

PINE BLUFF ARSENAL

MANAGEMENT DIRECTIVE (MD) 715

FY 2010



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EEOC FORM
U.S. Equal Employment Opportunity Commission

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715-01 Part A - D

For period covering October 1, 2009, to September 30, 2010.			
PART A Department or Agency Identifying Information	1. Agency		U.S. Department of Army
	1.a. 2 nd level reporting component		U.S. Army Materiel Command (AMC)
	1.b. 3 rd level reporting component		U.S. Army Joint Munitions Command (JMC)
	1.c. 4 th level reporting component		Pine Bluff Arsenal
	2. Address		10-020 Kabrich Circle
	3. City, State, Zip Code		Pine Bluff AR 71602-9500
	4. CPDF Code	5. FIPS Code	ARX6
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1,111
	2. Enter total number of temporary employees		126
	3. Enter total number employees paid from non-appropriated funds		52
4. TOTAL EMPLOYMENT [add lines B 1 through 3]			1,289
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		COL Franz Amann
	2. Agency Head Designee		Larry Wright
	3. Principal EEO Director/Official Official Title/series/grade		David Evans, EEO Officer, GS-260-12
	4. Title VII Affirmative EEO Program Official		Angela Gant
	5. Section 501 Affirmative Action Program Official		John Bynum
	6. Complaint Processing Program Manager		Sharon Bolden
	7. Other Responsible EEO Staff		

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS Codes
	Not Applicable	

EEO FORMS and Documents Included With This Report			
*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	X
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	X
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	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*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]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*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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PINE BLUFF ARSENAL

For Period Covering October 1, 2009 to September 30, 2010

EXECUTIVE SUMMARY

This is the U.S. Army Pine Bluff Arsenal (PBA) and tenant activities FY 2010 report under EEOC Management Directive (MD) 715.

ORGANIZATION INFORMATION

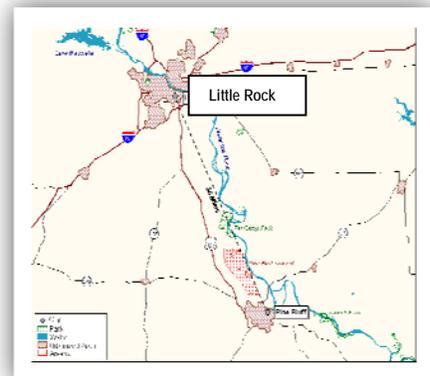
Pine Bluff Arsenal (PBA) is a US Army military installation and one of the top three employers in southeast Arkansas. PBA was established in 1941 in support of the nation's WWII efforts. PBA satisfies the Department of Defense's peacetime and replenishment requirements by providing the U.S. and Allied forces with critical products and services that are primarily unavailable from other sources throughout industry or other Army Industrial Bases. In addition, PBA provides specialized training and logistical support for the Department of Homeland Security. Also a conventional depot, PBA has 1.3 million square feet of storage capacity with over 75,000 tons of inventory. Our current mission encompasses multiple phases of life cycle management including: development support and testing, manufacture, maintenance, rebuild, and storage. PBA's core mission includes the production of non-lethal ammunition and chemical-biological defense equipment with supporting functions in engineering and technical support; maintenance of mobile and powered hospital and shelter systems; and base operations for tenant activities.

Pine Bluff Arsenal's vision statement as America's Arsenal is serving the needs of the Joint Warfighters in the protection of our nation; a full-spectrum logistics center providing expertise and specialized munitions and chemical-biological defense products and services. The PBA Material Readiness Center supplies specialized production, storage, maintenance and distribution of readiness products, and delivers technical services to the Warfighter and homeland defender, providing quality and value by responding to customers' needs.

The PBA EEO Office provides services to all employees of the Pine Bluff Arsenal and its tenant activities. PBA Federal Information Processing Standards (FIPS) code is 8840. The Pine Bluff Arsenal web address is www.pba.army.mil.

LOCATION

Pine Bluff Arsenal (PBA) is located approximately 38 miles southeast of Little Rock, Arkansas, and 40 miles from Little Rock Air Force Base. PBA covers a 13,500 acre parcel adjacent to the Cities of Pine Bluff and White Hall. The city of Pine Bluff boasts one of the busiest ports on the Arkansas River, and serves as a transportation hub for the regional railroads. It is bordered on the east by the McClellan-Kerr Arkansas River Navigation System and on the west by the Union Pacific Railroad and U.S. Highway 65, making it directly accessible by rail, road or waterway.



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EMPLOYMENT CHALLENGES

PBA's business operations face an ever growing array of challenges from both internal and external influences. The chemical mission at Pine Bluff Chemical Activity was completed December 2010, which will result in the closure of the Chemical Activity facility by 2010. PBA is a small installation compared to other arsenals/depots within the southern region of the U.S.; with limited advancement opportunities. As individuals seek greater employment and advancement opportunities elsewhere, PBA is constantly challenged to attract and recruit the most qualified workforce across all ethnic and gender groups as well as individuals with disabilities.

DATABASE INFORMATION

This FY 2010 MD-715 was compiled using Defense Civilian Personnel Data System (DCPDS), Business Objects 11 (BOXi), iComplaints and the MD-715 Reporter. This report covers 1,289 permanent full-time, part-time, temporary and non-appropriated fund civilian employees. Applicant pool data analysis is also included. Statistics alone cannot and do not provide a complete picture of workforce challenges; therefore, we continue to examine and evaluate the full scope of circumstances at PBA in efforts to identify and eliminate barriers. Other activities undertaken with respect to this report include a review of instructions, policies and programs and a three year workforce trend analysis. *Due to circumstances beyond the agency's control in reference to the BOXi database, data contained within this report may not be completely accurate.*

Methodology

This report covers information applicable to the protected EEO categories for PBA employees to include tenant activities serviced by the PBA EEO Office as of 30 September 2010. The workforce analysis examines the overall rates and trends of participation across a wide spectrum of employee information. Comparisons are made against various groupings of employees as well as the Civilian Labor Force (CLF). The CLF is generated using data from the 2000 Census. Until the 2010 Census is published, the 2000 Census is the most current labor force data available.

- **National CLF and Regional CLF:** The National CLF (NCLF) measures all US citizens over 16, employed or unemployed but seeking work, and who are not members of the armed forces. As this population includes nearly 150,000,000 people across all occupations in the United States, the NCLF is only used as an approximate benchmark for informational purposes only. The Regional CLF, also used for informational purposes, narrows the NCLF to US citizens located in counties within the PBA commuting area.
- **PBA Relevant CLF:** The PBA Relevant CLF (PBA RCLF) approximates the number of adults in the US who 1) work in the same or comparable occupations as employees at PBA and 2) are in the same ratios in comparison to each other as they exist in the PBA workforce.

