

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



**ANNUAL EQUAL EMPLOYMENT
OPPORTUNITY (EEO)
PROGRAM STATUS REPORT FISCAL YEAR
2021**

Table of Contents

Form 715-01 Parts A-D	4
Part E Executive Summary	6
Part F Program Certification	19
Part G Agency Self-Assessment Checklist	20
Part H EEO Plan to Attain Essential Elements of a Model EEO Program	38
Part I EEO Plan to Eliminate Barriers	40
Part J Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities	47
Appendix A	60

- Equal Employment Opportunity Policy Letters

Appendix B

Data Tables

**926EEOC FORM
715-01
PART A - D**

For period covering October 1, 2021, to September 30, 2022.

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		P.O. Box 1500	
	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			926
	2. Enter total number of temporary workforce			4
	3. Enter total number employees paid from non-appropriated funds			0
	TOTAL Workforce [add lines]			930
PART C.1 Head of Agency and Head of Agency Designee	Agency Leadership		Name & Title	
	1. Head of Agency		Daniel L. Karbler	
	2. Head of Agency Designee		James B. Johnson Jr.	
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		Priscilla W. Williams, AEP Manger, NH-0260-03	
	3. Complaint Processing Program Manager		Priscilla W. Williams, EEO Manager, NH-0260-03	
	4. Disability Program Manager (SEPM)		Kimley L. Pierce, EEO Manager, NH-0260-03	
	5. Other Responsible EEO Staff		Vanessa R. Cole, EEO Administrative Assistant, GS-0260-06	
	6.			
	7.			
	9.			

**EEOC FORM
715-01
PART A - D**

For period covering October 1, 2021, to September 30, 2022.

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		Agency and FIPS Codes
	SMDC Center of Excellence (CDID)		
	SMDC Technical Center		
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	Completed uploaded into the Reporter
	462 Report	Yes	Completed uploaded into the Reporter
	EEO Policy	Yes	Completed uploaded into the Reporter
	Anti-harassment Policy	Yes	
	Disabled Veterans Affirmative Action Plan	Yes	
	FEORP	Yes	
	Facility Accessibility Surveys	No	

**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; 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.

SMDC CPOID's and serviced population assigned to the CPOID's are as follows:

AD	Army Acquisition Workforce Recruitment & Sustainment CTR	293
BK	Redstone Arsenal Civilian Personnel Advisory Center	168
BN	Fort Drum Civilian Personnel Advisory Center	19
EI	Fort Carson Civilian Personnel Advisory Center	346
EN	Executive Services Division, Pentagon	6
HR	Stuttgart Civilian Personnel Advisory Center	18
HU	Kaiserslautern Civilian Personnel Advisory Center	9
ST	DCIPS Fort Huachuca Civilian Personnel Advisory Center	71
Grand Total		930

The SMDC 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. To support this priority, EEO serves as an advisor to the command the hiring, retention, and employment of minorities, females, and persons with disabilities (PWD). Under support agreements, host tenants provide EEO operational support for USASMDC employees located in the U.S. and around the world. Support agreements for complaint processing are with the United States Army Garrison (USAG) EEO Offices located on Redstone Arsenal and Ft. Greely Alaska. Complaints initiated and all Reasonable Accommodation requests from Peterson Air Force Base and Fort Carson, CO are processed by the SMDC EEO office located at RSA.

The USASMDC's major elements are located in the U.S. and overseas as follows: Huntsville/Redstone Arsenal, AL; Fort Carson, Colorado, Peterson Air Force Base, Colorado Springs, CO; and the SMDC Commanding General serves as senior commander for U.S. Army Garrison Kwajalein Atoll / and USAG Ft. Greely Alaska.

SMDC employees are also dispersed at eight different sites worldwide. The USASMDC is committed to ensuring that equality of opportunity is institutionalized as an integral part of its mission.

This is USASMDC's 15th 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 Career Development Programs and retention as part of EEO planning and reporting requirements. Workforce data, participation rates; initiatives and accomplishments for Career Development Programs 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 Persons with Disabilities (PWD). The generalized comparators are the National Civilian Labor Force (NCLF) statistics and Relevant Civilian Labor Force (RCLF). The report for Fiscal Year (FY) 2021 shows NCLF data based on the 2010 Census. Although a census was conducted in 2020, our data systems have not been updated to reflect the current 2020 Census results. As a result of the census, statistical comparators are 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.

Over 75% of the SMDC workforce (716 or 76.6%) were assigned to the top ten major occupations in FY21. The top ten major occupations in FY21 include: Telecommunications Specialist (391), Miscellaneous Administrative and Program (301), General Engineer (801), Information Technology (2210), Management and Program Analyst (0343), Security Administration (080), Intelligence ((0132), Electrical Engineering (0855), Operations and Research (1515), and Budget Analysts (0560). 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.

Data base info:

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 applicant pool data isn't available this FY; however, 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. The data is located in Appendix B

The FIPS code of 01 089 represents the State of Alabama, (01) and the Headquarters is located in Madison County (089). The FIPS codes for subordinate components are located on EEOC Form 715.1 Part D.

