

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



***ANNUAL EEO PROGRAM  
STATUS REPORT FISCAL YEAR  
2022***

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**EEOC FORM**  
***U.S. Equal Employment Opportunity Commission***

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**715-01 Part A - D**

For period covering October 1, 2021, to September 30, 2022.				
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>Department of the Army</b>	
	1.a. 2 <sup>nd</sup> level reporting component		U.S. Army Space and Missile Defense Command	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	2. Address		PO Box 1500	
	3. City, State, Zip Code		Redstone Arsenal, AL 35898	
	4. CPDF Code	5. FIPS Code	ARSC	01 089
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			709
	2. Enter total number of temporary employees			5
	3. Enter total number employees paid from non-appropriated funds			0
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>714</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Daniel L. Karbler	
	2. Agency Head Designee		Richard P. DeFatta	
	3. Principal EEO Director/Official Title/series/grade		Jennifer S. Thompson, EEO Specialist, NH-0260-04	
	4. Title VII Affirmative EEO Program Official		Jennifer S. Thompson, EEO Specialist, NH-0260-04	
	5. Section 501 Affirmative Action Program Official		Jennifer S. Thompson, EEO Specialist, NH-0260-04	
	6. Complaint Processing Program Manager		Priscilla W. Williams, EEO Manager, NH-0260-03	
	7. Other Responsible EEO Staff		Kimley L. Pierce, EEO Manager, NH-0260-03Vanessa Cole	
<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)			CPDF and FIPS Codes
	SMDC Center of Excellence (CDID), Huntsville, AL			
	SMDC Technical Center (TC), Huntsville, AL			
	100 <sup>th</sup> MDB, Colorado Springs, CO			

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<b>EEO FORMS and Documents Included With This Report</b>			
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential	
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies		*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	
Summary of EEO Plan action items implemented or accomplished		*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]		*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	n/a
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

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**715-01 Part E**  
**EXECUTIVE SUMMARY**

**Organizational Information:**

U.S. Army Space and Missile Defense Command (USASMDC) is an Army Service Component Command reporting directly to the Chief of Staff of the Army. 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), U.S. Northern Command (Homeland Missile Defense), and U.S. Space Command (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.

USASMDC's major elements and employees are located in the U.S. and overseas as follows: Redstone Arsenal, AL; Fort Carson, CO, Peterson Space Force Base, CO, Fort Mead, MD, Fort Eustis, VA, and Fort Drum, NY. The SMDC Commanding General is dual hatted as Commander, Joint Functional Component Command for Integrated Missile Defense (JFCC IMD) and Senior Commander for U.S. Army Garrison Kwajalein Atoll and Fort Greely Alaska.

SMDC Teammates provide Army space, global missile defense, and high altitude forces and capabilities to the joint force, execute Army Service responsibilities (i.e., organize, train, equip) for space, global missile defense, and high altitude forces and capabilities, promote, develop, and modernize Army space, global missile defense, and high altitude capabilities

EEO services consisting of complaint processing and conflict resolution are provided by United States Army Garrisons (USAG) Redstone Arsenal and Ft. Drum EEO offices. The services are codified within the USAG catalog of services/tenant agreements.

The effectiveness of services delivered is measured quarterly thru the IMCOM Installation Status Report (ISR) Program.

SMDC's serviced population includes 709 Permanent and 5 Temporary employees in various pay plans to include Acquisition Demo, Lab Demo, Defense Civilian Intelligence Personnel System (DCIPS), and General Services (GS) Federal Appropriated Fund (AF) employees.

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**Database Information**

The data for this report reflects the organization as of 30 September 2022. The HR database of record, the Defense Civilian Personnel Data System (DCPDS), was used to obtain the data. It is recognized that the HR database contains anomalies that affect data reporting. The variance didn't appear severe enough to affect the calculations.

Grade designations are the same ones used in DCPDS based on federal guidelines. Senior individuals are defined as those members of the Senior Executive Service or equivalent, such as all pay plans that start with an "E", or "I", pay plan "ST" and some positions in the "AD" category. Data for Pay plan "EX" are excluded.

SMDC uses Business Objects, Business Intelligence (BOBI) to conduct queries. This report covers all civilian employees except local foreign national employees. The National Civilian Labor Force (NCLF) statistics and Federal Information Processing Standards (FIPS) code are used to compare SMDC's workforce to national workforce demographics. This report utilizes the 2014-2018 Census data for additional comparisons since the 2020 Census data is not yet available.

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 employee self-identification submissions. Employee self-identification on race and ethnicity may not coincide with the standard categories prescribed by EEOC, the U.S. Census Bureau, or the Office of Personnel Management (OPM).

Applicant pool dataset is not available, limiting conclusions on data tables. 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 Regional Civilian Labor Force (RCLF) statistics are used for comparisons. Participation rates in SMDC's employment programs for Persons with Disabilities (PWD) is not available.

Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term "under representation". Manifested Imbalances indicate that although women and minorities are present, their representation is below the Civilian Labor Force (CLF). Conspicuous Absences refers to an absence of women and/or minorities.

Because the HR data system has not been retooled to meet MD 715 requirements, and OPM has not issued an authorization for the retooling, many data points in the

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accompanying data tables will not consistently sum to the total SMDC workforce. Because of this exclusion, many of the data tables will not sum to the total SMDC workforce. In addition, many of the tables that capture data on Race National Origin (RNO) groups, because of the variety of pay plans used in SMDC do not fit into the aspects of “GS” or “Wage Grade” equivalents. Therefore, many of those data points were excluded.

**Summary Analysis of SMDC Workforce**

As of 30 September 2022, the U.S. Army SMDC’s total workforce population was 714 appropriated fund employees. This is a net decrease from FY21 of 216 personnel. The loss was primarily due to the transfer of 175 assigned to Satellite Operations Brigade to the Space Force effective 15 August 2022. The participation rate of temporary employees increased from 4 in FY22 to 5. The male participation rate decreased by 24.19% while the female participation rate decreased by 13%. Males decreased by 166, and females by 29. The most significant participation rate declines were in the category of White males (-129), White females (-17), Black males (-15), American Indian or Alaskan Native males (-14), Hispanic males (-10), Asian males (-7) and Asian females (-5).

The gender participation rates within the SMDC Department of the Army Civilian (DAC) workforce were as follows: The male participation rate was at 72.82%, down from 75.46% in FY 21, and the female participation rate was at 27.18%, up from 24.54% in FY 21. The participation rate of females continues to be lower than expected when compared to the 2014-2018 National Civilian Labor Force (NCLF) participation rate of 48.20% a slight increase of 0.06% from the 2010 NCLF of 48.14%. The participation rates for most marginalized groups are similar, or above the NCLF except for Hispanic males and females, White females, Asian males and females and females of Two or more races.

The most populous pay plan for SMDC DACs is the Business Management and Technical Management Professional DOD Acquisition Workforce (NH) which for this purpose includes the General Government Positions under the Defense Civilian Intelligence Personnel System (GG) and General Schedule (GS) workforces.

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*****CONTROLLED UNCLASSIFIED INFORMATION*****																		
Table A1: TOTAL WORKFORCE - Distribution by Race, Ethnicity, and Sex (Participation Rate) (SMDC, FY 2022)																		
Employment Tenure		Total Employees			Hispanic or Latino		RACE/ETHNICITY (Non-Hispanic or Latino)											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaskan Native		Two or more races	
		All	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
CLF (2014-2018)	%	100.00%	51.80%	48.20%	6.80%	6.20%	35.70%	31.80%	5.70%	6.60%	2.20%	2.20%	0.10%	0.10%	0.30%	0.30%	1.00%	1.10%
CLF (2010)	%	100.00%	51.84%	48.16%	5.17%	4.79%	38.33%	34.03%	5.49%	6.53%	1.97%	1.93%	0.07%	0.07%	0.55%	0.53%	0.26%	0.28%
TOTAL WORKFORCE																		
Prior FY	#	909	686	223	53	11	526	126	60	72	20	6	6	2	20	6	1	0
	%	100.00%	75.46%	24.53%	5.83%	1.21%	57.86%	13.86%	6.60%	7.92%	2.20%	0.66%	0.66%	0.22%	2.20%	0.66%	0.11%	0.00%
Current FY	#	714	520	194	43	8	397	109	45	67	13	1	6	1	6	2	10	6
	%	100.00%	72.82%	27.17%	6.02%	1.12%	55.60%	15.26%	6.30%	9.38%	1.82%	0.14%	0.84%	0.14%	0.84%	0.28%	1.40%	0.84%
Difference	#	-195	-166	-29	-10	-3	-129	-17	-15	-5	-7	-5	0	-1	-14	-4	9	6
Ratio Change	%	0.00%	-2.64%	2.64%	0.19%	-0.09%	-2.26%	1.40%	-0.30%	1.46%	-0.38%	-0.52%	0.18%	-0.08%	-1.36%	-0.38%	1.29%	0.84%
Net Change	%	-21.45%	-24.19%	-13.00%	-18.86%	-27.27%	-24.52%	-13.49%	-25.00%	-6.94%	-35.00%	-83.33%	0.00%	-50.00%	-70.00%	-66.66%	900.00%	0.00%
EMPLOYEE GAINS																		
New Hires	#	12	11	1	0	0	9	0	0	0	1	0	0	0	0	0	1	0
	%	100.00%	91.66%	8.33%	0.00%	0.00%	75.00%	0.00%	0.00%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	8.33%	0.00%
EMPLOYEE LOSSES																		
Reduction in Force	#	175	153	22	10	2	120	16	11	0	6	1	0	0	1	0	5	3
	%	100.00%	87.42%	12.57%	5.71%	1.14%	68.57%	9.14%	6.28%	0.00%	3.42%	0.57%	0.00%	0.00%	0.57%	0.00%	2.85%	1.71%
Removal	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	#	9	6	3	1	0	2	2	2	1	1	0	0	0	0	0	0	0
	%	100.00%	66.66%	33.33%	11.11%	0.00%	22.22%	22.22%	22.22%	11.11%	11.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Other Separations	#	12	9	3	1	0	5	2	0	0	0	0	1	1	0	0	2	0
	%	100.00%	75.00%	25.00%	8.33%	0.00%	41.66%	16.66%	0.00%	0.00%	0.00%	0.00%	8.33%	8.33%	0.00%	0.00%	16.66%	0.00%
Total Separations	#	196	168	28	12	2	127	20	13	1	7	1	1	1	1	0	7	3
	%	100.00%	85.71%	14.28%	6.12%	1.02%	64.79%	10.20%	6.63%	0.51%	3.57%	0.51%	0.51%	0.51%	0.51%	0.00%	3.57%	1.53%