THREE YEAR WORKFORCE ANALYSIS

I. Workforce Age Distribution

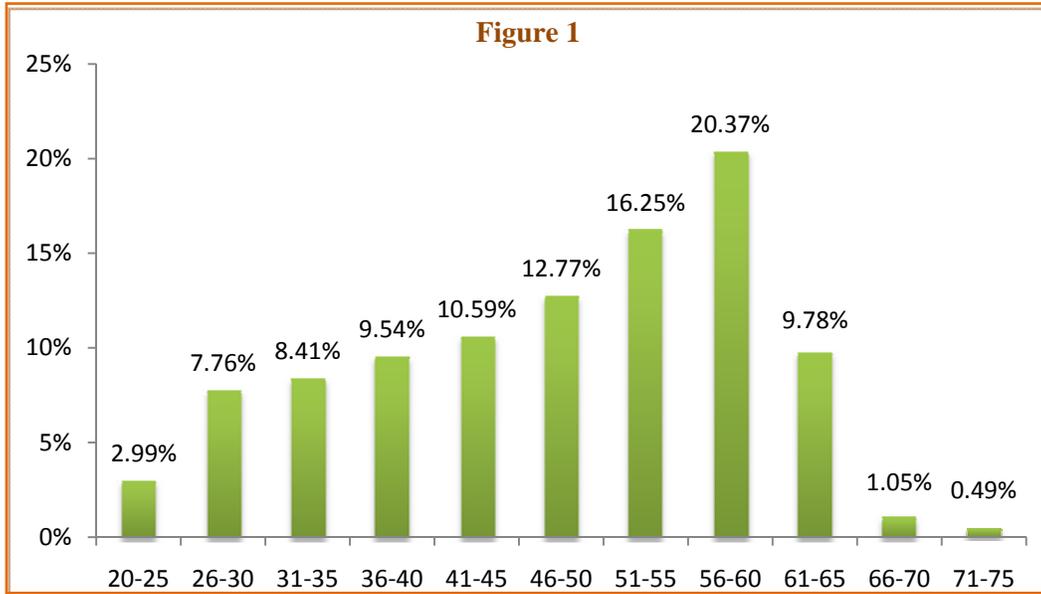


Figure 1 depicts the age distribution of the Pine Bluff Arsenal and tenant activity workforce during FY 2010. The workforce age distribution has seen minimal change from Fiscal Year (FY) 2008 to FY 2010. Retirement-eligible employees represented greater than 45% of the current workforce. There is an expectation that some retirement-eligible employees may choose to continue working because of rising health care costs and the current economic downturn. PBA has experienced an increase in the number of employees retiring. Forty-one retirement-eligible employees retired in FY 2010 and eighteen employees accepted VERA/VISP with pending retirements through April 2011.. It remains difficult to make accurate forecasts of when employees will actually retire due to various individual factors.

According to the National Association of Counties (NACo) in Washington, D.C., the proportion of older workers in America's workforce is expected to grow an average of 4% per year between 2000 and 2015 while the proportion of potential younger workers is simultaneously shrinking. In addition, the NACo noted that the government-sector is experiencing the impacts of these trends much sooner than private-sector; thus, the PBA workforce has proportionately fewer workers between 20 and 40 years of age (28.7%) compared to the remaining workforce between 41 and 75 years of age (71.3%). Planning for the coming labor shortage forecasted by the NACo is critical. In a time of labor shortages, recruiting and selecting a person with the best skills and retaining that employee becomes even more important than in normal times. PBA is actively seeking innovative solutions to meet the present and upcoming challenges. PBA is committed to addressing this challenge by enforcing a comprehensive human resource strategy that includes recruitment and selection; performance management; leadership and employee training and development; career management; and employee retention in efforts of attaining its vision as America's Arsenal.

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II. Workforce Gender

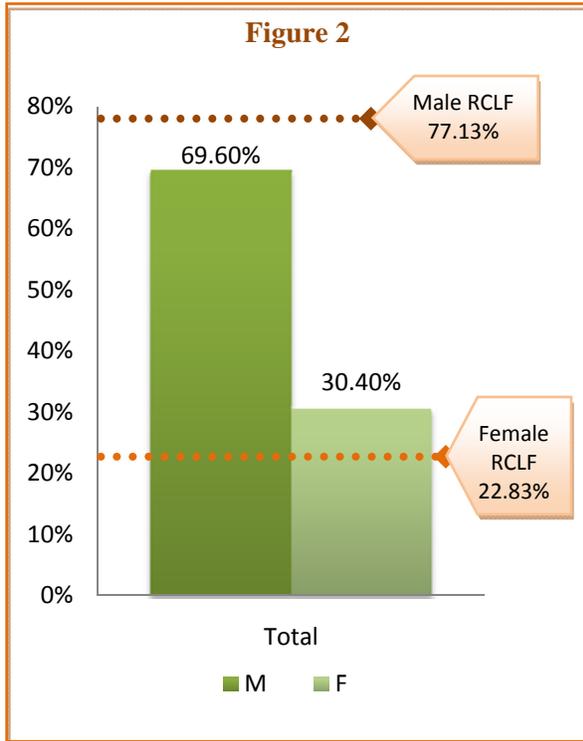
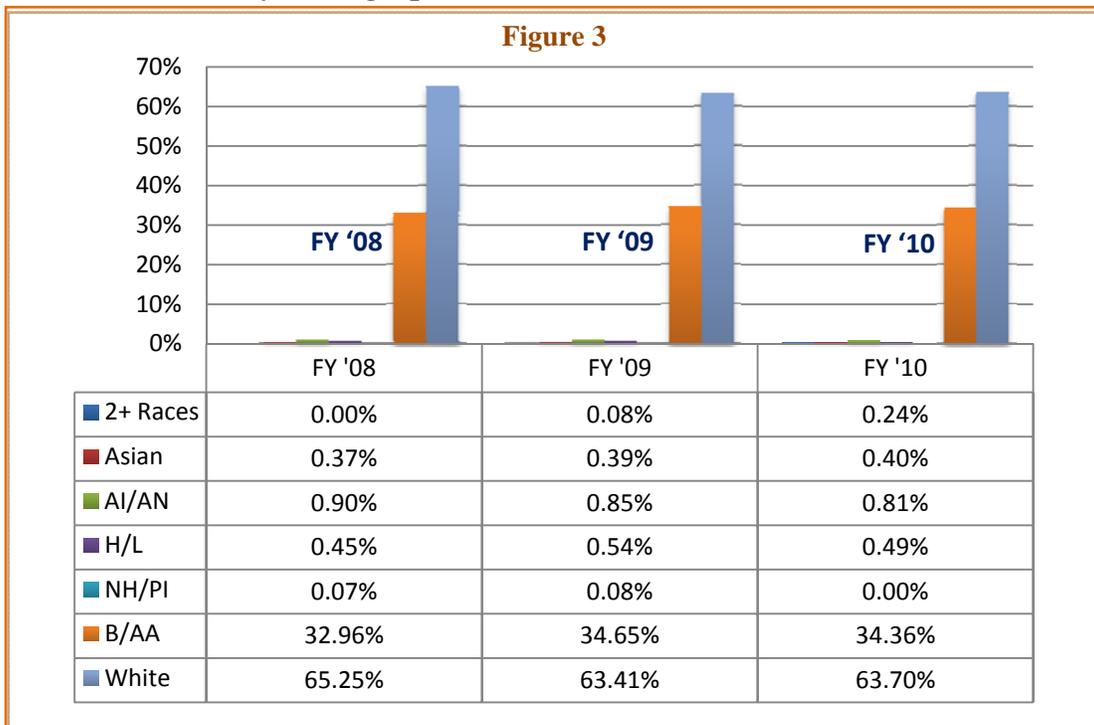


Figure 2 depicts the gender distribution of the Pine Bluff Arsenal and tenant activity workforce during FY 2010. Gender distribution has made very little change over the past three fiscal years. Nearly 60% of the positions at PBA fall within the occupational categories of craft workers, operatives and service workers; all blue collar positions in warehouse-like environments. These positions, typical to both the city of Pine Bluff as well as PBA, have been historically held nationally by male workers; hence the PBA RCLF for Male workers is 77.13% and 22.83% for the Female workers. The remaining, nearly 40% of the positions at PBA are white collar positions.