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 930 full time permanent and temporary employees as of September 30, 2021. This number represents a workforce increase of 8.77 percent in FY21, as compared to FY20. The participation rate of Hispanic females, Asian females, 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 a negative percent change for White females, Blacks, Hispanic females, Asian females, Native Hawaiian/Pacific Islander males and Two or More Races males, while there was no change in the percentage rate of Asian females, American Indian females.

Figure 1. Total Workforce by Race/Ethnicity, Nationality and Gender				
EEO Group	FY20%	FY21%	% Change	NCLF%
White Males	58	58.4	0.4	38
White Females	14	13.5	-0.5	34
Black Males	6.2	5.8	-0.4	5.4
Black Females	8.1	7.8	-0.3	6.1
Hispanic Males	5.14	5.8	0.66	5.17
Hispanic Females	1.3	1	-0.3	4.8
Asian Males	1.6	1.8	0.2	1.8
Asian Females	0.3	0.3	0	1.8
Native Hawaiian or PI Males	0.6	0.4	-0.2	0.1
Native Hawaiian or PI Females	0.2	0.3	0.1	0.1
American Indian or Alaskan Native Males	1.16	1.1	-0.06	0.3
American Indian or Alaskan Native Females	0.1	0.1	0	0.3
Two or More Races Males	2.1	2	-0.1	0.8
Two or More Races Females	1.1	1.2	0.1	0.8
Total Population	100.00%	100.00%		100%

Persons with Disabilities (PWD) and Persons with Targeted Disabilities (PWTD):

The EEOC disability employment goal is to employ 12 percent of the civilian workforce with individuals with disabilities, and 2 percent with individuals with targeted disabilities. As of September 30, 2021, SMDC exceeded this goal with 17.52 percent PWD and the command's representation rate of 3.54 percent also exceeded the EEOC and DOD goal of 2 percent. The percent of PWTDs decreased 0.43 percent in FY21. Of the 163 employees who have identified a disability, 3.54 percent are identified as Persons with Targeted Disabilities (PWTD) as shown in Figure 2. Targeted disabled persons are a subset of those who have a reportable disability. There was a 0.43 percent net change of PWTD's in FY21 as compared to a 3.97 percent net change in FY20.

Figure 2. Total Workforce by Disability						
	FY 20 #	FY20 %	FY21 #	FY21 %	Net Change #	Net Change %
Total #Civilian Employees	835	100	930	100	75	8.77
Disability Not Identified	80	9.36	95	10.21	15	18.75
No Disabilities	619	72.40	672	72.26	53	8.56
Disabilities Identified	156	18.25	163	17.52	7	5.6
Targeted Disabilities	34	3.97	33	3.54	-1	0.43

The data points that stood out was the increase of Hispanic males within the gains and Mission Critical Occupations; Persons with Disabilities and Targeted Disabilities have a participation rate higher than expected. There was a general decrease of females in all race and ethnic categories except for Asian, Native Hawaiian or PI, American Indian or Alaskan Native and Females of Two or More races where the expected participation rate remained the same or a slight increase in the rate of participation.

SMDC's Top Ten Major Occupations/ Mission-critical occupations:

Over 75% of the SMDC workforce (716 or 76.6%) were assigned to the top ten major occupations in FY21. The top ten major occupations in FY21 include: Telecommunications Specialist (391), Miscellaneous Administrative and Program (301), General Engineer (801), Information Technology (2210), Management and Program Analyst (0343), Security Administration (080), Intelligence ((0132), Electrical Engineering (0855), Operations and Research (1515), and Budget Analysts (0560). 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. There is an increase of Hispanic males in 0391 and 2210. 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

American Indian or Alaskan Native Males	1.56	0	0	9.1	9.1	0	0	0	0.8
American Indian or Alaskan Native Females	0	0	0	0	0	0	0	0	0.1
Two or More Races Males	1.6	0	0	0	0	0	0	0	2
Two or More Races Females	2.4		0	0	0	0	0	0	1

Salary/Awards: Because we are unable to access Salary data/tables, we analyzed award data. The Demo and DCIPS Quality Increase is assigned to the employee's overall salary which impacts the total salary rate. When analyzing awards data, discrepancies in the ratio of awards to the percent of race/ethnic/gender groups in the permanent workforce are considered triggers. An analysis of FY21 awards distributed revealed the following: Non-minority and Black group employees received monetary awards equal to or above their permanent workforce percentage. Time off awards were awarded to minority and non-minority equal or above their permanent workforce percentage. We will monitor the Demo and DCIPS Quality Increase to determine if there may be a barrier to equal opportunity for any group.

