit Interview Data		
Focus Groups		
Interviews		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		
Other (Please Describe)		

Status of Barrier Analysis Process

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)

Statement of Identified Barrier(s)

Description of Policy, Procedure, or Practice

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Objective(s) and Dates for EEO Plan

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)

Planned Activities toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

Report of Accomplishments

Fiscal Year	Accomplishments

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715 - Part J
Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), Equal Employment Opportunity Commission (EEOC) regulations (29 C.F.R. § 1614.203(e)) and Management Directive (MD) 715 require agencies to describe how their plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD 715 report.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d) (7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the federal government.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)	Yes		No	X
b. Cluster GS-11 to SES (PWD)	Yes		No	X

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

a. Cluster GS-1 to GS-10 (PWD)	Yes		No	X
b. Cluster GS-11 to SES (PWD)	Yes		No	X

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

No training was conducted in FY20

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Section II: Model Disability Program

Pursuant to 29 C.F.R. §1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. Plan to Provide Sufficient and Competent Staffing for the Disability Program.

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

	Yes	X	No	
Need to attract, recruit and retain a high quality NH-0260-03 EEO manger to serve as Complaints manger in order to eliminate the conflict of interest and reduce the risk of default judgment based on conflict of interest by serving both as an advisor to management and requestor and the processing a claim of discrimination.				

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD			X	Pier R. Poe EEO Manager/ EEO Office Pier.r.poe.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account			X	Pier R. Poe EEO Manager
Processing reasonable accommodation requests from applicants and employees			X	Pier R. Poe EEO Manager
Section 508 Compliance			X	Pier R. Poe EEO Manager
Architectural Barriers Act (ABA) Compliance			X	Pier R. Poe EEO Manager
Special Emphasis Program for PWD and PWTD			X	Pier R. Poe EEO Manager

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

	Yes	X	No	
In FY20, EEO Manager attended Disability Program Mgr. training conducted by EEOC				

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B. Plan to Ensure Sufficient Funding for the Disability Program.

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient *funding* and other *resources*.

	Yes		No	X
Due to staffing level of 33% One (1) out of three (3) positions were encumbered. This prevented many duties and responsibilities from being performed.				

Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. § 1614.203(d) (1) (i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD.

A. Plan to Identify Job Applicants with Disabilities.

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

SMDC G1 and EEO maintains relationships with DoD and Department of Labor that assist PWD and PWTDs in securing employment through the WRP each year. These agencies sponsor this program each year.

2. Pursuant to 29 C.F.R. § 1614.203(a) (3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

Schedule A hiring authorities are used to recruit summer intern positions under the WRP and PWTDs or PWDs recruited at job fairs; or from resumes obtained through the Wounded Warrior Program for CHRA referral process. Other authorities such a VEOA and Veteran authorities are used to recruit disabled veterans with a 30 percent compensable disability for permanent positions. The command hired one student with disabilities in FY20 under Schedule A.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

The CPAC contacts the applicant and request more information to certify nature of disability endorsed by a vocational rehabilitation or medical provided and then completes the appointment documents to make a job offer.
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4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

	Yes		No	x
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EEO in coordination with G1/Work Force Development and the Project Inclusion OPT will conduct training and socialize the use of Schedule A hiring authority.

B. Plan to Establish Contacts with Disability Employment Organizations

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The command EEO, G1/Work Force Development and the members of the Project inclusion OPT maintains contacts as well as participate in college job fairs, serve as presenters and mentors during the DDA EEO Diversity Award conferences as well as take advantage of outreach opportunities to socialize employment opportunities within SMDC.

C. Progression towards Goals (Recruitment and Hiring)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

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

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

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

The command does not have access to an accurate relevant applicant pool data to determine if triggers exist for PWD and PWTD among qualified internal applicants of MCOs. DA is aware and acknowledges this issue. Although the command does not have access to the applicant pool data, PWD are in our mission critical occupations.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Qualified Applicants for MCO (PWD)	Yes		No	X
b. Qualified Applicants for MCO (PWTD)	Yes		No	X
External Applicants 10 or 24.39% were PWD Internal Applicants 10 or 26%, Resulting in no trigger				

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4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Promotions for MCO (PWD)	Yes		No	X
b. Promotions for MCO (PWTD)	Yes		No	X
<p>During FY20 there were two (2) PWD and one (1) PWTD promoted to DE-0343-02; two (2) PWD promoted within GG-0080-13 and 14 (Supervisory); Security Administration; one (1) PWD promotion in NH-039103--Telecommunications and one (1) PWD promoted in NH-1101-03-General Business and Industry</p>				

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R §1614.203(d) (1) (iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. Advancement Program Plan

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

SMDC G1/Work Force Development, EEO and Project and Inclusion OPT reach out to the Local Veterans Administration (VA), local and other federal entities schools and universities, and job fairs to socialize SMDC employment opportunities

B. Career Development Opportunities

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

-Acquisition Leadership Challenge Program (ALCP)
-Competitive Development Group (CDG)/Army Acquisition Fellows
-Inspiring and Developing Excellence in Acquisition Leaders (IDEAL)
-DAU Senior Service College Fellowship (SSCF) Program