When comparing PBA’s occupations to relevant occupations in private sector, the PBA workforce is 7.53% below male PBA RCLF but 7.57% above the female PBA RCLF. Analyses will continue in order to identify any barriers that

may affect employee retention, working environment, training and career advancement based upon gender. PBA remains committed to ensuring that all employees receive equal opportunities regarding all aspects of their employment. This will be closely monitored.

III. Workforce Ethnicity Demographics



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Figure 3 depicts workforce distribution by ethnicity within the Pine Bluff Arsenal and tenant activity workforce during FYs 2008, 2009, and 2010. Figure 4 shows the Regional CLF and PBA RCLF percentages for each ethnicity. PBA’s employee data is skewed as personnel consciously mischaracterize their ethnicity. Being aware of this challenge, PBA is making the necessary efforts toward correcting this information by means of workforce surveying and increased cultural awareness. Below is an analysis of each ethnic group.

Two or More Races (2+ Races): The percentage of employees who have identified themselves in the “Two or More Races” ethnic category is 0.66% below the Regional CLF as well as 1.59% below the PBA RCLF during FY 2010. At 0.24%, the FY 2010 Two or More Races ethnic category is at it’s highest rate of representation. This increase could be attributed to employees updating personnel records or new employees identifying themselves in plural ethnic categories. Although the option to select more than one race is available to each employee on the SF181 Form, not many individuals are identifying themselves as such. Applicant pool data may better depict reasoning. Recruitment efforts will continue in this area.

Figure 4 – Civilian Labor Force (CLF)

Race Category	Regional CLF (%)	PBA RCLF (%)
2+ Races	0.90%	1.83%
Asian	0.60%	3.08%
AI/AN	0.30%	0.87%
H/L	1.10%	12.90%
B/AA	43.80%	12.24%
NH/PI	0.00%	0.20%
White	53.30%	68.85%

Asian: The number of employees who identify themselves in the “Asian” ethnic category has not changed by count of employees (5) over the past three fiscal years. The minimal change in percentage is due to total workforce population change. The percentage of Asian identified employees is 0.20% below the Regional CLF and 2.68% below the PBA RCLF. The difference in the percentage representation of Asian workers in the PBA RCLF compared to the Regional CLF is concluded to be attributed to two factors: 1) within this region of the US the pool of Asian workers (Regional CLF) is smaller than that of the PBA RCLF, which is derived from the National CLF; 2) 34.92% of PBA positions are categorized in the engineering-like occupational categories. All of the Asian employees identified in the PBA total workforce (0.40%) have occupations in these occupational categories. Nationally, 21.04% of the Asian CLF population are identified as workers within these occupational categories. Applicant pool data may further depict reasoning. PBA will continue to actively recruit within this area.

American Indian or Alaskan Native (AI/AN): The number of employees who identify themselves in the “American Indian or Alaskan Native” ethnic category has decreased by one employee each year over the past three (3) fiscal years. Though there has been a minimal decrease in the AI/AN population, the percentage of representation is 0.51% above the Regional CLF and 0.06% below the PBA RCLF. Due to the location of PBA, the AI/AN population in this region is low. An analysis of applicant pool data can give a alternative few of potential barriers in attaining employment at PBA. PBA will continue to actively recruit in this area.

Hispanic or Latino (H/L): The number of employees who identify themselves in the “Hispanic or Latino” ethnic category decreased by one employee since FY 2009. The FY 2010 percentage of representation is 0.38% above the Regional CLF and 12.41% below the PBA RCLF. Nationally there are 12.90% of H/L individuals who identify themselves with working in

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occupations like or related to positions available at PBA while, regionally, there is 1.10% of H/L individuals available. This data could indicate a barrier in the location of PBA or recruitment methods for H/L individuals or the possibility that there is a significant portion of H/L individuals counted in the Census who are not identified as US citizens which is a requirement for employment at PBA. Applicant pool data may better depict reasoning. PBA will continue to actively recruit within this area.

Black or African American (B/AA): The percentage of employees who have identified themselves in the “Black or African American” ethnic category is 9.44% below the Regional CLF and 22.12% above the PBA RCLF during FY 2010. Nationally, the pool of Black or African American individuals available for occupations like or related to occupations at PBA is 12.90% yet, regionally, the pool of Black or African American individuals available for all occupations is three times greater (43.80%). Applicant pool data may better depict reasonings. PBA will continue to actively recruit within this area.

Native Hawaiian or Pacific Islander (NH/PI): The percentage of employees who have identified themselves in the “Native Hawaiian or Pacific Islander” ethnic category is equal to the Regional CLF at 0.00% and 0.20% below the PBA RCLF during FY 2010. As shown in the Regional CLF, there is no representation of NH/PI workers in the regional location of PBA. Seeing as the Regional CLF for this ethnic group is 0.00%, location may be the major contributing factor to low representation. Applicant pool data may better depict reasoning. PBA will continue to actively recruit in this area.

White: The percentage of employees who have identified themselves in the “White” ethnic category is 10.40% above the Regional CLF and 5.15% above the PBA RCLF during FY 2010. An evaluation of the ethnicity and race data revealed that individuals are incorrectly categorized in this ethnic category without individual knowledge. The PBA EEO and Civilian Personnel offices will work collaboratively to correct this data for a more accurate analysis. Although this issue has been identified there are challenges. Recruitment efforts will continue in this area. Applicant pool data will also be analyzed.

IV. Individuals with Disabilities and Disabled Veterans

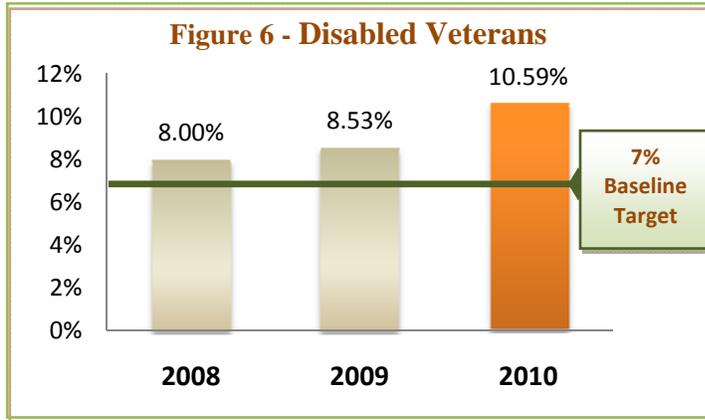
Figure 5 – Individuals with Disability

	Unidentified	No Disability	Non-Targeted Disability	Targeted Disability
FY '08	1.35%	90.73%	7.25%	0.67%
FY '09	1.09%	90.85%	7.29%	0.78%
FY '10	1.05%	91.43%	6.87%	0.65%

Figure 5 shows that the Pine Bluff Arsenal and tenant activity employee percentage of representation with respect to disability. The representation of Individuals with Non-Targeted Disabilities decreased by nine employees (0.42%) between FY 2009 and FY 2010 and decreased by one employee (0.13%) in the category of Individuals with Targeted Disabilities. The