Figure 6 Awards by: EEO Group Count of Employee Count of Awards	On The Spot Cash Awards (46)	Time Off Awards (91) Hours	Performance Awards (134)	Special Act Service Act Awards (150)	Demo Performance Award (411)
White 669 (592) 71.93%	41 \$16,058.00 89.92%	47 1157 47.26%	105 \$272,429.00 79.77%	106 \$169,705.00 76.65	293 \$618,170.00 72.98%
Black 127 (120)	1 \$500.00 (2.7%)	24 714 (29.16%)	17 \$ 40,268.00 (11.79%)	27 \$32,496.00 (14.06%)	50 \$100,001.00 (11.80%)
Hispanic 64 (58)	(1) \$500.00 (2.7%)	(12) 382 (15.60%)	(3) \$14,152.00 (4.14%)	(10) \$10,950.00 (4.94%)	(31) \$55,102.00 (6.50%)
Asian 20 (19)	(3) \$950.00 (4.99%)	(1) 40 (0.81%)	(2) \$520.00 (0.15%)	(2) \$2,500.00 (1.12%)	(11) \$16,480.00 (1.94%)
NHPI 9 (9)	\$ -	(2) 75 (3.06%)	(1) \$2,260.00 (0.66%)	(3) \$4,250.00 (1.91%)	(3) \$6,209.00 (0.74%)
AIAN 11 (25)	\$ -	(1) 8 (0.32%)	(3) \$3,400.00 (0.99%)	(2) \$500.00 (0.22%)	(19) \$22,592.00 (2.66%)
Two or More 30 (13)	\$ -	(4) 72 (2.94%)	(3) \$8,448.00 (24.73%)	(2) \$1,000.00 (0.45%)	(4) \$28,441.00 (3.35%)
TOTAL 930 (832)	46 \$18,008.00	91 2448	134 \$ 341,477.00	150 \$221,401.00	411 \$846,995.00 (99.97%)

Figure 6 Awards by: Gender Count of Employees	On The Spot Cash Awards 46	Time Off Awards Hours 91	Performance Awards 134	Special Act Service Act Awards 150	Demo Performance Award 411
Males 703 (624)	(39) \$15,078.00 (83.72%)	(52) 1412 (57.67)	(110) \$288,158.00 (84.38%)	(97) \$150,056.00 (67.77%)	(326) \$663,764.00 (78.37%)
Females 227 (208)	(7) 2,930.00 (16.27%)	(39) \$1036.00 (42.32%)	(24) \$ \$53,319.00 (15.61%)	(53) \$ \$71,345.00 (32.22%)	(85) \$183,231.00 (21.63%)
TOTAL 930 (832)	(46) \$18,008.00	(91) 2448	(134) \$341,477.00	(150) \$221,401.00	(411) \$846,995.00

Gains and losses in the total workforce in FY21 reflects a gain in non-minority, Asian and Persons of two or more races above the expected participation rate the other groups external gains were less than the expected rate of growth, although the Hispanic male participation rate exceeds the NCLF. External gains with Males exceeded the NCLF. White males and Black females exceeded the expected number of involuntary separations in FY22 as displayed in Figure 6 below.

Figure 6 External Gains by Race/Ethnicity & Nationality(74)		
EEO Group	External Gains (%)	CLF 2010 (%)
White (58)	78	72.35
Black (7)	9.5	11.79
Hispanic (2)	2.7	9.96
Asian (4)	5.41	3.62
NHPI (0)	0	0.14
AIAN (0)	0	0.64
Two or More (3)	4.1	1.52

Figure 6 External Gains by Gender (74)		
EEO Group	External Gains (%)	CLF 2010 (%)
Males (62)	83.8	51.86
Females (12)	16.2	48.14

Figure 6 Losses by Race/Ethnicity & Nationality				
EEO Group	Voluntary (%)	Involuntary (%)	Total Separations 29	Total SMDC 930 (100%)
White	69.55	83.33	21	2.25
Black	13.04	16.66	4	0.43
Hispanic	4.34	0	1	0.1
Asian	4.34	0	1	0.1
NHPI	4.34	0	1	0.1
AIAN	4.34	0	1	0.1
Two or More	0	0	0	0

Figure 6 Losses by Gender				
EEO Group	Voluntary (%)	Involuntary (%)	Total Separations (29)	Total SMDC 930 (100%)
Males	73.91	83.33	22	2.36
Females	26.08	16.66	7	0.75

Figure 6 Losses by Disability				
	Voluntary (%)	Involuntary (%)	Total Separations (29)	Total SMDC 930 (100%)
Disability	13.04	0	3	17.76
Targeted Disability	0	0	1	0.43

Essential Element A - F:

Form G summary

<u>Form G Element</u>	% 2021	% 2120	% Change
A Demonstrated Commitment From Agency Leadership	93	86	9
B Integration of EEO into the Agency's Strategic Mission	95	67	29
C Management and Program Accountability	86	80	6
D Proactive Prevention of Unlawful Discrimination	86	93	-7
E Efficiency	94	85	9
F Responsiveness and Legal Compliance	100	100	-

Summary of results of self-assessment against MD-715 for each element –

FY20 Deficiencies to FY21 Strengths: During FY20 reporting period, several program deficiencies were identified for corrective action in FY21. The following accomplishments were made during FY21:

- A. Demonstrated Commitment from Agency Leadership –
 - Sr. Leaders participated and served as mentors and presenters at SA BEYA and FAPAC Diversity Award and training conferences to socialize SMDC career opportunities to minorities and women whose participation rate is below that expected.
- B. Integration of EEO into the Agency's Strategic Mission
 - SMDC experienced a gain of nine Hispanic males within the workplace in FY21 in 0391, Telecommunications and 0301 General Administration, and 0560, Budget Analyst; despite the fact that there were no targeted strategic activities related to Hispanic employment.
- C. Management and Program Accountability- Conducted Organizational assessments of subordinate organizations to ensure their policies, practices and procedures as

related to diversity, inclusion, education and awareness are nested within the commander's policies and strategic plan to ensure immediate and appropriate response to allegations of discriminatory and harassing behavior.

- D. Proactive Prevention of Unlawful Discrimination
 - SMDC EEO Office participates in Quarterly Supervisors All Hands and New Employee Orientation and Military Who Supervise Civilian Employees Forum.
 - SMDC EEO Office is incorporated in the SMDC In and Out Processing Checklist.
 - SMDC exceeded the Federal Goal of 2% of the serviced population are Persons with Targeted disabilities and 12% of the Federal workplace identified as Persons with Disabilities.
- E. Efficiency- To improve timeliness, ensure consistency, accountability and tracking of Reasonable Accommodation requests; the SMDC EEO office initiated the SMDC Reasonable Accommodation Committee Chaired by EEO, comprised of Legal Attorney (not associated with labor or LMER agency defense), Command Surgeon, G1(LMER), Chaplain, and Safety.
 - Firewall between Legal review and defense functions
- F. Responsiveness and Legal Compliance
 - Firewall between Anti-Harassment Program and EEO

Deficiencies in FY21:

- A. Demonstrated Commitment from Agency Leadership –
None
- B. Integration of EEO into the Agency's Strategic Mission
 - Due to turnover and lack of qualified staff, the Special Emphasis Program was not stood up.
 - Currently, applicant flow data is limited in scope per OMB direction to USAJOBS
- C. Management and Program Accountability
 - Untimely Reasonable Accommodation processing time 73% timely
 - Identified in FY 20 MD 715 C.4.a and b., HR Director and EEO Director to meet regularly to assess whether personnel programs, policies and procedures conform to EEOC laws. FY21 Action Plan is continued into FY22.
- D. Proactive Prevention of Unlawful Discrimination
 - Grievance Data not made available when requested.
 - SMDC does not conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of persons with disabilities when employees depart the command.
 - Untimely processing of Pre-complaint exceeded the signed 90-day extension for a total of 98 days to process the Pre-complaint.
- E. Efficiency-
 - External applicant flow data is limited in scope per OMB direction to USAJOBS.
- F. Untimely complaint processing with SMDC EEO office with an extension.

Accomplishments:

- Certified four Collateral Duty EEO Counselors to provide collateral duty resources to support the servicing office.
- Hired highly qualified personnel to fill the vacancies within the Command EEO Directorate.
- Converted two WRP students to Permanent employees within SMDC
- The SMDC Technical Center Local Intern Program is a two-year developmental program for recent graduates. Local interns are hired into entry-level positions and provided career development and pay progression in accordance with an individualized intern plan. In FY21, the Tech Center brought in four developmental employees under the TC Lab Demo Local Intern Program, four males comprised of three minority males and one non-minority male. This included two persons who identified as Persons with Disabilities.
- In FY21 The SMDC Technical Center initiated the U.S. Army Space and Missile Defense Command (USASMDC) Technical Center (TC) Historically Black College and University (HBCU) Minority-Serving Institution (MI) Program. This projects initial focus is on diversifying recruitment through increased engagement with HBCUs and MIs for the purposes of Science, Technology, Engineering, and Mathematics (STEM) workforce enhancement within the TC. This year the project evaluated ABET-accredited HBCU and MI engineering schools to identify undergraduate and graduate degree programs and research focus aligned with the Technical Center's core competencies of Directed Energy, Hypersonic, Space and High Altitude, and Test and Evaluation. Recruitment and outreach activities will be planned and executed to increase the diversity of the TC's STEM workforce
- The SMDC Underserved Community Cybersecurity and Engineering Education Development (SUCCEED) program is a joint initiative with HBCUs, other universities, high schools, and non-profit partners throughout Alabama seeking to build a diverse STEM talent pipeline for SMDC, the Army, the Redstone Arsenal Community, and our defense industry partners. SUCCEED's Charter was signed in FY21 and the board members include Alabama A&M, Alabama State University, and Tuskegee University. SUCCEED graduated two minority female interns from the Cyber Force Incubator at UAH in February and brought on one as a contractor with SMDC to begin her internship.
- The SMDC Technical Center recently implemented its Scientific, Technical, Engineering, or Mathematics (STEM) Student Employee Program (SSEP) for students pursuing bachelors or graduate degrees. SSEP provides internships related to the student's academic field of study as well as SMDTC's mission. The SMDC Technical Center is a sponsoring laboratory for the Science, Mathematics, and Research for Transformation (SMART) Scholarship-for-Service Program. SMART provides the opportunity for students pursuing bachelors or graduate degree in STEM disciplines to receive a full scholarship and employment upon degree completion Strategies to strengthen pipelines and improve retention and upward mobility for special emphasis groups.
- Accomplishments reported on Parts H, I, and J.