Red indicates underrepresentation based on the NCLF

## Summary Analysis of Top Series

SMDC's top five workforce job series include:

Engineers & Scientists (non-construction) has 159 assigned. There are 126 males and 33 females. There are 11 Hispanics, 124 Whites, 17 Blacks, 4 Asians, 2 American Indian/Alaskan Native and 1 Two or more races assigned.

Information Technology Management has a total of 89 assigned, 71 males and 18 females. There are 6 Hispanics, 67 Whites, 10 Blacks, 1 Native Hawaiian, 1 American Indian/Alaskan Native and 4 Two or more races assigned.

Comptroller has a total of 67 assigned, 26 males and 41 females. There are two Hispanics, 29 Whites, 32 Blacks, 1 Asian, one American Indian/Alaskan Native and 2 of Two or more races are assigned.

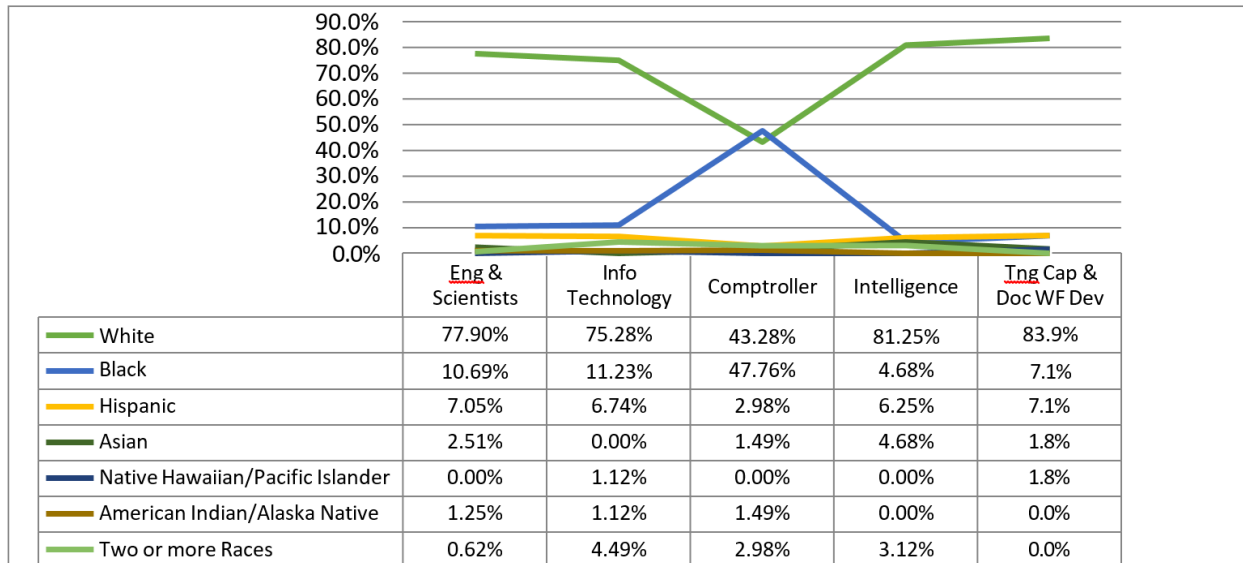
Intelligence has a total of 64 assigned, 51 males and 13 females. There are 4 Hispanics, 52 Whites, 3 Blacks, 3 Asians, and 2 of Two or more races assigned.

Training, Capabilities & Doctrine Warfighting Development had a total of 56 assigned, 51 males and 5 females. There were four Hispanics, 46 Whites, 4 Blacks, 1 Asian, 1 Native Hawaiian/Pacific Islander.



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Source: MD 715 Data Table A12-1: PARTICIPATION IN CAREER PROGRAMS by Race/Ethnicity and Sex

In FY22, the top ten major occupations 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).

### **Summary of Federal Categories (FED9) table by Race/National Origin (RNO)**

EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace. The nine job category titles are: Official and Manager occupations (this category is further broken out into four sub-categories: (1) Executive/Senior-Level, (2) Mid-Level, (3) First-Level and (4) other Professionals, Technicians, Sales, Administrative Support Workers, Craft Workers (skilled), Operatives (non-skilled), Laborers (unskilled) and Service Workers.

SMDC's FED9 job categories include:

- Officials and Manager Occupations in the Federal Sector
- Professionals
- Technicians
- Administrative Support Workers
- Service Workers

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### Average grade by RNO for FED9

The average grade for all racial/ethnic groups is NH3 or GS 12/13 equivalent; however, the Whites have the highest number of NH4 or GS 14/15 equivalent with a participation rate of 91 out of 112.

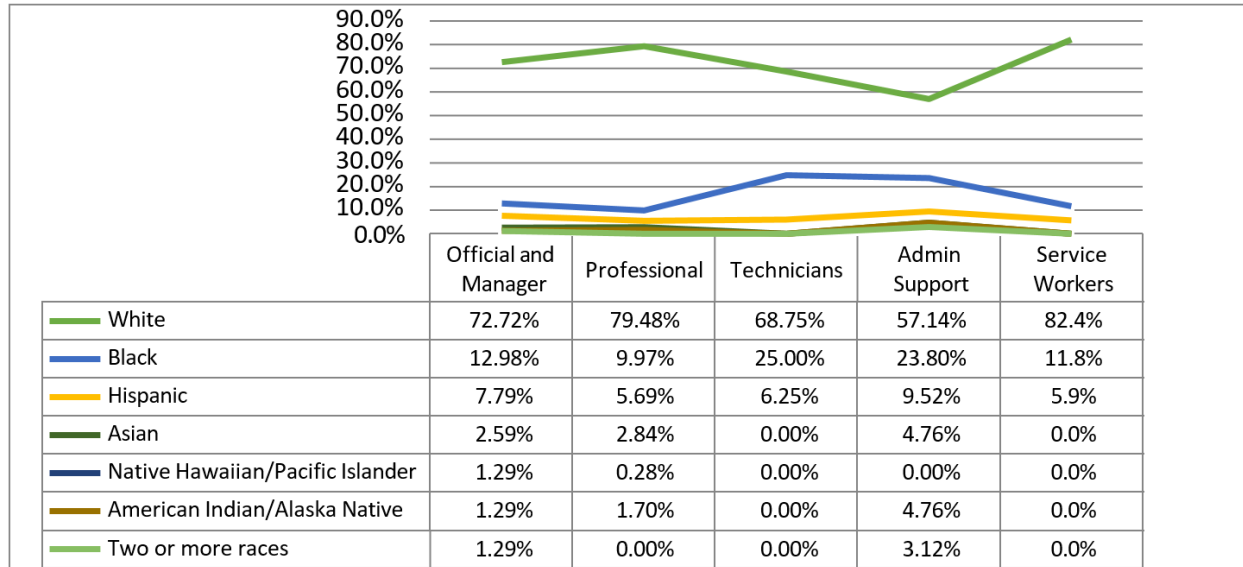


Table A3: OCCUPATIONAL CATEGORIES - Distribution by Race, Ethnicity, and Sex (Participation Rate)

### Disability by RNO Table

In FY22 the overall participation rate of Individuals with a Disabilities (IWD) was at 17.37%, up from FY21 by 0.01%, and exceeded the 12% Federal goal. The participation rate of Individuals with a Targeted Disability (IWTD) was 4.34% up from the previous FY, and it exceeded the Federal goal of 2%. SMDC continues to have a slight annual increase in both categories. Efforts are on-going to increase the SMDC participation rates of IWD by self-identification of disabilities.