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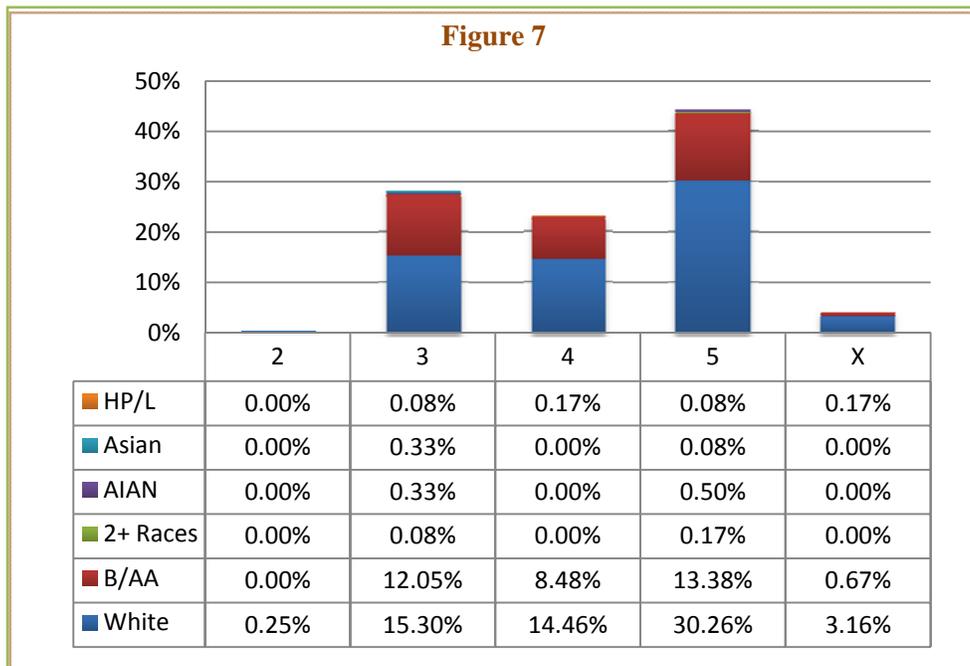
“Disability Among the Working Age Population” report, issued September 2010 by the Census Bureau, listed the 2009 employment-to-population ratio for the population with a disability for



Arkansas at 34.7%, identical to the US estimate¹. Currently, Individuals with Disabilities (IWDs) represent 6.87% of the PBA workforce and individuals with a targeted disability represent 0.65% of the workforce. Figure 6 shows the current representation of Disabled Veterans (DVs) to be 10.59%, 3.59% above the baseline target of 7%. This data indicates an inconsistency since the percentage of representation of IWDs should be at least equal to that of the percentage of representation of

DVs. The Equal Employment Opportunity Commission and the Department of Defense have established a goal to hire two percent of individuals with targeted disabilities. Pine Bluff Arsenal continues to make efforts toward increasing the representation of individuals with disabilities by educating the workforce, providing the necessary accommodations for both employees and applicants for employment and taking advantage of the Workforce Recruitment Program (WRP) and the Schedule A hiring authority in order to acquire qualified employees with disabilities. Recruitment efforts identified in the Disabled Veterans Affirmative Action Plan will continue in this area. PBA will continue to monitor the employment of Disabled Veterans.

IV. Performance Ratings by Ethnicity – FY 2009



¹ The data presented in the “Disability Among the Working Age Population” report included civilian non-institutionalized population, excluding people in prisons, nursing homes, and active duty military.

² IWDs = employees self identified as having a disabling condition

³ Targeted Disabilities = 29 disabilities targeted by the Equal Employment Opportunity Commission for special emphasis in the affirmative action program.

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Figure 7 depicts the representation of performance rating by ethnicity. A rating of 2 indicates a less than successful performance; 3, fully successful or equivalent; 4, between outstanding and fully successful; X, no rating received; and 5, outstanding or equivalent. 0.25% of the total performance ratings issued were a rating of 2 while 44.47% of the performance ratings issued was a rating of 5, the majority. Further analysis is needed in this area to identify potential barriers.

IV. EEO Groups in High Grade Positions

Analysis of EEO groups in High Grade Positions show a significant concentration of White males in high grade GS/WG/WS and NSPS positions (Figure 8). Black or African American male representation decreased by 2.63% and Black or African American female representation decreased by 2.71% during FY 2010. American Indian/Alaskan Native, Two or More Races, Asian and Hispanic/Latino individuals have entered into this category after a representation of 0.00% during FY 2008 and FY 2009. When compared to their representation in the overall workforce population (Fig. 3), these increases are paramount. Further analysis is needed in this area to identify potential barriers among all groups to include gender.

Figure 8 – GS/WG/WS Grades 12 and above								
	AI/AN	2+ Races	Asian	H/L	B/AA		White	
	M	F	M	M	M	F	M	F
FY '08	0.00%	0.00%	0.00%	0.00%	10.61%	10.61%	51.52%	27.27%
FY '09	0.00%	0.00%	0.00%	0.00%	12.31%	10.77%	52.31%	24.62%
FY '10	1.08%	0.54%	1.08%	1.08%	9.68%	8.06%	61.29%	17.20%

V. Education

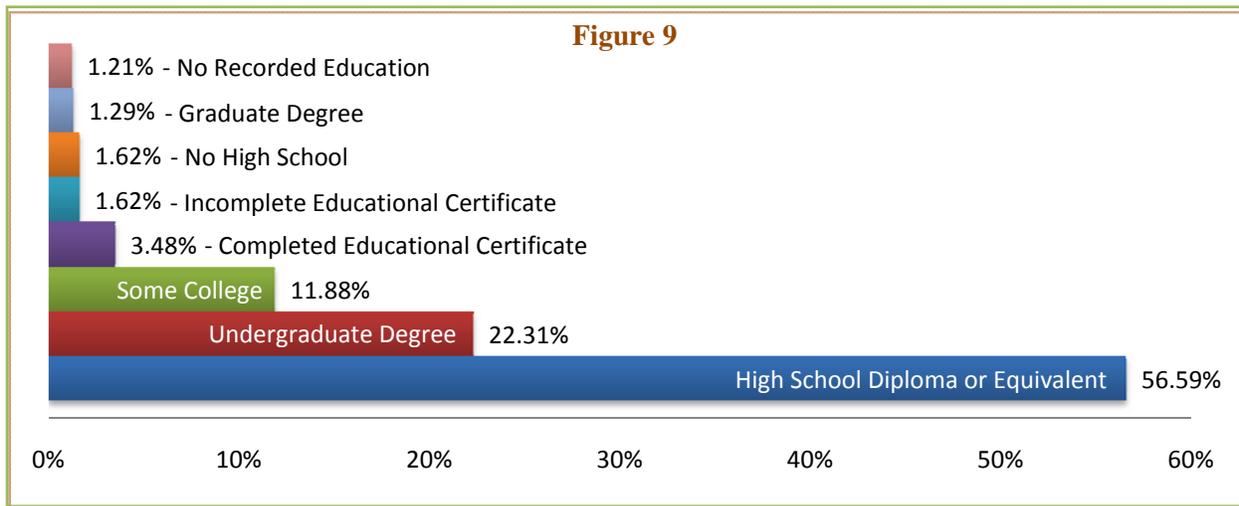


Figure 9 depicts the level of education represented in the PBA workforce. 56.59% of the PBA workforce is categorized as High School Graduate or Equivalent being the highest level of

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education completed. This could be attributed to nearly 60% of the positions at PBA being blue-collar manufacturing and warehouse occupations where the educational job qualification is at least high school level. 34.92% of the positions at PBA are categorized in the Officials and Managers; Professionals; and Technicians occupational groups. Likewise, 35.49% of the PBA workforce fall into the educational categories that range from taking some college courses to attaining a graduate degree. Further analysis will be conducted in this area.