Complaints processing summary by USAG Redstone Arsenal:

- Two Pre-complaints and One formal complaint filed
- Top bases and issues are Race and Disability
- Four Final Agency Decision (FAD) closures and One Notice of Right to File
- Processing times are reflected below per processing office

USAG Total inventory (462)	Median Informal days	Median Formal days	Formals Beyond 180 days	Formals Accepted or Dismissed	Formals Remanded	ADR offered	ADR conducted
2 Pre 6 Formal	62	539	0	0	2	1	1

Complaints processing summary by SMDC EEO Office:

- USA SMDC EEO office processed one pre-complaint.
- Top bases and issues are Race and Reprisal
- USA SMDC provided six Collateral Duty Counselors nominations and certified four Collateral Duty Counselors to support USAG RSA EEO office.

SMDC Total Inventory (462)	Median Informal Days	Median Formal Days	Formals Beyond 180 days	Formals Accepted or Dismissed	Formals Remanded	ADR Offered	ADR Conducted
1 Pre 1 Formal	98	1083	0	0	0	0	0

Strategy for next FY:

Theme and general plan for next year, include objectives and planned activities to address Parts H, I, and J.

In FY 22, we will utilize Tranche One actions for the APS DEI Annex and Project Inclusion (Specifically: Reconstitute the Army Diversity Council and Develop Plans to expand diverse talent). These efforts are aligned with our Command People First Efforts and Command People Strategy. Additionally, we will be launching a command wide R2DW (Recruit and Retain for a Diverse Workforce) OPT to include emphasis on employing and retaining people with disabilities, Hispanic employment and retention. We will also be

reaching out to our local HENNAC chapter for possible collaborative opportunities.

Conduct a crosswalk of The EEOC Management Directive (MD) 715; The Army People Strategy (APS); The DEI Annex to the Army People Strategy; The Civilian Implementation Plan of the Army People Strategy. Integrate EEO in the Army People Strategy LOE 1 People First Strategy. Provided Key Performance indicators-Monitor DEI Participation-Monitor award submission-Monitor #hires, promotion, training and retention of MCO

715 - PART F

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

I, Jennifer S. Thompson, Director, am the Principal EEO Director/Official for: U.S. Army Space and Missile Defense Command.

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

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

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

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





Date





Signature of Agency Head or Agency Head Designee



Date





715 - PART G

Agency Self-Assessment Checklist





Essential Element A: Demonstrated Commitment From agency Leadership This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.			
 Compliance Indicator		Measure Met? (Yes/No)	Comments
 Measures			
A.1	A.1 - The agency issues an effective, up-to-date EEO policy statement.		A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	Policy Letter signed when take command
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 § 1614.101(a)]	Yes	
 Compliance Indicator		Measure Met? (Yes/No)	Comments
 Measures			
A.2	A.2 - The agency has communicated EEO policies and procedures to all employees.		A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	
A.2.a.2	Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	Yes	
A.2.b	Does the agency prominently post the following information throughout the workplace and on its public website:	Yes	
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 § 1614.102(b)(7)]	Yes	
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 § 1614.102(b)(5)]	Yes	
A.2.b.3	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	https://www.smdc.army.mil/RESOURCES/EO/





A.2.c	Does the agency inform its employees about the following topics:		
A.2.c.1	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	Yes	Annual
A.2.c.2	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	-Annual
A.2.c.3	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	Annual
A.2.c.4	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	Yes	Quarterly
A.2.c.5	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	Yes	Quarterly
 Compliance Indicator  Measures	A.3 - The agency assesses and ensures EEO principles are part of its culture.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
A.3.a	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	Yes	In FY21, Two nominations for Diversity Leadership Awards and One nomination for BEYA
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]	Yes	
Essential Element B: Integration of EEO into the agency's Strategic Mission This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.			
 Compliance Indicator  Measures	B.1 - 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 Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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 §1614.102(b)(4)]	Yes	
B.1.a.1	If the EEO Director does not report to the agency head, does the EEO Director report to the same	N/A	

	agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		
B.1.a.2	Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	Yes	
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 §1614.102(c)(1); MD-715 Instructions, Sec. I]	Yes	
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.	Yes	17 June 2021
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)]	Yes	
 Compliance Indicator  Measures	B.2 - The EEO Director controls all aspects of the EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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 §1614.102(c)]	Yes	
B.2.b	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes	
B.2.c	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes	
B.2.d	Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	N/A	HQ Army EEOCCR is responsible for overseeing the timely issuing of final agency decisions.