****CONTROLLED UNCLASSIFIED INFORMATION****																	
Table B1-1: TOTAL WORKFORCE - Distribution by Disability Status (Participation Rate) (SMDC, FY 2022)																	
		Total by Disability Status				Detail for Targeted Disabilities											
		No Disability (05)	Not Identified (01)	Disability (02-03, 06-99)	Persons With Targeted Disability	Developmental Disability (02)	Traumatic Brain Injury (03)	Deaf or Serious Difficulty Hearing (19)	Blind or Serious Difficulty Seeing (20)	Missing Extremities (31)	Significant Mobility Impairment (40)	Partial or Complete Paralysis (60)	Epilepsy or Other Seizure Disorders (82)	Intellectual Disability (90)	Significant Psychiatric Disorder (91)	Dwarfism (92)	Significant Disfigurement (93)
Employment Tenure by Sub-Component	Total																
	TOTAL WORKFORCE																
Prior FY	#	909	659	92	158	34	1	4	10	3	0	3	0	2	1	10	0
	%	100.00%	72.50%	10.12%	17.38%	3.74%	2.94%	11.76%	29.41%	8.82%	0.00%	8.82%	0.00%	5.88%	2.94%	29.41%	0.00%
Current FY	#	714	514	76	124	31	3	3	7	2	0	3	1	2	1	9	0
	%	100.00%	71.99%	10.64%	17.37%	4.34%	9.68%	9.68%	22.58%	6.45%	0.00%	9.68%	3.23%	6.45%	3.23%	29.03%	0.00%
501 Goal					12.00%	2.00%											
Difference	#	-195	-145	-16	-34	-3	2	-1	-3	-1	0	0	1	0	0	-1	0
Ratio Change	%	0.00%	-0.51%	0.52%	-0.01%	0.60%	6.74%	-2.09%	-6.83%	-2.37%	0.00%	0.85%	3.23%	0.57%	0.28%	-0.38%	0.00%
Net Change	%	-21.45%	-22.00%	-17.39%	-21.52%	-8.82%	200.00%	-25.00%	-30.00%	-33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	-10.00%	0.00%

In FY22, the SMDC CG signed and distributed a memorandum to SMDC teammates requesting them to voluntarily update their disability status in MyBiz. In addition, the Army places a disability update notice printed on each civilian employee's leave and earning statement. The SMDC EEO officer provided workforce analysis and demographics to each director and Center chief with the comparative data of the 296 10% to 30% VA compensable veterans; 210 of the 10 to 30% VA compensable veterans

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did not claim a disability, or stated they do not wish to disclose their disability. This large percentage of a population that is not being accurately reported impacts funding to support PWD and PWTD programs to include reasonable accommodations, personal assistance, and other opportunities to ensure that all of our Teammates can enjoy the benefits of working for SMDC. Further action plans are in Part J of this report.

### Summary Analysis of Awards

EEO Group	On The Spot Cash Awards (OTS)	Time Off Awards (TOA)	Performance Awards	Special Act or Service Awards (SASA)	Demo Performance Award	DCIPS Awards	Other Cash Awards	Total
White	13	54	115	127	282	4	2	597
Black	5	20	22	21	49	1	0	118
Hispanic	1	2	1	5	7	0	0	16
Asian	1	2	0	4	10	0	0	17
NHPI	0	2	2	1	3	0	0	8
AIAN	0	0	0	0	9	0	0	9
Two or more races	1	6	13	11	38	1	2	72
<b>Total</b>	<b>21</b>	<b>86</b>	<b>153</b>	<b>169</b>	<b>398</b>	<b>6</b>	<b>4</b>	<b>837</b>

Gender	On The Spot Cash Awards (OTS)	Time Off Awards (TOA)	Performance Awards	Special Act or Service Awards (SASA)	Demo Performance Award	DCIPS Award	Other Cash Awards	Total
Males	11	62	125	116	310	3	3	630
Females	10	24	28	53	88	3	1	207
<b>Total</b>	<b>21</b>	<b>86</b>	<b>153</b>	<b>169</b>	<b>398</b>	<b>6</b>	<b>4</b>	<b>837</b>

Source of Data: BOBI/DCPDS

A total of 837 monetary awards were distributed to a population of 714 SMDC-assigned employees.

### On the Spot (OTS) Cash Awards

There were 21 OTS Cash awards distributed in FY22. The average award was \$436.00, Whites received 13 (61.90%) awards averaging 462.00 per award, Blacks received 5 (23.81%) OTS Cash Awards averaging \$460.00 per award; Hispanics received 1 (4.76%) OTS Cash Award at \$300.00. Asians received 1 (4.76%) OTS Cash Award in the amount of \$250.00, and Two or more races received 1 (4.76%) OTS cash award of \$500.00.

Males received 11 (52.38%) OTS Cash Awards averaging \$436.00 and females received 10 (47.62%) OTS Cash Award averaging \$455.00 per award.

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**Time Off Awards (TOA)**

There were 86 TOAs distributed with an average of 29 hours per award. Whites received 54 (62.79%) TOAs averaging 28 hours per award. Blacks received 20 (23.25%) averaging 28 hours per award. Hispanics received 2 (2.33%) TOAs averaging 24 hours per award. Asians received 2 (2.33%) TOAs averaging 40 hours per award. Native Hawaiian/Pacific Islanders received 2 (2.33%) TOAs averaging 30 hours per award. Two or more races received 6 (6.98%) TOAs averaging 33 hours per award.

Males received 62 (73.25%) TOAs averaging 29 hours per award. Females were awarded 24 (27.96%) of the TOAs with an average of 28 hours per award.

**Performance Awards**

There were 153 performance awards distributed. The average award amount was \$2,607.00 per award. Whites received 115 (75.16%) performance awards averaging \$2,708.00, Blacks received 22 (14.37%) performance awards averaging \$2,198.00 per award. Hispanics received 1 (0.64%) performance award that summed \$1,900.00. Native Hawaiian/Pacific Islanders received 2 (1.31%) performance awards averaging \$2,223.00. American Indian/Alaskan Natives received 4 (2.61%) performance awards averaging \$2,248. Two or more races received 13 (8.50%) performance awards averaging \$2,521.00 per award.

Males received 125 (81.70%) performance awards averaging \$2,655.00. Females received 28 (18.30%) performance awards averaging \$2,312.00 per award.

**Special Act or Service Awards (SASA)**

SMDC awarded \$278,070 in SASAs to 169 teammates averaging \$1,647.00 per award. Whites received 127 (75.15%) SASAs averaging \$1,753.00 per award. Blacks received 21 (12.43%) SASAs averaging \$1,269.00 per award. Hispanics received 5 (2.96%) SASAs averaging \$1,645.00 per award. Asians received 4 (2.37%) SASAs averaging \$1,163.00 per award. Native Hawaiian/Pacific islanders received 1 (0.59%) SASA and received \$350.00 per award, Two or more races received 11 (6.51%) SASAs averaging \$1,409.00 per award.

Males received 116 (68.63%) SASAs averaging \$1,684.00 per award, and females received 53 (31.36%) SASAs averaging \$1,562.00 per award.

**Demo Performance Awards**

There were 398 Demo performance awards, down from 411 in FY21. The FY22 distribution averaged \$2,162.00 per award. Whites received 282 (70.85%) Demo performance awards averaging \$2,197.00 per award. Blacks received 49 (12.31%) Demo performance awards averaging \$2,074.00 per award. Hispanics received 7 (1.76%) Demo performance awards averaging \$2,434.00. Asians received 10 (2.51%) Demo performance award averaging \$1,835.00. Native Hawaiian/Pacific Islanders received 3 (0.75%) Demo performance awards averaging \$1,922.00 per award. American Indian/Alaskan Native received 9 (2.26%) Demo performance award

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averaging \$2,276.00 per award. Two or more races received 38 (9.55%) Demo performance awards averaging \$1,992.00 per award.

Males received 310 (77.89%) Demo performance awards averaging \$2,233.00 per award. Females received 88 (22.11%) Demo performance awards averaging \$2,277.56 per award.

### **DCIPS Awards**

In FY22 other monetary awards included 5 DCIPS Performance Awards presented to 4 Whites (2 males and 2 females) averaging \$3,690.00, and 1 Two or more races male for \$2,242.00. One black female received a DCIPS Quality Step Increase (QSI).

### **Other Cash Awards**

1 White female and 1 Two or more races male received QSIs. 1 Cash Suggestion award was presented to 1 Two or more races male and 1 Invention Award was presented to 1 White male.

### **Model Program Summary**

#### **Essential Element A: Demonstrated Commitment from Leadership**

##### **Strengths**

- U.S. Army Space and Missile Defense Command (SMDC) continues to support BEYA with Army Senior Leader attendance. Two members of the SES served as mentors for the Stars and Stripes Mentoring Program.
- SMDC increased award nominations from four nominations to nine, which resulted in five award recipients; one BEYA, two Achievements of Persons with Disabilities, one recipient of the Woman of Color and one recipient of the Federal Employed Women.
- 2022 OPM FEVS included a new Diversity, Equity, Inclusion and Accessibility (DEIA) Index, which shows an overall 80% percent of SMDC's respondents report positive perceptions of agency practices related to DEIA. Specifically, the subcategories reported the following: Diversity: 82%; Equity: 74%; Inclusion: 83%; Accessibility: 80%
- 100% of all assigned employees (714) completed their on-line No Fear Training.