VI. Applicant Pool Data

Figure 10

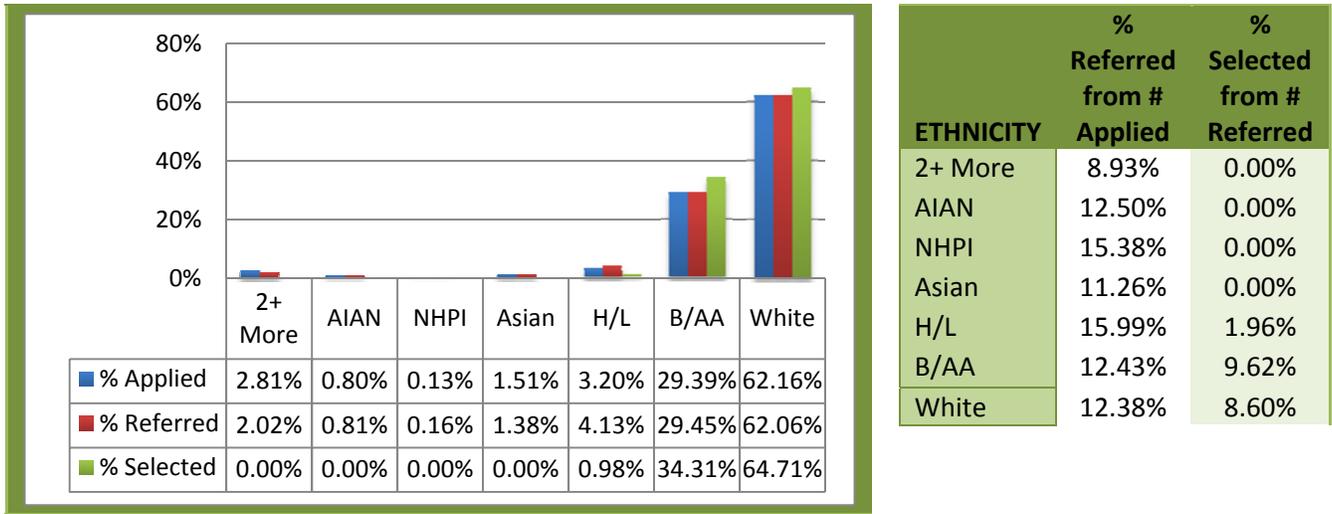
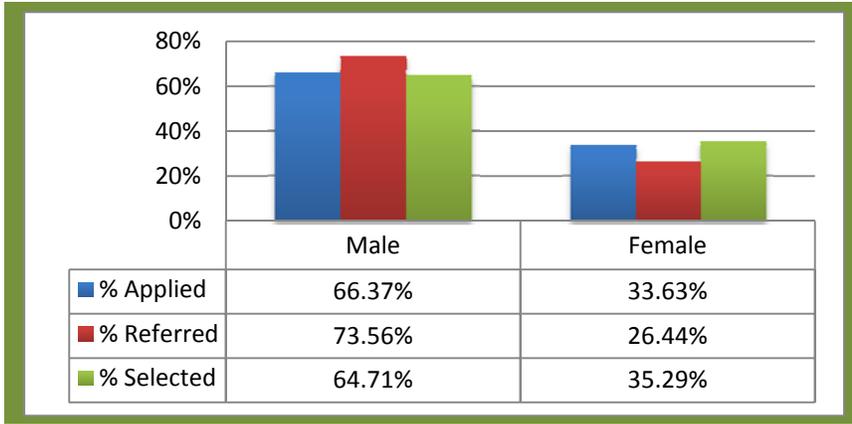


Figure 10 depicts Applicant Pool Data by ethnicity. This data includes all applicants both internal and external. The data chart above shows that Two or More Races (2+ more); American Indian/Alaskan Native (AIAN); Native Hawaiian/Pacific Islander (NHPI); Asian; and Hispanic or Latino (H/L) ethnic categories have low applicant, referral and selection rates. Of the majority, 29.45% of those referred and 34.31% of those selected are identified as Black or African American and 62.06% of those referred and 64.71% of those selected are identified as White. Of the applicants per ethnic group, less than 13% of each respective ethnic group are referred for positions at PBA with the exception of H/L and NHPI groups whose percentages of referral is greater than 15%. Of those referred, 1.96% of H/L; 9.62% of B/AA; and 8.60% of White applicants referred are selected. The smaller pools of applicants and referrals in minority ethnic categories increase the levels of competition for selection among larger pools of applicants. Recruitment efforts will continue in each ethnic category.

Figure 11

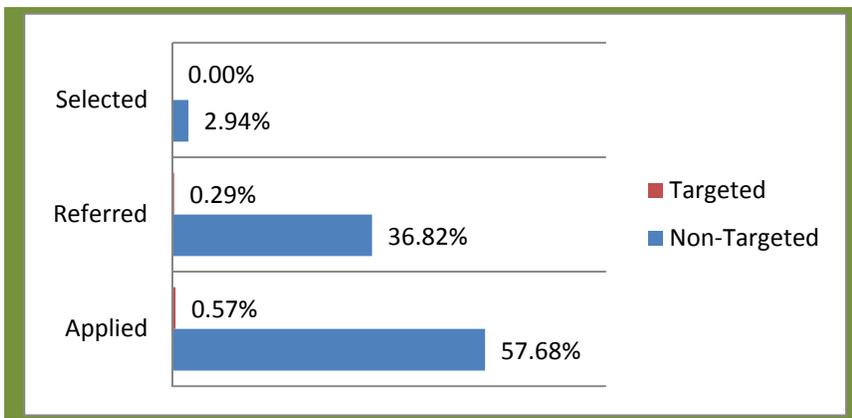
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	% Referred from # Applied	% Selected from # Referred
GENDER		
Male	12.77%	6.65%
Female	9.06%	10.08%

Figure 11 depicts Applicant Pool Data by gender. This data includes all applicants both internal and external. The data chart above shows that males apply and are selected at twice the rate of females and are referred at nearly three times the rate of females. Of the applicants per gender, 12.77% of male applicants and 9.06% of female applicants are referred for positions at PBA. Within their respective groups, males referred are selected at a rate less than 7% while females referred are selected at a rate just above 10%.

Figure 12



	% Referred from # Applied	% Selected from # Referred
DISABILITY		
Non-Targeted	7.08%	0.60%
Targeted	5.71%	0.00%

Figure 12 shows that 57.68% of applicants identified themselves as having a disability. This data includes all applicants both internal and external. The data chart above shows that 36.82% of referrals and 2.94% of selectees were individuals with non-targeted disabilities. The data chart also shows that 0.57% of applicants and 0.29% of referrals are identified as having a targeted disability. Although the chart shows there were no selected individuals who were identified as having a targeted disability, special hiring authorities exclusively for individuals with disabilities may have been used to make selections. Those selections would not be captured in the data above.