B.2.e	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes	
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 §1614.102(c)(2)]	Yes	
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 §§ 1614.102(c)(2) and (c)(3)]	Yes	
 Compliance Indicator  Measures	B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	
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.	Yes	
 Compliance Indicator  Measures	B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
B.4.a	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:		
B.4.a.1	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes	
B.4.a.2	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	
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 § 1614.102(c)(5)]	Yes	



	& 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]		
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.	Yes	
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 §1614.102(c)(2)]	Yes	
B.4.a.6	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	
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.	No	OPM Applicant Flow Data
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 § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	No	Personnel Turbulence in FY21
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), § V.C.1]	Yes	
B.4.a.10	to effectively manage its reasonable accommodation program? [see 29 CFR § 1614.203(d)(4)(ii)]	Yes	
B.4.a.11	to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes	
B.4.b	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes	
B.4.c	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes	
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?	Yes	
B.4.e	Does the agency ensure that all experienced counselors and investigators, including contractors	Yes	





	and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?		
 Compliance Indicator	B.5 - The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
B.5.a	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:		
B.5.a.1	EEO Complaint Process? [see MD-715(II)(B)]	Yes	
B.5.a.2	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes	
B.5.a.3	Anti-Harassment Policy? [see MD-715(II)(B)]	Yes	
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)]	Yes	
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)]	Yes	
 Compliance Indicator	B.6 - The agency involves managers in the implementation of its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
B.6.a	Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	No	Will commence in FY22
B.6.b	Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	Yes	
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]	Yes	
B.6.d	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]	Yes	





<p align="center">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.</p>			
 Compliance Indicator  Measures	C.1 - The agency conducts regular internal audits of its component and field offices.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.1.a	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	
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 §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.	Yes	
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)]	Yes	
 Compliance Indicator  Measures	C.2 - The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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, § V.C.1 (June 18, 1999)]	Yes	
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), § V.C.1]	Yes	
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)]	Yes	
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	Yes	





	Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		
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.]	Yes	
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 <u>Complainant v. Dep't of Veterans Affairs</u> , EEOC Appeal No. 0120123232 (May 21, 2015); <u>Complainant v. Dep't of Defense (Defense Commissary Agency)</u> , EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	Yes	
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)]	Yes	
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)]	Yes	
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)]	Yes	
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)]	Yes	
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)]	Yes	
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)]	Yes	
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.	No	73% Timely, 27% Untimely
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,	Yes	Pending DA Guidance



	guidance, and standards? [see 29 CFR 1614.203(d)(6)]		
C.2.c.1	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR § 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	Yes	Pending DA Guidance
 Compliance Indicator  Measures	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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?	Yes	
C.3.b	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:		
C.3.b.1	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes	
C.3.b.2	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes	
C.3.b.3	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	
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]	Yes	
C.3.b.5	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	
C.3.b.6	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	
C.3.b.7	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	
C.3.b.8	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	
C.3.b.9	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases	Yes	





	from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		
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 §1614.102(c)(2)]	Yes	
C.3.d	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	Yes	
 Compliance Indicator  Measures	C.4 - The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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 §1614.102(a)(2)]	No	This Performance Indicator was identified in FY20; no progress on the Action plan which will be pushed in FY22 for action.
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]	No	Conduct a crosswalk of The EEOC Management Directive (MD) 715; The Army People Strategy (APS); The DEI Annex to the Army People Strategy; The Civilian Implementation Plan of the Army People Strategy. Integrate EEO in the Army People Strategy LOE 1 People First Strategy. Provided Key Performance indicators-Monitor DEI Participation-Monitor award submission-Monitor #hires, promotion, training and retention of MCO
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 §1614.601(a)]	No	Applicant Flow Data, Grievance, exit interview and salary data
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)]	No	The HR office does not collect exit interview data, nor was EEO able to retrieve grievance data.
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 §1614.203(d); MD-715, II(C)]	Yes	
C.4.e.2	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	No	This is addressed in C.4.a




C.4.e.3	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	No	Addressed in C.4a
C.4.e.4	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	No	Addressed in C.4.a
C.4.e.5	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes	
 Compliance Indicator  Measures	C.5 - Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR § 1614.102(a)(6); see also <u>Douglas v. Veterans Administration</u> , 5 MSPR 280 (1981)	Yes	
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	Yes	
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)]	Yes	
 Compliance Indicator  Measures	C.6 - The EEO office advises managers/supervisors on EEO matters.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
C.6.a	Does the EEO office provide management and or/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.	Yes	
C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes	
Essential Element D: Proactive Prevention This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.			





 Compliance Indicator  Measures	D.1 - The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.1.a	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes	
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]	Yes	
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)]	No	Exit interviews are not conducted nor required by this agency
 Compliance Indicator  Measures	D.2 - The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
D.2.a	Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	Yes	
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 §1614.102(a)(3)]	No	
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 §1614.102(a)(3)]	Yes	
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?	No	EEO is unable to access HR grievance data, HR does not conduct exit interviews.