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2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2020 MD 715 report, which is due on February 26, 2021.]**RFI**

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

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

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

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

a. Applicants (PWTD)	Yes		No	
b. Selections (PWTD)	Yes	X	No	
Although we do not have access to all applicant data; the selections reflect no participation for PWTD in the Student Career Experience Program (SCEP) and the Upward Mobility Program				

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C. Awards

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

a. Awards, Bonuses, and Incentives (PWD)	Yes		No	X
b. Awards, Bonuses, and Incentives (PWTG)	Yes		No	X
Data not available to measure this				

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

a. Pay Increases (PWD)	Yes		No	X
b. Pay Increases (PWTG)	Yes		No	X
SMDC employees that are pay banded outside of DCIPS do not utilize quality step increases. The two (2) QSI's were awarded; 0% was awarded to PWD or PWTG, a trigger exists for PWTG receiving honorary awards.				

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

a. Other Types of Recognition (PWD)	Yes		No	X
b. Other Types of Recognition (PWTG)	Yes	X	No	
A trigger exists with PWTG not receiving Special Act 1.47% and On the Spot Cash Awards 0%				

D. Promotions

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

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

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

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

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

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

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

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

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

a. Executives	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
b. Managers	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
c. Supervisors	i. Qualified Internal Applicants (PWD)	Yes		No	X
	ii. Internal Selections (PWD)	Yes		No	X
Although the applicant flow data is not available; the data reflects one (1) GG-0080-14 Security Administration, Supervisory					

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

a. Executives	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes	X	No	
b. Managers	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes	X	No	
c. Supervisors	i. Qualified Internal Applicants (PWTD)	Yes		No	
	ii. Internal Selections (PWTD)	Yes	X	No	
Although applicant flow data is not available; no selections were made for PWTD. PWTD fall below the Federal Goal of 2%. PWTD who serve as Supervisors are at .95%					

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

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

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

a. New Hires for Executives (PWTD)	Yes	X	No	
b. New Hires for Managers (PWTD)	Yes	X	No	
c. New Hires for Supervisors (PWTD)	Yes	X	No	
Although applicant flow data is not available; no selections were made for PWTD. PWTD fall below the Federal Goal of 2%. PWTD who serve as Supervisors are at .95%				

Section V: Plan to Improve Retention of Persons with Disabilities

To be a model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace personal assistance services.

A. Voluntary and Involuntary Separations

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

	Yes		No	
unknown				

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

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

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

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

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using *exit interview results and other data sources*.

No trigger exists involving the separation rates

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

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

<https://cmdnet.smdc.army.mil/staff/SS/EEO/SitePages/Home.aspx>

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

<https://cmdnet.smdc.army.mil/staff/SS/EEO/SitePages/Home.aspx>

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

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In FY 20, DSENG added additional parking spaces for PWDs at the Headquarter, Huntsville, AL, they also added additional ramps for disability parking, and updated entrance/exit doors.

Plan for FY21

1. EEO will coordinate with the G6/Knowledge Management Team to increase EEO's digital presence for updates, training, education and outreach through the SMDC CMDNET.
2. EEO will coordinate with DSENG when EEO conduct site visits to field units to survey the facilities and identify and address accessibility concerns
3. EEO will coordinate with Directorates and Centers to survey the workforce on the need/use of ergonomic equipment while working at the alternate worksite.

C. Reasonable Accommodation Program

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

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

One reasonable accommodation request for a service animal in FY20; it was placed in abeyance as a result of COVID-19 and a change in duty/work location.

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

Due to COVID-19, the conditions of employment changed as a majority of employees worked from an alternate worksite. Prior to March 2020, there was one request placed in abeyance due to the need to work at an alternate worksite. However, the request for equipment such as ergonomic keyboards is not part of G6 distribution and separate computer monitors assigned at the Redstone Arsenal workplace were not permitted to leave the facility. Employees purchased their own equipment to include chairs in order to have the same accommodations at their alternate worksite. This has been addressed to the command and is being addressed with the Telework OPT. The key is to request a reasonable accommodation in order for the individual section to purchase the requested equipment.

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

Pursuant to 29 C.F.R. § 1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

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SMDC EEO has not developed a Personal Assistance Services (PAS) Policy pending guidance/direction from HQDA. No PAS training was conducted, nor have there been a request for a PAS for action.

Section VI: EEO Complaint and Findings Data

A. EEO Complaint data involving Harassment

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

	Yes		No	X
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2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

	Yes		No	X
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3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

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B. EEO Complaint Data involving Reasonable Accommodation

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

	Yes		No	X
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2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

	Yes		No	X
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3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

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None

Section VII: Identification and Removal of Barriers

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

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

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

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

Trigger 1				
Barrier(s)				
Objective(s)				
Responsible Official(s)		Performance Standards Address the Plan?		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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Fiscal Year	Accomplishments			
FY20	USASMDC has met its goal of 12% for PWDS and failed to meet the EEOC's goal of 2% for PWTDS			

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

Lack of resources (staffing specifically). The office was staffed with one EEO Specialist for eight out of the twelve months in FY20

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

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