MODEL EEO PROGRAM SUMMARY

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The primary goal of the Equal Employment Opportunity (EEO) office is to advise and assist leadership in promoting an environment free from personal, social, or institutional barriers that prevent civilian employees from rising to the highest level of responsibility possible. This organization is committed to build an inclusive and diverse workforce, foster an environment that respects the individual, and offers opportunities for all employees to develop to their full potential. This commitment extends to equal opportunity and diversity in recruiting, hiring, and career development that will help ensure the installation's excellence in total support of the Warfighter.

ELEMENT A - DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP

Strengths

- EEO guidelines are an integral element of ethics at Pine Bluff Arsenal (PBA). EEO Policy is enforced by senior management and communicated through the ranks from the top down and are posted on the organization's website. Each policy addresses commitment to the EEO program and supporting individual's rights.
- Adequate fiscal resources are available to administer a comprehensive EEO program for the installation.
- EEO Officer and staff have direct access to commanders and principle senior leaders to address and resolve complaints/workplace issues. The PBA commander has an open-door policy available for employees to discuss workplace issues. The EEO officer and staff have appropriate authority to administer all aspects of the EEO program. Various elements implemented included having resources available for training in conducting effective barrier analysis, and ensuring the professional skills and abilities of the EEO staff are refined.

ELEMENT B – EEO INTEGRATION INTO THE AGENCY'S STRATEGIC MISSION

Strengths

- EEO remains an essential part of PBA's strategic mission.
- The EEO staff serves as a valuable resource to PBA leadership by monitoring vital work place activities and providing advice, assistance, and guidance in areas of anti-discrimination. The EEO Officer is a member of the Commander's senior team of advisors and attends each Transition Workshop; participates on a variety of boards, councils and committees; and is fully engaged in community outreach efforts.
- The EEO Officer and staff meets quarterly with the Commander to discuss workplace issues and challenges as well as workplace achievements.

ELEMENT C - MANAGEMENT AND PROGRAM ACCOUNTABILITY

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Strengths

- PBA maintains clearly defined, consistently applied and fairly implemented personnel policies, selection and promotion procedures, evaluation procedures, rules of conduct and training systems. The EEO Office works in conjunction with senior staff to ensure compliance with settlement agreements and orders issued by the agency.
- EEO Training is provided annually to the entire installation workforce. PBA continues to ensure effective coordination between the agency's EEO programs and related human resource programs.
- During FY 2010, the agency received one Reasonable Accommodation request. This request was promptly processed and granted.
- Desired level of management participation is enforced by senior management.
- The Disability Program Manager and EEO Officials are closely involved with management officials to identify and review employees' request for reasonable accommodations.

ELEMENT D – PROACTIVE PREVENTION OF UNLAWFUL DISCRIMINATION

Strengths

- Policy letters addressing Equal Employment Opportunity, Sexual Harassment, and the Prevention of Unlawful Harassment have been issued to the PBA workforce to include all newly hired employees.
- The EEO Office has conducted mandatory EEO and POSH training for new employees. No FEAR training is being administered to all PBA and tenant activity employee bi-annually as mandated. These actions will continue indefinitely.
- PBA has a process in place to ensure all new hire selections are reviewed by an EEO Official to ensure that all selections are based solely upon merit.
- The Agency's directors and managers have been trained on their responsibilities under the procedures for reasonable accommodation and the Americans with Disabilities Act Amendment Act (ADAAA).

ELEMENT E - EFFICIENCY

Strengths

- The use of Alternative Dispute Resolution (ADR) is encouraged both by upper management and the EEO Office/Counselors.

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- The PBA EEO complaints program ensures neutrality, timely processing, and meets all the requirements of Army Regulation 690-600 and 29 CFR 1614 as a result, 97% of informal complaints processed by the PBA were processed within the timeframe.
- The PBA EEO Office continues to use the MicroPact iComplaints System which enables staff to create, track, manage, and report on EEO complaint cases at any stage in the EEO process up to resolution and/or closure.
- The PBA EEO Office is also utilizing the FileX System created by the Investigation and Resolution Division to expedite the investigation of formal complaints.
- The PBA EEO Office has highly skilled EEO Specialists who are fully proficient in the processing of informal, formal and class complaints. The EEO staff shares best practices with other EEO colleagues to provide assistance to other installations as needed.
- The EEO Specialist have full access to data collection and analysis systems in order to analyze Applicant Flow Data to better track recruitment efforts.
- PBA continues to be actively involved in the Workforce Recruitment Program (WRP) to hire and retain qualified students with targeted disabilities.

In FY 2010, EEO had 42 contacts, of which 31 (73.81%) filed informal complaints and of those, 19 (45.24%) filed formal complaints which is 4% less than formal complaints filed in FY 2009. The estimated cost avoidance is \$92,000. An analysis of the contacts the EEO Office received show that minority females contacted the office most frequently, and race and color were the most elected bases. While DA average processing time was 30 days, the average processing time for open pre-complaints at PBA was 22 days and the median processing time was 20 days. The average processing time for closed pre-complaints was 19 days and the median processing time was 21 days.

Ethnicity/Gender	#	%
Black Male	10	23.81%
Black Female	14	33.33%
White Male	5	11.91%
White Female	10	23.81%
Hispanic Male	0	0%
Hispanic Female	0	0%
Asian Male	0	0%
Asian Female	0	0%
Amer Indian Male	1	2.38%
Amer Indian Female	2	4.76%
TOTALS	42	100.00%

Complaint Basis	#	%	
Race	Black	17	22.37%
	White	2	2.63%
Color		15	19.74%
Sex	Female	17	22.37%
	Male	1	1.32%
Reprisal		10	13.16%
Age		4	5.26%
Disability	Mental	1	1.32%
	Physical	9	11.83%
TOTAL	76	100.00%	

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Directorates	Contacts	Formal Complaints	% Formal Complaints
Chemical Biological Defense	14	4	21.06%
Law Enforcement and Security	12	9	47.37%
Ammunition Operations	3	2	10.53%
Public Works	3	1	5.26%
Holston Ammunition Plant/Environmental	2	0	
Contracting	2	0	
Engineering and Technology	1	1	5.26%
Logistics	1	0	
Edgewood Chemical Biological Center	1	1	5.26%
Health Clinic	1	0	
Pine Bluff Chemical Activity	1	0	
Material Management	1	1	5.26%
TOTALS	42	19	100%

Complaint Issues: In the past three (3) fiscal years, to include the current FY, the top issue raised in formal complaints was promotion/non-selection. Promotion/non-selection is also the top issue that is resolved in Alternative Dispute Resolution.

Complaint Bases: In the past three (3) fiscal years, to include the current FY, the top two bases were race and color. An analysis of the bases indicated race remains the top bases for filing a formal complaint. The EEO staff will continue to educate managers and supervisors on their responsibility in the EEO process and proactive methods to eliminate barriers to equal opportunity.

Alternative Dispute Resolution (ADR): ADR was used 13% in the informal process, down 10% from FY 2009, and of those, 50% were resolved through Negotiated Settlement Agreement (NSA). During the formal process, ADR was elected in 21% of the complaints of which 25% were resolved by way of NSAs. EEO staff and collateral duty counselor will continue to encourage the use of ADR.