	[see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		
 Compliance Indicator	D.3 - The agency establishes appropriate action plans to remove identified barriers.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
D.3.a.	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	Yes	
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)]	Yes	
D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes	
 Compliance Indicator	D.4 - The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
 Measures			
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.	Yes	
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)]	Yes	
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)]	Yes	
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)]	Yes	
Essential Element E: Efficiency			
This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.			

 Compliance Indicator  Measures	E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	No	98 days for a pre-complaint with a signed extension
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 §1614.105(b)(1)?	Yes	
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	Yes	
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.	Yes	
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 §1614.102(b)(6)?	Yes	
E.1.f	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	
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 §1614.108(g)?	Yes	
E.1.h	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	Yes	
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 §1614.110(a)?	Yes	
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.	N/A	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)]	Yes	

E.1.i	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 § 1614.403(g)]	Yes	
 Compliance Indicator  Measures	E.2 - The agency has a neutral EEO process.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	
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.	Yes	
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)]	Yes	
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)]	Yes	
E.2.e	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)	Yes	
 Compliance Indicator  Measures	E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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 §1614.102(b)(2)]	Yes	
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)]	Yes	

E.3.c	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes	
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)]	Yes	
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)]	Yes	
E.3.f	Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	Yes	
 Compliance Indicator  Measures	E.4 - The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
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)]	Yes	
E.4.a.2	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	
E.4.a.3	Recruitment activities? [see MD-715, II(E)]	Yes	
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)]	No	Not provided in FY21
E.4.a.5	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	
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), § V.C.2]	Yes	
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]	Yes	
 Compliance Indicator	E.5 - The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.

			
Measures			
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.	Yes	
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.	Yes	
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)]	Yes	
Essential Element F: Responsiveness and Legal Compliance This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.			
	F.1 - The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Compliance Indicator			
			
Measures			
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 §1614.102(e); MD-715, II(F)]	Yes	
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)]	Yes	
F.1.c	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes	
F.1.d	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes	
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)]	Yes	
	F.2 - The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Compliance Indicator			

			
Measures			
F.2.a	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	
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 §1614.108(g)]	Yes	
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 §1614.501]	Yes	
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 §1614.403(e)]	Yes	
F.2.a.4	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
	F.3 - The agency reports to EEOC its program efforts and accomplishments.	Measure Met? (Yes/No)	Comments A "No" response to any measure in Part G is a program deficiency requiring a Part H.
Compliance Indicator			
	Measures		
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), §203(a)]	N/A	HQ Army EEOCCR submits to EEOC an accurate and complete No FEAR Act report
F.3.b	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	N/A	Starting FY 2019 commands will timely post on its public webpage its quarterly No FEAR Act data

**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
Lower than expected participation rate of Females of all races except for Black females	

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)

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)

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

Report of Accomplishments

Fiscal Year	Accomplishments

**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 Maj 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		All Women
	Hispanic or Latino Males	x	Hispanic or Latino Females
	White Males	x	White Females
	Black or African American Males		Black or African American Females
	Asian Males	x	Asian Females
	Native Hawaiian or Other Pacific Islander Males	x	Native Hawaiian or Other Pacific Islander Females
	American Indian or Alaska Native Males	x	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	Yes	BOBi, DCPDS Data pulls and MD715 data tables
Complaint Data (Trends)	Yes	Contacts, Pre and Formal complaint filing

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Grievance Data (Trends)	Information not available	
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 meetings with SMDC Teammates, Command Climate Survey
Exit Interview Data	Not conducted	
Focus Groups	Yes	Your Voice Matters Listening Sessions
Interviews		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	GAO and RAND Reports
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
Tracking of outreach participation/efforts within the underserved/represented populations, monitor the number of female applicants for vacancy announcements in MCO's when reviewing the recruitment packet.

Description of Policy, Procedure, or Practice

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)
Review number of female applicants for MCO vacancies	10/01/2021	09/30/2022	Yes		

Responsible Official(s)

Title	Name	Performance Standards Address the Plan? (Yes or No)
EEO Manager	Kimley Pierce	Yes
EEO Director	Jennifer Thompson	Yes
G1-HRO	Gary Quintero	

Planned Activities Toward Completion of Objective

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
01/31/2022	Review of Female Applicants for MCO vacancies		

Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
04/30/2022	Review of targeted Recruitment and Outreach		

Report of Accomplishments

Fiscal Year	Accomplishments

**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)		
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
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

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

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.

FY20 State of the Agency was briefed to the Sr. leaders and staff in June 2021. The numeral goals of PWD and PWTD was discussed as well as emphasizing the use of the WRP program to recruit and retain PWD and PWTD within the SMDC workforce.