##### **Deficiencies**

- None

#### **Essential Element B: Integration of EEO into The Agency's Strategic Mission**

##### **Strengths**

- Participation rate of Individuals with Disabilities reached 17.37%, exceeding the Federal goal of 12%. The participation rate of individuals with a Targeted

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Disability reached 4.34%, which exceeds the Federal goal of 2%.

- SMDC's commitment to diversification to our STEM-heavy workforce reflects positively with the FEVS Diversity score of 82%.

#### Deficiencies

- Due to the lack of resources and data (i.e. applicant flow data) as prescribed by the EEOC, SMDC is unable to perform a through barrier analysis of its workforce.
- Due to lack of policy implementation at the Army level, SMDC is unable to effectively manage the anti-harassment program IAW the EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999). In 2021, the Anti-Harassment/Harassment Response and Prevention Policy and Guidance was relocated under the DASA-CP. The DASA-EI retains the responsibility to report the number of Harassment claims annually in the MD 715 report. There has been no guidance from DASA-CP to implement the Anti-Harassment Program outside of the EEO office.

#### Essential Element C: Management and Program Accountability

#### Strengths

- SMDC maintains a strong relationship with Historically Black Colleges and Universities (HBCUs) and Minority Served Institutions (MSI) for research projects and recruitment. SMDC received two participants from the 2022 DoD HBCU/MSI Summer Research Program. The program ran from 31 May to 12 Aug 2022 with the students working on-site on an unclassified research project.
- SMDC EEO office participates in the command inspection program; conducted three staff assistance visits (SAVs) and three inspections to ensure organization is in compliance IAW EEOC MD-715, directives/regulations and identification of EEO program deficiencies.
- SMDC Small Business Programs (OSBP) is committed to supporting small business, and SMDC made contract awards to small businesses, listed below by socio-economic category for Fiscal Year 2022:
  - Small Disadvantaged Business (SDB) total: \$42.1 million dollars.
  - Service-Disabled Veteran-Owned Small Business (SDVOSB) total: \$4.1 million dollars.
  - Women-Owned Small Business (WOSB) total: \$26.9 million dollars. Of the total WOSB, the Economically-Disadvantaged Women-Owned Small Business (EDWOSB) total is \$57.5 thousand dollars.
  - Historically Underutilized Business Zones (HUBZone) total: \$3.1 million dollars. Data for this submission was accumulated from the System for Award Management Database, (SAM.gov) and the Federal Procurement Data System-Next Generation (FPDS-NG).
- SMDC reflects an 80% FEVS Accessibility score, well-above the Army average of 68%. This is a reflection of employee confidence of knowing there is a process to address their accessibility needs and their supervisors will engage to

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accommodate them.

**Deficiencies**

- The Army Anti-Harassment Program has not been implemented. There are no measures in place to track and monitor allegations of harassment outside of the EEO process. SMDC attempts to follow AR 690-12, Appendix C to address allegations of harassment; however, there is no database available to track and monitor the timeliness, or completion of harassment complaints.
- Reasonable accommodations are not completed in a timely manner (Standard: 30 work days from the date of the request). This typically occurs when the requestor does not provide medical documentation to support the request, and there is a lack of follow up action for failure to provide medical documentation.
- In FY22, SMDC received 12 Requests for Accommodations: 5 or 42% were adjudicated within 30 work days; 7 or 58% were untimely. Average days: 109; Median Days: 39

**Essential Element D: Proactive Prevention of Unlawful Discrimination**

**Strengths**

- Use of Special studies and surveys to provide an assessment of the command climate and recommend courses of action to leaders to identify, prevent or eliminate disruptive behaviors and counter-productive leadership challenges. EEO, Military Equal Opportunity (MEO), Sexual Harassment Response Program Manager (SHARP), Chaplain, Safety professionals met regularly to review various surveys and studies in order to advise the commander of trends and provide recommendations to proactively address harmful behaviors and counter-productive leadership. The surveys and studies used in FY22 are as follows: FEVS, Command Climate Surveys, RAND Corporation Research Report on Sexual Harassment and Gender Discrimination in the Active Component Army, the GAO Report to Congressional Committees February 2021, Sexual Harassment and Assault, and SMDC Exit Surveys.
- 100% No Fear Training completed.
- SMDC conducts exit interviews or surveys that include EEO to ask questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals.
- SMDC EEO office provided Affirmative Employment Plans tailored to address the identified barriers of untimely reasonable accommodation adjudication, proper identification of persons with disabilities, and to identify their workplace demographics with affirmative plans to diversify the workforce.
- The command achieved an Inclusion score of 83% on the FEVS.

**Deficiencies**

- Lack of access to external and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status prevents reporting and a

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through barrier analysis.

**Essential Element E: Efficiency**

**Strengths**

- There is a clear separation between its EEO complaint and disability program and its defensive function.
- SMDC provided two collateral duty EEO Counselor support to the USAG processing EEO office.
- SMDC encourages all employees to use Alternate Dispute Resolution (ADR) or mediation where ADR is appropriate, as well as ensuring a management official with settlement authority is accessible during the dispute resolution process.

**Deficiencies**

- SMDC requires further guidance from DASA-CP to fully implement the Army Anti-Harassment Program in accordance with DOD EEOC policy. This is an Army-wide issue.

**Essential Element F: Responsiveness And Legal Compliance**

**Strengths**

- SMDC EEO office has a system of management controls to ensure the timely, accurate, and complete compliance with resolutions and settlement agreements.

**Deficiencies**

- None

**Disabled Veterans Affirmative Action Plan**

The U.S. Army Space and Missile Defense Command's (USASMDC) Campaign Plan Line of Effort 1 is focused on acquiring, developing, employing and retaining diverse talent that includes qualified disabled veterans by seeking opportunities to collaborate with our coordinating partners as well as utilizing the available hiring authorities.

USASMDC ensures veterans' preference is applicable in employment hiring actions for disabled veterans as established by the Veterans Employment Opportunities Act (VEOA) of 1998 as amended by Section 511 of the Veterans Millennium Health Care Act (Pub. Law 106-117) of 30 November 1999, the Jobs for Veterans Act of 2002 (Public Law 107-288), the National Defense Authorization Act for FY 2006 (Public Law 109-163), and the Presidential Executive Order, Employment of Veterans in the Federal Government, 9 November 2009.

USASMDC continues to actively seek opportunities to acquire, develop, employ and retain disabled veterans, with an emphasis on those who are 30 percent or more disabled. In FY22, as of 31 August 2022, the USASMDC total workforce consisted of



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714 permanent and temporary employees. Due to the transfer of SATOPS Brigade from USASMDC to Space Force Command in August 2022, this number represents a workforce decrease of 19.7% (175) in FY22 as compared to FY21. Veterans represented 65.8% (470) of the command's civilian workforce which was a decrease of 7.5% from FY21. Disabled Veterans comprise 49.3% (352) of the civilian workforce, representing an 8.1% decrease compared to FY21. Within the disabled veteran population, 30% or more disabled Veterans represented 31.5% (225) of this group, which was a decrease of 2.9% compared to FY21.

In FY22 the EEO office conducted an audit of SMDC vacancy announcement to assess the use of hiring paths to attract Persons with Disabilities. We reviewed a sampling of 377 vacancy announcements to count the number of Persons with Disabilities, Schedule A, and Veterans with 30% or Greater hiring paths. Out of the 377 Vacancy announcements reviewed, 109 contained Persons with Disabilities as a hiring path, 132 contained Veterans with 30% or more and 86 contained Schedule A as an eligibility criteria or "Who can apply".

The SMDC EEO office distributed a memorandum signed by the Commanding General to the workforce requesting voluntary update of their disability status in MyBiz. SMDC EEO officer provided workforce analysis and demographics to each director and Center chief reflecting their VA compensable veterans against the number who have revealed a disability. SMDC exceeds the DoD Standard of 12% (SMDC 17.53%) of Persons with Disabilities (PWD) and 2% (SMDC 3.55%) of Persons with Targeted Disabilities (PWTD). However, 71% of the known disabled veterans in the command do not report their disability on their Civilian Record Brief. This reluctance to report reduces the funding SMDC receives to provide reasonable accommodations and other forms of disability support. This impacts funding to support PWD and PWTD programs to include Reasonable Accommodations and other opportunities which serve to enhance the enjoyment of all of the benefits of working for SMDC.

**Persons with Disabilities Accommodations provided:**

<b>Type of Accommodation</b>	<b># of Accommodations Requested</b>	<b># Granted</b>	<b>Value (\$) of the Accommodations*</b>
Telework and office equipment	8	5	\$627.99 office equipment
Religious/Testing (COVID-19)	1	Voluntary withdrawal	\$0
COVID Vaccination (Abeyance)	5	Voluntary withdrawal	\$0

\* from invoices or other documents Form G summary

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<b>Form G Element</b>	<b>Number of Deficiencies this Year</b>	<b>Number of Deficiencies last Year</b>	<b>Number Increase/ Decrease</b>	<b>Percent of Net Change</b>
A	0	1	-1	100%
B	2	2	0	0%
C	4	4	0	0%
D	0	2	-2	100%
E	2	2	0	0%
F	0	0	0	0%

**Complaints processing summary (processed by USAG):**

None in FY22

**Complaints processing summary (processed by SMDC EEO Office):**

Three complaints (1 formal and 2 pre-complaints) were processed by the Army and one formal complaint filed against the Army by the Air Force. The formal complaint filed in FY22 closed with a Negotiated Settlement Agreement (NSA). One formal complaint initiated in FY22 by an Air Force (AF) employee against the Army was still processing at the end of FY22.