ELEMENT F – RESPONSIVENESS AND LEGAL COMPLIANCE

Strengths - The EEO office remains in compliance with EEO laws and EEOC regulations, policy guidance, and other written instructions. The installation ensures prompt processing all forms of ordered relief. Acceptance and dismissal of complaints are coordinated with the Labor Counselors as prescribed by AR 690-600.

Special Emphasis and Community Outreach Programs

PBA has engaged in the following special emphasis events and community outreach efforts as follows:

- Martin Luther King, Jr. observance (Presentation of MLK Humanitarian Award)
- Black History Month observance
- National Women’s History Month observance
- Hispanic Heritage Month observance
- Minority College Relations Program

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- Women’s Equality observance
- National Disability Awareness Month observance
- American Indian Month observance
- Take Your Daughters and Sons to Work Day

BARRIER IDENTIFICATION AND ELIMINATION

The Pine Bluff Arsenal EEO Program is reviewed against the barrier identification and elimination process, tenets of MD-715, in order to examine and address barriers to equal participation at all levels of the workforce. Data analysis initially gives the appearance of setting off triggers based on the review of total workforce data. Current data and program analysis accentuates:

- Declining proportion of people with targeted disabilities. Individuals with targeted disabilities participation rate of 0.65% is below the Federal high of 2.16%.
- Less than expected representation of specific minority groups.
- Participation of minorities and women is significantly low in high level positions.
- Asian, American Indian/Alaskan Native, Hispanic or Latino, Native American and Two or More Races ethnic categories have low applicant rates.

Form G Summary

Form G Element	# of FY 2010 Deficiencies	# of FY 2009 Deficiencies	Net Change (#)	Net Change (%)
<u>A</u>	0	3	- 3	-100%
<u>B</u>	0	0	0	0%
<u>C</u>	1	2	-1	-50%
<u>D</u>	0	0	0	0%
<u>E</u>	2	2	0	0%
<u>F</u>	0	0	0	0%

GENERAL PLAN FOR NEXT YEAR

Pine Bluff Arsenal remains committed to making every effort to eliminate the barriers identified in the FY 2010 Management Directive 715 (see pages 31 and 32) while preventing future potential barriers in employment. PBA’s perpetual goal is to foster a discrimination-free workplace that allows open employment and advancement competition for individuals of any ethnic group and of either gender; providing opportunities for each individual to realize and reach their full potential. PBA is also committed to developing an equitable and diverse workforce that is representative of our nation at all levels of employment resulting in an arsenal equipped to maximize the potential of all of its employees; meet its mission; and achieve its vision.

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715-01 Part F

CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS

I, David E. Evans, Equal Employment Opportunity (EEO) Manager am the Principal EEO Director/Official for: Pine Bluff Arsenal.

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.

(EEO Director Signature) David E. Evans

Dec 1, 2010

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

Date

Francis J. Brown

4 Jan 11

Signature of Agency Head or Agency Head Designee

Date

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715-01 PART G
AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
 Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	The Agency Head was installed on 7/2/2009. The EEO policy statement was issued on 7/6/2009. Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.	X		
	During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide and explanation.	X		
	Are new employees provided a copy of the EEO policy statement during orientation?	X		
	When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?	X		
 Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?	X		
	Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?	X		
	Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR A§1614.102(b)(5)]	X		
 Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures				
	Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:	X		
	resolve problems/disagreements and other conflicts in their respective work environments as they arise?	X		
	address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X		
	support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X		

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ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X		
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X		
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X		
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X		
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X		
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X		
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X		
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.				
<input type="checkbox"/> Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)]		X		
Are the duties and responsibilities of EEO officials clearly defined?		X		
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X		
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.		X		
<input type="checkbox"/> Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM

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<input type="checkbox"/> Measures	effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Yes	No	715-01 PART H to the agency's status report
	Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?	X		
	Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?	X		
	Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?	X		
	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 re-alignments?	X		
	Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]	X		
	Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?	X		
<input type="checkbox"/> Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
	Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?	X		
	Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?	X		
	Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?			
	Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204	X		
	Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204	X		

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People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
<input type="checkbox"/> Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?		X		
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. Â§ 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:		X		
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?		X		
to provide religious accommodations?		X		
to provide disability accommodations in accordance with the agency's written procedures?		X		
in the EEO discrimination complaint process?		X		
to participate in ADR?		X		

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Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY				
This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
<input type="checkbox"/> Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X		
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X		
<input type="checkbox"/> Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR Â§ 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		
<input type="checkbox"/> Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?			X	
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.		X		No managers/supervisors or employees have been found to have discriminated over the past two years.
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		

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Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		
Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
<input type="checkbox"/> Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X		
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
<input type="checkbox"/> Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?		X		
Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
<input type="checkbox"/> Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		

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Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X		
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X		
<input type="checkbox"/> Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:			X	The agency does not use contract counselors.
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		
<input type="checkbox"/> Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		

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Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?			X	This process is controlled by the Equal Employment Opportunity Compliance and Complaints Review (EEOCCR) Office.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		
<input type="checkbox"/> Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
In accordance with 29 C.F.R. Â§1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X		
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X		
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X		
Does the responsible management official directly involved in the dispute have settlement authority?		X		
<input type="checkbox"/> Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. Â§ 1614.102(a)(1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		However, the agency EEO Office extracts all EEO data needed.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		

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Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
<input type="checkbox"/> Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
<input type="checkbox"/> Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
<input type="checkbox"/> Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency?				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
<input type="checkbox"/> Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
<input type="checkbox"/> Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.		X		The Agency has not received an EEOC order this FY.

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Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.	X		
Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

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715-01 Part H

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

FY 2010 PINEB	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.: The agency does not re-issue EEO policy statements annually.
OBJECTIVE:	To ensure that all EEO policy statements and anti-discrimination policies are signed and re-issued annually.
RESPONSIBLE OFFICIAL:	EEO Officer
DATE OBJECTIVE INITIATED:	11/1/2010
TARGET DATE FOR COMPLETION OF OBJECTIVE:	08/01/2011
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Determine the most appropriate time annually for circulation of EEO policy letters for signature.	11/1/2010
Submit policy letters for signature.	01/03/2011
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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715-01 PART I
EEO Plan To Eliminate Identified Barrier

FY 2010, PINEB	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	A review of PBA's high grade positions (GS 12 and above) reveal that there is a low ratio of minorities in high grade positions.
BARRIER ANALYSIS	A review of applicant pool and education data shows a minimal amount of qualified minority candidates.
STATEMENT OF IDENTIFIED BARRIER:	Current recruitment sources do not provide a vast pool of minority candidates.
OBJECTIVE:	Expand recruitment sources and develop strategies to reach minority candidates.
RESPONSIBLE OFFICIAL:	Directors; CPAC; EEO Office
DATE OBJECTIVE INITIATED:	2/21/2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/31/2012

<p>EEOC FORM 715-01 PART I</p> <p>EEO Plan To Eliminate Identified Barrier</p>

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Identify resources for recruitment and update current resources. Note which resources are particularly effective and under what circumstances.	8/30/2011
Create a Recruitment Guide for management.	1/30/2012
Continue to monitor statistics on minority applicants, referral, and selections.	10/31/2012
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

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715-01 PART J
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals
With Targeted Disabilities