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	

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

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	Kimley L. Pierce Equal Employment (EE) Manager kimley.l.pierce.civ@army.mil
Answering questions from the public about hiring authorities that take disability into account			1	Kimley L. Pierce EE Manager
Processing reasonable accommodation requests from applicants and employees			1	Kimley L. Pierce EE Manager
Section 508 Compliance			1	Kimley L. Pierce EE Manager
Architectural Barriers Act (ABA) Compliance	1			Jeffrey S. Harrison, P.E. Chief, Engineering and Construction Division, DCSENG, USASMDC
Special Emphasis Program for PWD and PWTD			1	Kimley L. Pierce EE 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	<input checked="" type="checkbox"/>	No	
The current Disability Program Manager attended the DPM course conducted by EEOC in October 2021.				

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	<input checked="" type="checkbox"/>	No	

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 PWTDD.

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 PWTDDs in securing employment through the WRP 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 PWTDD for positions in the permanent workforce.

Schedule A hiring authorities are used to recruit summer intern positions under the WRP. PWTDDs 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.

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 Information to certify nature of disability endorsed by a vocational rehabilitation or medical provider and then completes the appointment documents in order to make a job offer.

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
No training conducted in FY21; however, the goal is to conduct to training sessions on FY22				

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.

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

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

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

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

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.

In FY 22, we will utilize Tranche One actions for the APS DEI Annex and Project Inclusion (Specifically: Reconstitute the Army Diversity Council and Develop Plans to expand diverse talent). These efforts are aligned with our Command People First Efforts and Command People Strategy. Additionally, we will be launching a command wide R2DW (Recruit and Retain for a Diverse Workforce) OPT to include emphasis on employing and retaining people with disabilities.

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
- EELP

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 2018 MD 715 report, which is due on February 28, 2019.]. This response was previously covered in the accomplishments as the internal applicant flow data for nominees is not available.

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	X
b. Selections (PWTD)	Yes		No	X

C. Awards

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD 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 (PWTD)	Yes		No	X

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB)	Yes		No	X

3. If the agency has other types of employee recognition programs, are PWD and/or PWTB 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 (PWTB)	Yes		No	X

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

2. Does your agency have a trigger involving PWTB 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 (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	Yes		No	X
b. Grade GS-15	i. Qualified Internal Applicants (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	Yes		No	X
c. Grade GS-14	i. Qualified Internal Applicants (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	Yes		No	X
d. Grade GS-13	i. Qualified Internal Applicants (PWTB)	Yes		No	X
	ii. Internal Selections (PWTB)	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

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	X
	ii. Internal Selections (PWTD)	Yes		No	X
b. Managers	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X
c. Supervisors	i. Qualified Internal Applicants (PWTD)	Yes		No	X
	ii. Internal Selections (PWTD)	Yes		No	X

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		No	X
b. New Hires for Managers (PWTD)	Yes		No	X
c. New Hires for Supervisors (PWTD)	Yes		No	X

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	X	No	
The agency converted 2 Schedule A employees to competitive service during FY21.				

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*.

N/A

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.

The EEO Office will conduct Staff Assistance Visits (SAV) with the Command and subordinate units to identify and address accessibility concerns.

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.

The EEO Office received six reasonable accommodation requests for FY21 resulting in 33% of the requests were untimely, exceeding the 30 business day timelines established by 29 C.F.R. Section 1614.203 (d)(3). The average time for processing requests at 42 days.

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 timeliness issues; SMDC EEO Office established a Reasonable Accommodation Committee (RAC) consisting of Legal, G1, Safety, Command Surgeon and EEO to ensure oversight, timely processing and consistency with the process, as well as providing SME guidance and assistance to supervisors when they receive a request for an accommodation. An overview of the RA process was given during Supervisory All Hands training but more detailed training will be given in FY22.

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.

The EEO Office is awaiting further guidance from HQDA on a policy regarding PAS. Due to the current health protection posture, telework is being maximized. There have been no inquiries nor requests for PAS services. Training will occur in FY22

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
--	-----	--	----	---

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
--	-----	--	----	---

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.

N/A

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
--	-----	--	----	---

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
--	-----	--	----	---

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.

N/A

Fiscal Year	Accomplishments
FY21	Due to timeliness issues; SMDC EEO Office established a Reasonable Accommodation Committee (RAC) consisting of Legal, G1, Safety, Command Surgeon and EEO to ensure tracking, timely processing and consistency with the process, as well as providing SME guidance and assistance to supervisors when they receive a request for an accommodation.

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

The EEO Office timely filled two critical vacancies during this FY in order to have highly qualified professionals to manage the Complaint, Reasonable Accommodations, and Special Emphasis/Affirmative Employment initiatives for to be in compliance and build the SMDC Model EEO Program.

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

When EEO participates in a hiring consult; EEO discusses the advantage of expanding applicant pool area of consideration to include People with Disabilities Appointment Authority, and 30% Disabled Veterans Appointing Authority of which are non-competitive hiring process that will reduce the vacancy fill time for qualified applicants. When we reviewed 56 vacancy announcements, we discovered that 46% of the vacancy announcements included Schedule A, People with Disabilities Appointment Authority and 30% Disabled Veterans Appointment Authority in their Area of Consideration.

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.

n/a