The average processing time for the two pre-complaints was 63.5 days. Both pre-complaints signed an extension request to extend the pre-complaint timeline from 30 to 90 days. The top basis included race Asian (1), Black/African American (1), and sex (2). The top issues were harassment (non-sexual) and harassment/hostile work environment.

Closure types: One Final Agency Decision (FAD) closure in FY22. The contact date 13 September 2018, and closure date 5 August 2022 which totaled 1422 days, two pre-complaint closures with issued Notice of Right to File (NRTF).

Demographics of complainants: 1) Asian Male no disability, 2) White Female, no disability, 3) White Female, no disability 4) Joint Air Force/Army Complaint, Black Female no disability, average grade NH-03/4, GS-12/13 and 14/15 equivalent.

<b>Total Inventory</b>	<b>Median Informal Days</b>	<b>Median Formal Days</b>	<b>Number of Formals Beyond 180 Days</b>	<b>Number of Formals Accepted or Dismissed</b>	<b>Number of Formals Remanded</b>	<b>Number of ADR Offered</b>	<b>Number of ADR Conducted</b>
1 Formal	63.5 days	884	0	1	1	1	0
2 Pre							

**Days between formal filed and date ROI issued:**

One formal complaint was filed with a processing time of 152 days.

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**Theme and general plan for next year**

The command's strategy for FY23 is to ensure continued engagement to integrate EEO into the command's strategic mission through increased efforts to raise awareness and educate managers/supervisors on EEO laws/regulations/policies and directives. Seven initiatives were identified for continued progress in maintaining a Model EEO Program:

- Implement the EEO Communications Plan. This plan is aligned with essential elements of a Model EEO Program. It addresses barrier elimination as identified in the EEO Program Status Report.
- Continue to socialize recognition opportunities to highlight the great accomplishments of the SMDC team.
- Increase management emphasis in the WRP for students with disabilities and work with management to develop strategies to convert high performing students to permanent employment.
- Coordinate with the G1 to develop a process for command outreach visits to colleges, universities, high schools and special emphasis conferences. Focus will be on recruiting against the command identified deficiencies of Hispanics, Asians, and females of all races to improve SMDC's workforce participation rates and the command's overall diversity profile.
- Coordinate with the G1 Workforce Development team to implement recommendations and suggestions as they pertain to the DEIA sections of the FEVS.
- Managers/supervisors will be trained on the advantages of using the Workforce Recruitment Program (WRP), Schedule A, and other hiring authorities/or appointments available to hire PWTDS.
- Continue to implement and grow the SUCCEED program.
- Ensure EEO aligns with the Secretary of the Army (SECARMY) objectives: (4) Build positive command climate at scale across all Army formations; (5) Reduce harmful behaviors in the Army; and (6) strategically adapt the way we recruit and retain talent I into the Army to sustain the all-volunteer force.

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**715-01 Part F**

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

I, Jennifer S. Thompson, Director of the Equal Employment Opportunity Directorate, am the Principal EEO Director/Official for the 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.

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

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Date

---

Signature of Agency Head or Agency Head Designee

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Date

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**715-02 PART G**  
**AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

<b>Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP</b> <b>Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.</b>				
Compliance Indicator	The agency issues an effective, up-to-date EEO policy statement.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
Measures		Yes	No	
The Agency Head was installed on 12/6/2019. The EEO policy statement was issued on 20 Jan 20. <b>A.1.a</b> Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X		Policy is issued at change of command and stands throughout the tenure
<b>A.1.b</b> Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR Â§ 1614.101(a)]		X		
<b>C o m p l i a n c e I n d i c a t o r</b>	The agency has communicated EEO policies and procedures to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report
<b>M e a s u r e s</b>		Yes	No	
<b>A.2.a</b> Does the agency disseminate the following policies and procedures to all employees:				
<b>A.2.a.1</b> Anti-harassment policy? [see MD 715, II(A)]		X		
<b>A.2.a.2</b> Reasonable accommodation procedures? [see 29 C.F.R Â§ 1614.203(d)(3)]		X		
<b>A.2.b</b> Does the agency prominently post the following information throughout the workplace and on its public website:				
<b>A.2.b.1</b> The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R Â§ 1614.102(b)(7)]		X		
<b>A.2.b.2</b> Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R Â§ 1614.102(b)(5)]		X		
<b>A.2.b.3</b> Reasonable accommodation procedures? [see 29 C.F.R. Â§ 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.		X		<a href="https://cmdnet.smdc.army.mil/staff/SS/EEO/SitePages/Home.aspx">https://cmdnet.smdc.army.mil/staff/SS/EEO/SitePages/Home.aspx</a>
<b>A.2.c</b> Does the agency inform its employees about the following topics:				
<b>A.2.c.1</b> EEO complaint process? [see 29 CFR Â§Â§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.		X		New Employee In-Processing; No FEAR Training; Supervisors All Hands

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<b>A.2.c.2</b> ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.		X		New Employee In-Processing; No FEAR Training; Supervisors All Hands
<b>A.2.c.3</b> Reasonable accommodation program? [see 29 CFR Â§ 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.		X		New Employee In-Processing; No FEAR Training; Supervisors All Hands
<b>A.2.c.4</b> Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.1] If "yes", please provide how often.		X		New Employee In-Processing; No FEAR Training; Supervisors All Hands
<b>A.2.c.5</b> Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR Â§ 2635.101(b)] If "yes", please provide how often.		X		New Employee In-Processing; No FEAR Training; Supervisors All Hands
<b>C o m p l i a n c e Indicator</b>	<b>The agency assesses and ensures EEO principles are part of its culture.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>M e a s u r e s</b>		Yes	No	
<b>A.3.a</b> Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR Â§ 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.		X		Managers recognize employees who demonstrate superior accomplishments by nominating them for nationally recognized diversity and affinity awards.
<b>A.3.b</b> Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X		
<p align="center"><b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b>  <b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b></p>				
<b>C o m p l i a n c e Indicator</b>	<b>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.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>M e a s u r e s</b>		Yes	No	
<b>B.1.a</b> Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR Â§1614.102(b)(4)]		X		
<b>B.1.a.1</b> If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X		N/A
<b>B.1.a.2</b> Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR Â§1614.102(b)(4)]		X		
<b>B.1.b</b> Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR Â§1614.102(c)(1); MD-715 Instructions, Sec. I]		X		

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<b>B.1.c</b> During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I)] If "yes", please provide the date of the briefing in the comments column.		X		27 January 2022
<b>B.1.d</b> Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X		
<b>Compliance Indicator</b>	<b>Compl_Indic_Desc</b> EssElementIDThe EEO Director controls all aspects of the EEO program.	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
<b>B.2.a</b> Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR Â§1614.102(c)]		X		
<b>B.2.b</b> Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR Â§1614.102(c)(4)]		X		
<b>B.2.c</b> Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR Â§1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]		X		
<b>B.2.d</b> Is the EEO Director responsible for overseeing the timely issuing final agency decisions? [see 29 CFR Â§1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]			X	EEOCR Function, oldest complaint was initiated 18OCT
<b>B.2.e</b> Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR Â§Â§ 1614.102(e); 1614.502]		X		
<b>B.2.f</b> Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR Â§1614.102(c)(2)]		X		
<b>B.2.g</b> If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR Â§Â§ 1614.102(c)(2) and (c)(3)]		X		
<b>Compliance Indicator</b>	<b>The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
<b>B.3.a</b> Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]		X		

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<b>B.3.b</b> Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.		X		
<b>Compliance Indicator</b>	<b>The agency has sufficient budget and staffing to support the success of its EEO program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>B.4.a</b> Pursuant to 29 CFR Â§1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
<b>B.4.a.1</b> To conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]		X		
<b>B.4.a.2</b> To enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]			X	Lack of Applicant Flow Data prevents a through barrier analysis
<b>B.4.a.3</b> To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR Â§ 1614.102(c)(5) & 1614.105(b) - (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]		X		
<b>B.4.a.4</b> To provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.		X		
<b>B.4.a.5</b> To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR Â§1614.102(c)(2)]		X		
<b>B.4.a.6</b> To publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]		X		
<b>B.4.a.7</b> To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.		X		
<b>B.4.a.8</b> To effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC Â§ 7201; 38 USC Â§ 4214; 5 CFR Â§ 720.204; 5 CFR Â§ 213.3102(t) and (u); 5 CFR Â§ 315.709]		X		



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<b>B.4.a.9</b> To effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.1]		X	IAW EEOC guidance, in 2021, the Anti-Harassment/Harassment Response and Prevention Policy and Guidance was relocated under the DASA-CP. The DASA – EI retains the responsibility to report the number of Harassment claims annually in the MD 715 report. Pending guidance from DASA-CP, no Anti-Harassment Program outside of the EEO process is established IAW EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors
<b>B.4.a.10</b> To effectively manage its reasonable accommodation program? [see 29 CFR Â§ 1614.203(d)(4)(ii)]	X		
<b>B.4.a.11</b> To ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X		
<b>B.4.b</b> Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR Â§ 1614.102(a)(1)]	X		
<b>B.4.c</b> Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X		
<b>B.4.d</b> Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	X		USAG Redstone certified three SMDC employees to serve as Collateral Duty Counselors this FY
<b>B.4.e</b> Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X		
<div> <div> <div>Compliance Indicator</div> <div>Measures</div> </div> <div> <div>C o</div> </div> </div>	<b>The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.</b>		<div> <div>Measure has been met</div> <div> <div>Yes</div> <div>No</div> </div> </div> <div>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</div>
<b>B.5.a</b> Pursuant to 29 CFR Â§ 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
<b>B.5.a.1</b> EEO Complaint Process? [see MD-715(II)(B)]	X		
<b>B.5.a.2</b> Reasonable Accommodation Procedures? [see 29 C.F.R. Â§ 1614.102(d)(3)]	X		
<b>B.5.a.3</b> Anti-Harassment Policy? [see MD-715(II)(B)]	X		
<b>B.5.a.4</b> Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X		
<b>B.5.a.5</b> ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X		

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<b>C o m p l i a n c e I n d i c a t o r</b>	<b>The agency involves managers in the implementation of its EEO program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>M e a s u r e s</b>		<b>Yes</b>	<b>No</b>	
<b>B.6.a</b> Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]		X		
<b>B.6.b</b> Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]		X		
<b>B.6.c</b> When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]		X		
<b>B.6.d</b> Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR Â§ 1614.102(a)(5)]		X		
<b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b> <b>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.</b>				
<b>C o m p l i a n c e I n d i c a t o r</b>	<b>The agency conducts regular internal audits of its component and field offices.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>M e a s u r e s</b>		<b>Yes</b>	<b>No</b>	
<b>C.1.a</b> Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR Â§1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		
<b>C.1.b</b> Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR Â§1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.		X		
<b>C.1.c</b> Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]		X		
<b>C o m p l i a n c e I n d i c a t o r</b>	<b>The agency has established procedures to prevent all forms of EEO discrimination.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>M e a s u r e s</b>		<b>Yes</b>	<b>No</b>	
<b>C.2.a</b> Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, Â§ V.C.1 (June 18, 1999)]		X		
<b>C.2.a.1</b> Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.1]		X		

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<b>C.2.a.2</b> Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X	IAW EEOC guidance, in 2021, the Anti-Harassment/Harassment Response and Prevention Policy and Guidance was relocated under the DASA-CP. The DASA – EI retains the responsibility to report the number of Harassment claims annually in the MD 715 report. Pending guidance from DASA-CP, no Anti-Harassment Program outside of the EEO process is established IAW EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors
<b>C.2.a.3</b> Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, Â§ V.C.1 (June 18, 1999)]		X	IAW EEOC guidance, in 2021, the Anti-Harassment/Harassment Response and Prevention Policy and Guidance was relocated under the DASA-CP. The DASA – EI retains the responsibility to report the number of Harassment claims annually in the MD 715 report. Pending guidance from DASA-CP, no Anti-Harassment Program outside of the EEO process is established IAW EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors
<b>C.2.a.4</b> Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	X		
<b>C.2.a.5</b> Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X	IAW EEOC guidance, in 2021, the Anti-Harassment/Harassment Response and Prevention Policy and Guidance was relocated under the DASA-CP. The DASA – EI retains the responsibility to report the number of Harassment claims annually in the MD 715 report. Pending guidance from DASA-CP, no Anti-Harassment Program outside of the EEO process is established IAW EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors
<b>C.2.a.6</b> Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	X		
<b>C.2.b</b> Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	X		
<b>C.2.b.1</b> 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)]	X		
<b>C.2.b.2</b> Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X		
<b>C.2.b.3</b> 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)]	X		

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<b>C.2.b.4</b> 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)]	X		
<b>C.2.b.5</b> 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.		X	[31% Reasonable Accommodation requests within the time frame]
<b>C.2.c</b> Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	X		
<b>C.2.c.1</b> Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR Â§ 1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	X		
<b>C.3.a</b> Pursuant to 29 CFR Â§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?	X		
<b>C o m p l i a n c e I n d i c a t o r</b>	<b>The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.</b>		<b>Measure has been met</b>  <b>Yes      No</b>
<b>M e a s u r e s</b>			
<b>C.3.b</b> Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:			
<b>C.3.b.1</b> Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X		
<b>C.3.b.2</b> Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR Â§1614.102(b)(6)]	X		
<b>C.3.b.3</b> Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X		
<b>C.3.b.4</b> Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X		
<b>C.3.b.5</b> Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR Â§1614.102(a)(7)]	X		
<b>C.3.b.6</b> Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR Â§1614.102(a)(8)]	X		

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<b>C.3.b.7</b> Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	X		
<b>C.3.b.8</b> Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	X		
<b>C.3.b.9</b> Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X		
<b>C.3.c</b> Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR Â§1614.102(c)(2)]	X		
<b>C.3.d</b> When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR Â§1614.102(c)(2)]			N/A this FY
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <b>C o m p l i a n c e Indicator</b>   <b>M e a s u r e s</b> </div> <div style="width: 40%; text-align: center;"> <b>The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.</b> </div> <div style="width: 15%;"> <b>Measure has been met</b>   <div style="display: flex; justify-content: space-around;"> <b>Yes</b> <b>No</b> </div> </div> <div style="width: 25%;"> <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b> </div> </div>			
<b>C.4.a</b> Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR Â§1614.102(a)(2)]		X	No establish time table, Meets w/G1 as possible
<b>C.4.b</b> Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]		X	No Timetable has been established, meet with G1 as able
<b>C.4.c</b> Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR Â§1614.601(a)]		X	No access to applicant Flow Data
<b>C.4.d</b> Does the HR office timely provide the EEO office have timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X		
<b>C.4.e</b> Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
<b>C.4.e.1</b> Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR Â§1614.203(d); MD-715, II(C)]	X		
<b>C.4.e.2</b> Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X		
<b>C.4.e.3</b> Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X		
<b>C.4.e.4</b> Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X		

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<b>C.4.e.5</b> Assist in preparing the MD-715 report? [see MD-715, II(C)]		X		
<b>Compliance Indicator</b>	<b>Following a finding of discrimination, the agency explores whether it should take a disciplinary action.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
<b>C.5.a</b> Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? 29 CFR Â§ 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)		X		
<b>C.5.b</b> When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR Â§1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.		X		
<b>C.5.c</b> If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, II(C)]		X		
<b>Compliance Indicator</b>	<b>The EEO office advises managers/supervisors on EEO matters.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
<b>C.6.a</b> Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.		X		
<b>C.6.b</b> Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]		X		
<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>				
<b>Compliance Indicator</b>	<b>The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		Yes	No	
<b>D.1.a</b> Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X		
<b>D.1.b</b> Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X		

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<b>D.1.c</b> Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]		X		
<b>Compliance Indicator</b>	<b>The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>D.2.a</b> Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]		X		
<b>D.2.b</b> Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR Â§1614.102(a)(3)]		X		
<b>D.2.c</b> Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR Â§1614.102(a)(3)]		X		
<b>D.2.d</b> Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.		X		
<b>Compliance Indicator</b>	<b>The agency establishes appropriate action plans to remove identified barriers.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>D.3.a</b> Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR Â§1614.102(a)(3)]		X		
<b>D.3.b</b> If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]		X		
<b>D.3.c</b> Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]		X		
<b>Compliance Indicator</b>	<b>The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>D.4.a</b> Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.		X		

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<b>D.4.b</b> Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	X		
<b>D.4.c</b> Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	X		
<b>D.4.d</b> Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	X		Goal has been met for two consecutive FY's
<b>Essential Element E: EFFICIENCY</b> <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b>			
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>C o</b>  <b>mpliance</b>  <b>Indicator</b> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 2px;"> <b>M e a s u</b>  <b>r e s</b> </div>	<b>The agency maintains an efficient, fair, and impartial complaint resolution process.</b>	<b>Measure has been met</b> <div style="display: flex; justify-content: space-between;"> <span><b>Yes</b></span> <span><b>No</b></span> </div>	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>E.1.a</b> Does the agency timely provide EEO counseling, pursuant to 29 CFR Â§1614.105?	X		With an extension
<b>E.1.b</b> Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR Â§1614.105(b)(1)?	X		
<b>E.1.c</b> Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X		
<b>E.1.d</b> Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X		
<b>E.1.e</b> Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR Â§1614.102(b)(6)?	X		
<b>E.1.f</b> Does the agency timely complete investigations, pursuant to 29 CFR Â§1614.108?	X		
<b>E.1.g</b> If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR Â§1614.108(g)?	X		
<b>E.1.h</b> When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR Â§1614.110(b)?	X		
<b>E.1.i</b> Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR Â§1614.110(a)?	X		



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<b>E.1.j</b> 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.			X	No contractors are used
<b>E.1.k</b> If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X		Supervisors of Collateral Duty Counselors are provided with input regarding their performance during the rating period as it should be an objective on their performance evaluations
<b>E.1.l</b> Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR Â§ 1614.403(g)]		X		
<b>Compliance Indicator</b>	<b>The agency has a neutral EEO process.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.2.a</b> Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)]		X		
<b>E.2.b</b> When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.		X		
<b>E.2.c</b> If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X		
<b>E.2.d</b> Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X		
<b>E.2.e</b> If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)		X		
<b>Compliance Indicator</b>	<b>The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.3.a</b> Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR Â§1614.102(b)(2)]		X		
<b>E.3.b</b> Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X		
<b>E.3.c</b> Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]		X		

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<b>E.3.d</b> Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X		
<b>E.3.e</b> Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X		
<b>E.3.f</b> Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X		
<b>Compliance Indicator</b>	<b>The agency has effective and accurate data collection systems in place to evaluate its EEO program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.4.a</b> Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
<b>E.4.a.1</b> Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X		
<b>E.4.a.2</b> The race, national origin, sex, and disability status of agency employees? [see 29 CFR Â§1614.601(a)]		X		
<b>E.4.a.3</b> Recruitment activities? [see MD-715, II(E)]		X		
<b>E.4.a.4</b> External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]			X	This is recognized and being addressed at Army and OPM
<b>E.4.a.5</b> The processing of requests for reasonable accommodation? [29 CFR Â§ 1614.203(d)(4)]		X		
<b>E.4.a.6</b> The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), Â§ V.C.2]			X	IAW EEOC guidance, in 2021, the Anti-Harassment/Harassment Response and Prevention Policy and Guidance was relocated under the DASA-CP. The DASA – EI retains the responsibility to report the number of Harassment claims annually in the MD 715 report. Pending guidance from DASA-CP, no Anti-Harassment Program outside of the EEO process is established IAW EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors
<b>E.4.b</b> Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X		
<b>Compliance Indicator</b>	<b>The agency identifies and disseminates significant trends and best practices in its EEO program.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
<b>E.5.a</b> Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X		

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<b>E.5.b</b> Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X		
<b>E.5.c</b> Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X		
<p align="center"><b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b></p> <p align="center"><b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b></p>				
<p><b>Compliance Indicator</b></p> <p><b>Measures</b></p>		<p><b>The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.</b></p>		<p><b>Measure has been met</b></p> <p><b>Yes</b>   <b>No</b></p>
				<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b></p>
<b>F.1.a</b> Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR Â§1614.102(e); MD-715, II(F)]		X		
<b>F.1.b</b> Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]		X		
<b>F.1.c</b> Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]		X		
<b>F.1.d</b> Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]		X		
<b>F.1.e</b> When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]		X		
<p><b>Compliance Indicator</b></p> <p><b>Measures</b></p>		<p><b>The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.</b></p>		<p><b>Measure has been met</b></p> <p><b>Yes</b>   <b>No</b></p>
				<p><b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b></p>
<b>F.2.a.1</b> When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR Â§1614.108(g)]		X		
<b>F.2.a.2</b> When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR Â§1614.501]		X		
<b>F.2.a.3</b> When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR Â§1614.403(e)]		X		
<b>F.2.a.4</b> Pursuant to 29 CFR Â§1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?		X		

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<b>F.3.a</b> Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), Â§203(a)]		<input checked="" type="checkbox"/>	Responsibility of HQDA	
<b>C o m p l i a n c e Indicator</b>	<b>The agency reports to EEOC its program efforts and accomplishments.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-02 PART H to the agency's status report</b>
<b>M e a s u r e s</b>		<b>Yes</b>	<b>No</b>	
<b>F.3.b</b> Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR Â§1614.703(d)]		<input checked="" type="checkbox"/>		

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**715-02 PART J**

**Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities**

<b>Part I Department of Agency Information</b>	1. Agency	U.S> Army Space and Missile Defense Command											
	1.a. 2 <sup>nd</sup> Level Component												
	1.b. 3 <sup>rd</sup> Level or lower												
<b>Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change							
		Number	%	Number	%	Number	%						
	Total Work Force	909	100.00%	714	100.00%	-195	21.45%						
	Reportable Disability	158	17.38%	124	17.37%	-34	21.52%						
	Targeted Disability*	34	3.74%	31	4.34%	-3	8.82%						
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).												
	<b>1. Total Number of Applications Received From Persons With Targeted Disabilities</b> during the reporting period.						0						
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).												
	<b>2. Total Number of Selections of Individuals with Targeted Disabilities</b> during the reporting period.						0						
<b>Part III Participation Rates In Agency Employment Programs</b>													
<b>Other Employment/Personnel Programs</b>	<b>TOTAL</b>	<b>Reportable Disability</b>		<b>Targeted Disability</b>		<b>Not Identified</b>		<b>No Disability</b>					
		#	%	#	%	#	%	#	%				
3. Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
5. Employee Career Development Programs	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
5.a. Grades 5 - 12	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
5.b. Grades 13 - 14	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
5.c. Grade 15/SES	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
6. Employee Recognition and Awards	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%				

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6.a. Time-Off Awards (Total hours awarded)	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
6.b. Cash Awards (total \$\$\$ awarded)	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
6.c. Quality-Step Increase	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
EEOC FORM <b>715-02</b> Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b> Identification and Elimination of Barriers	Applicant Flow Data is not made available which creates a barrier for an analysis								
<b>Part V</b> Goals for Targeted Disabilities									

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**MD 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	<b>X</b>
b. Cluster GS-11 to SES (PWD)	Yes		No	<b>X</b>
N/A				

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	<b>X</b>
b. Cluster GS-11 to SES (PWD)	Yes		No	<b>X</b>

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

Numerical goals were briefed by the EEO Director during one on one meetings with management officials on FY22 Action Plans. Published during National Disability Employment Awareness Month, and strategic recruitment discussions between EEO and hiring managers.

**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	<b>X</b>	No	
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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	Civilian Personnel Advisory Center, Command HR Specialist  Kimley L. Pierce, <a href="mailto:Kimley.L.pierce.civ@army.mil">Kimley.L.pierce.civ@army.mil</a> Command DPM
Answering questions from the public about hiring authorities that take disability into account			X	Kimley L Pierce, <a href="mailto:Kimley.L.pierce.civ@army.mil">Kimley.L.pierce.civ@army.mil</a> , Command DPM
Processing reasonable accommodation requests from applicants and employees			X	For employees Kimley L Pierce, <a href="mailto:Kimley.L.pierce.civ@army.mil">Kimley.L.pierce.civ@army.mil</a> Command DPM  For applicants: Servicing CHRA/HR Rep to SMDC EEO of assistance
Section 508 Compliance			X X	Scott Sutton, DCS G6 <a href="mailto:walter.s.sutton.civ@army.mil">walter.s.sutton.civ@army.mil</a>
Architectural Barriers Act (ABA) Compliance			X	Weldon H. Hill, DCS ENG <a href="mailto:weldon.h.hill2.civ@army.mil">weldon.h.hill2.civ@army.mil</a>  USAG Redstone Arsenal Public Works Office
Special Emphasis Program for PWD and PWTD			X	Kimley L Pierce, <a href="mailto:Kimley.L.pierce.civ@army.mil">Kimley.L.pierce.civ@army.mil</a> Command DPM



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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	<b>X</b>	No	
The Disability Program Manager (DPM) attended a virtual two day DPM course conducted by EEOC, Workforce Recruitment Program Webinar hosted by Department of Labor (DOL) and two lunch and learn sessions with the Diversity Management Operations Center, Disability Programs Directorate (DMOC, DPD) titled A Discussion on Inclusion and Disability Disclosure.				

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	<b>X</b>	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 PWTD.

A. Plan to Identify Job Applicants with Disabilities.

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

The Army Wounded Warrior (AW2) program is utilized to seek out eligible disabled veteran applicants as a current recruitment practice. Through this program, the G-1 office requests and receives a monthly Department of the Army (DA) list of wounded warriors along with their resumes. Hiring officials are encouraged to consider the AW2 when projecting strategies for filling vacancies.
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2. Pursuant to 29 C.F.R. § 1614.203(a) (3), describe the agency's use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

Schedule A hiring authorities are used to recruit summer intern positions under the WRP and PWTDs or PWDs recruited at job fairs; or from resumes obtained through the Wounded Warrior Program from the CHRA referral process. Other authorities such as a VEOA and Veteran authorities are used to recruit disabled veterans with a 30 percent compensable disability for permanent positions.
In FY22 the EEO office conducted an audit of a sampling of 377 vacancy announcements to assess the use of hiring paths to attract Persons with Disabilities, Schedule A, and Veterans with 30% or Greater. Out of the 377 Vacancy announcements reviewed, 109 contained Persons with Disabilities as a hiring path, 132 contained Veterans with 30% or More and 86 contained Schedule A as an eligibility criteria or "Who can apply".

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

The CPAC contacts the applicant and request more information to certify the nature of disability endorsed by a vocational rehabilitation or medical provider and then completes the appointment documents 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
One on one meetings were held with management officials in which the EEO Director briefed the FY22 Action Plans which included Schedule A and other hiring authorities.				

**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 EEO did not conduct this type of contact in FY22

**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	X	No	
b. New Hires for Permanent Workforce (PWTD)	Yes	X	No	
The absence of applicant pool data for new hires is a barrier; however, SMDC is meeting the goals of 12% and 2%				

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	X	No	
b. New Hires for MCO (PWTD)	Yes	X	No	
The absence of applicant pool data for new hires is a barrier; however, SMDC is meeting the goals of 12% and 2%				

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	X	No	
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b. Qualified Applicants for MCO (PWTD)	Yes	X	No	
The absence of applicant pool data for new hires is a barrier; however, SMDC is meeting the goals of 12% and 2%				

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	X	No	
b. Promotions for MCO (PWTD)	Yes	X	No	
The absence of applicant pool data for new hires is a barrier; however, SMDC is meeting the goals of 12% and 2%				

**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.

**Advancement Program Plan**

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

SMDC does not have a specific plan to ensure PWD and PWTD have sufficient opportunities for advancement. We will just monitor the data that is available to us.

**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
- Emerging Enterprise Leader Development 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. Data was either not made available or programs were not conducted in FY22.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						

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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	<b>X</b>	No	
b. Selections (PWD)	Yes	X	No	
The absence of data on applicants and selections for career development is a barrier.				

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	<b>X</b>	No	
b. Selections (PWTD)	Yes	X	No	
The absence of data on applicants and selections for career development is a barrier.				

**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	<b>X</b>	No	
b. Awards, Bonuses, and Incentives (PWTD)	Yes	X	No	
The absence of accurate data on bonuses and other incentives is a barrier.				

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

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a. Pay Increases (PWD)	Yes	<b>x</b>	No	
b. Pay Increases (PWTD)	Yes	x	No	
The absence of accurate data on quality step increases is a barrier.				

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD 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	<b>X</b>	No	
b. Other Types of Recognition (PWTD)	Yes	X	No	
The absence of data on other recognition programs is a barrier.				

**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	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
b. Grade GS-15	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
c. Grade GS-14	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
d. Grade GS-13	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
The absence of accurate and complete data ON INTERNAL applicants and/or selectees for promotions is a barrier.					

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

a. SES	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
b. Grade GS-15	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
c. Grade GS-14	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
d. Grade GS-13	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
The absence of accurate and complete data ON INTERNAL applicants and/or selectees for promotions is a barrier.					

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.

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a. New Hires to SES (PWD)	Yes	X	No	
b. New Hires to GS-15 (PWD)	Yes	X	No	
c. New Hires to GS-14 (PWD)	Yes	X	No	
d. New Hires to GS-13 (PWD)	Yes	X	No	
The absence of the qualified applicant pool data on new hires and/or selectees for promotions is a barrier.				

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	X	No	
b. New Hires to GS-15 (PWTD)	Yes	X	No	
c. New Hires to GS-14 (PWTD)	Yes	X	No	
d. New Hires to GS-13 (PWTD)	Yes	X	No	
The absence of the qualified applicant pool data on new hires and/or selectees for promotions is a barrier.				

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	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
b. Managers	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
c. Supervisors	i. Qualified Internal Applicants (PWD)	Yes	X	No	
	ii. Internal Selections (PWD)	Yes	X	No	
The absence of the qualified internal applicant pool data on new hires and/or selectees for promotions is a barrier.					

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	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
b. Managers	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
c. Supervisors	i. Qualified Internal Applicants (PWTD)	Yes	X	No	
	ii. Internal Selections (PWTD)	Yes	X	No	
The absence of the qualified internal applicant pool data on new hires and/or selectees for promotions is a barrier.					

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

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The absence of the qualified applicant pool data on new hires and/or selectees for promotions is a barrier.

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

a. New Hires for Executives (PWTD)	Yes	X	No	
b. New Hires for Managers (PWTD)	Yes	X	No	
c. New Hires for Supervisors (PWTD)	Yes	X	No	
The absence of the qualified internal applicant pool data on new hires and/or selectees for promotions is a barrier.				

**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	
SMDC converted one Schedule A employees to competitive service during FY22.				

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

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

No triggers found involving separation rate of PWD or PWTD.

**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.

In FY23, the SMDC Disability Program Manager engages with the command planning workgroup to ensure we reasonably accommodate employees and guests who request accommodation during group events, whether such events are internal to the command or organization or occur during official travel.

**C. Reasonable Accommodation Program**

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

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

The EEO Office received 14 reasonable accommodation requests (five approved, six pending, two withdrawals and one paused) in FY22 with an average time for processing requests at 23.9 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



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processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

During FY22, an overview of the RA process was given twice during Supervisory All Hands training and the process is explained in depth to managers and employees when a RA request is submitted. A reasonable accommodation handbook was created to assist managers and employees with navigating through the RA process and three OIP inspections were conducted during FY22 in which the EEO staff provided additional information, awareness and resolutions to close pending requests. The OPM-administered FEVS data showed an Accessibility score of 80%. This was well-above the Army average of 68% which reflects employee confidence of their awareness of a reasonable accommodation program and their leaders will respond to meet their accessibility requests.

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.

No PAS requests were made during 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	<b>X</b>
--	-----	--	----	----------

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?

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

There were no findings of discrimination

**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	<b>X</b>
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2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

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

There were no findings of discrimination; however, an Unfair Labor Practice (ULP) was filed challenging the reasonable accommodation process as it related to access to or knowledge of medical documentation. The corrective measure taken was to refer the supervisor to G1 as appropriate for separate counsel and advisement

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**Section VII: Identification and Removal of Barriers**

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

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

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

	Yes	<b>X</b>	No	
--	-----	----------	----	--

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.

<b>Trigger 1</b>	Advertising for vacancy announcements.			
<b>Barrier(s)</b>	Small percentage of vacancy announcements advertised to Schedule A and individuals with disabilities to increase opportunities for advancement.			
<b>Objective(s)</b>	Increase advertising percentage rates through training and awareness.			
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan?</b>		
Kimley L. Pierce		Yes		
<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Completion Date</b> (mm/dd/yyyy)

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09/30/2023	WRP & RA Training	Yes		
<b>Fiscal Year</b>	<b>Accomplishments</b>			
FY22	During National Disability Employment Awareness Month (NDEAM), the SMDC EEO Office provided information through the SMDC Command Network and SGS Sends to the entire workforce by bringing awareness to NDEAM through facts and presentations, providing recruiting tips and information regarding the hiring, training and retention of Persons with Disabilities, tips on mental health awareness and providing transportation information for medical and work purposes for IWD. EEO also created a Reasonable Accommodation handbook for Supervisors.			
FY22	In September 2022, an SGS Sends message on Self-Identification of a Disability, was sent out to the workforce from the CG encourage employees to add, update/verify their information in DCPDS to identify and eliminate barriers to equal employment opportunities in the hiring, placement and advancement of individuals with disabilities.			
FY22	Two civilian employees from SMDC received the 42 <sup>nd</sup> Annual Secretary of Defense Award for Outstanding DoD Employee or Service Member With a Disability which is an increase from one nomination in FY21			
FY22	SMDC converted one WRP student to a permanent hire position.			

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

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

During FY22 National Disability Employment Awareness Month (NDEAM), information on the WRP program was distributed to management as a means to bring awareness to the program and hire

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IWDs. I January 2022, supervisors within the Tech Center received training on the WRP Program for DOL personnel.

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.

The SMDC EEO Office will continue to work with G-1 and hiring officials to ensure vacancy announcements use Schedule A and Persons with Disabilities as a hiring path.

## Appendix A Definitions

- The following definitions apply to Management Directive 715:  
**Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on an Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.
- **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Federal Categories (Fed9):** For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website: <http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.
- **The nine job category titles are:**
  - **Officials and Manager** Occupations requiring administrative and managerial

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personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1) **Executive/Senior-Level**, (2) **Mid-Level**, (3) **First-Level** and (4) **Other**. When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers, those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "**Other**" contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other**" sub-category.

- **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
- **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
- **Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- **Craft Workers(skilled)** - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters

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(construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

- **Operatives**(semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
  - **Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
  - **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
  - **Goal:** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
  - **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
  - **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
  - **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).



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- **Relevant Labor Force:** The source from which an agency draws or recruit's applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.
- **Under representation:** Result of conditions in which the representation of EEO groups is lower than expected.

**DATABASE NOTES**

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

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Because of this exclusion, many of the data tables will not sum to the total Army workforce. In addition, many of the tables that capture data on RNO groups, because of the variety of pay plans used in Army do not fit into the aspects of "GS" or "Wage Grade" equivalents. Therefore, many of those data points were excluded.

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

## Appendix B

<\\Smdchnas02\..\..\SitePages\Home.aspx>*Data Tables*

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## Appendix C

### Supporting Documents

1. DVAAP Accomplishment Report-FY22-SMDC.pdf.

To open this document, please copy and paste the following URL into a browser window.

<https://securestaging02.hqda.ds.army.mil/eeomd715/UserControls/HandlerOpenSuppDoc.ashx?DocID=29103>

2. DVAAP Action Plan and Certification-FY23-SMDC.pdf.

To open this document, please copy and paste the following URL into a browser window.

<https://securestaging02.hqda.ds.army.mil/eeomd715/UserControls/HandlerOpenSuppDoc.ashx?DocID=29102>

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