Part I Department of Agency Information	1. Agency	1. U.S. Department of Army							
	1.a. 2 nd Level Component	1.a. U.S. Army Materiel Command (AMC)							
	1.b. 3 rd Level or lower	1.b. U.S. Army Joint Munitions Command (JMC)							
Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY.		... end of FY.		Net Change			
		Number	%	Number	%	Number	%		
	Total Work Force	1,333	100.00%	1,289	100.00%	-44	-3.41%		
	Reportable Disability	97	7.27%	85	6.59%	-12	-14.11%		
	Targeted Disability*	9	0.59%	8	0.49%	-2	-25.00%		
	* 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).								
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					70			
	* 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).								
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					0			
	Part III Participation Rates In Agency Employment Programs								
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	96	4	4.16%	0	0.00%	0	0.00%	92	95.83%
4. Non-Competitive Promotions	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
5. Employee Career Development Programs	102	6	5.88%	0	0.00%	2	1.96%	94	92.16%
5.a. Grades 5 - 12	83	6	7.23%	0	0.00%	1	1.21%	76	91.57%
5.b. Grades 13 - 14	18	0	0.00%	0	0.00%	1	5.56%	17	94.44%
5.c. Grade 15/SES	1	0	0.00%	0	0.00%	0	0.00%	1	100.00%
6. Employee Recognition and Awards	1,111	74	6.67%	7	0.63%	13	1.17%	1,017	91.54%
6.a. Time-Off Awards (Total hrs awarded)	95	8	8.42%	0	0.00%	0	0.00%	87	91.57%
6.b. Cash Awards (total \$\$\$ awarded)	1,028	74	7.20%	7	0.68%	12	1.17%	935	90.95%
6.c. Quality-Step Increase	7	1	14.29%	0	0.00%	0	0.00%	6	85.71%

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<p style="text-align: center;">EEOC FORM 715-01 Part J</p>	<p style="text-align: center;">Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p>
<p style="text-align: center;">Part IV Identification and Elimination of Barriers</p>	<p>There is a call for Federal agencies to aggressively work towards achieving the Federal high goal of 2.16%. Pine Bluff Arsenal's targeted disability participation rate is 0.65%. Possible triggers and/or barriers towards meeting the goal are: 1. Lack of awareness from external candidates about employment opportunities. 2. Resumix is a challenge and often not hitting the right words or jargon may work against an applicant. 3. Location of the installation in reference to the distance to adequate medical and/or rehabilitation facilities is a factor.</p>
<p style="text-align: center;">Part V Goals for Targeted Disabilities</p>	<p>Goals:</p> <ol style="list-style-type: none"> 1. Establish recruitment teams. 2. Share successful recruitment of individuals with targeted disabilities, best practices with other command EEO Offices. 3. Improve outreach and access to employment opportunities for individuals with disabilities. 4. Contact students with disabilities listed in the Workforce Recruitment Program (WRP) annual on-line recruitment list to encourage students to apply for vacancies and inform them about student employment opportunities. 5. Regarding retention, monitor the participation of individuals with targeted disabilities in career development and formal leadership training programs. 6. Strengthen the Individuals with Disabilities Special Emphasis Program to provide awareness and education to management and employees on issues relating to employees with disabilities. 7. Educate managers on how to make the workplace accessible for individuals with disabilities to perform the essential functions of the job.

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 a 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

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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 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 salesworkers, 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

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- 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 (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.

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- **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).
- **Relevant Labor Force:** The source from which an agency draws or recruits 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.

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DATABASE NOTES

1. The data for this report reflects the organization as of 1 October 2010. 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. 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.

Appendix B :: Data Tables Summary

Data Table Summary Report For PINEB(FY 2010)										
Employee Pool	Total #	Men	Women	Hispanics	Whites	Blacks	Asian Americans/ Pacific Islanders	American Indians/ Alaskan Natives	Individuals with Targeted Disabilities	Total Disability
Current Total Work Force	1,213	69.41%	30.58%	0.49%	63.72%	34.37%	0.41%	0.74%	6.97%	86
Last Year's Work Force	1,335	70.11%	29.88%	0.74%	64.26%	33.18%	0.74%	0.89%	8.16%	98
Population Change	-122	-0.70%	0.70%	-0.25%	-0.54%	1.19%	-0.33%	-0.15%	-1.19%	-12
Top 10 Employment Programs:										
6501 - MISC AMMO,EXPLOSIVES, & TOXIC MTS WK	212	56.13%	43.86%	0.00%	48.11%	51.88%	0.00%	0.00%	14.28%	7
85 - SECURITY GUARD	132	85.60%	14.39%	0.75%	44.69%	54.54%	0.00%	0.00%	0.00%	7
301 - MISCELLANEOUS ADMINISTRATION & PROGRAM	41	60.97%	39.02%	0.00%	70.73%	29.26%	0.00%	0.00%	0.00%	3
6511 - MISSILE/TOXIC MATERIALS HANDLING	37	83.78%	16.21%	0.00%	37.83%	62.16%	0.00%	0.00%	0.00%	2
1910 - QUALITY ASSURANCE	35	77.14%	22.85%	0.00%	82.85%	17.14%	0.00%	0.00%	0.00%	3
4807 - CHEMICAL EQUIPMENT REPAIRING	32	100.00%	0.00%	0.00%	71.87%	28.12%	0.00%	0.00%	0.00%	3
4816 - PROTECTIVE&SAFETY EQUIP FABRICATING&REPAIRING	32	78.12%	21.87%	0.00%	40.62%	59.37%	0.00%	0.00%	25.00%	4
2005 - SUPPLY CLERICAL AND TECHNICIAN	27	48.14%	51.85%	0.00%	55.55%	44.44%	0.00%	0.00%	0.00%	4
801 - GENERAL ENGINEERING	27	92.59%	7.40%	3.70%	81.48%	3.70%	3.70%	7.40%	0.00%	1
5401 - MISCELLANEOUS INDUSTRIAL EQUIPMENT OPERATION	26	76.92%	23.07%	3.84%	42.30%	53.84%	0.00%	0.00%	0.00%	0
Senior Executives (ES,ST,IP)	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0
Grades:										
15	1	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0
14	9	88.88%	11.11%	0.00%	88.88%	0.00%	0.00%	11.11%	0.00%	0
13	55	87.27%	12.72%	1.81%	87.27%	5.45%	1.81%	1.81%	25.00%	4
12	113	64.60%	35.39%	0.88%	71.68%	26.54%	0.88%	0.00%	0.00%	7
11	115	46.95%	53.04%	0.86%	70.43%	26.08%	2.60%	0.00%	0.00%	11
10	19	100.00%	0.00%	0.00%	84.21%	15.78%	0.00%	0.00%	50.00%	2
9	75	45.33%	54.66%	1.33%	64.00%	29.33%	0.00%	4.00%	10.00%	10
8	20	65.00%	35.00%	0.00%	75.00%	20.00%	0.00%	5.00%	0.00%	2
7	87	58.62%	41.37%	0.00%	77.01%	22.98%	0.00%	0.00%	10.00%	10
6	49	69.38%	30.61%	0.00%	51.02%	46.93%	0.00%	2.04%	0.00%	3
5	107	72.89%	27.10%	0.00%	48.59%	50.46%	0.00%	0.00%	0.00%	5
4	1	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0
Pay Bands:										
2	8	25.00%	75.00%	0.00%	87.50%	12.50%	0.00%	0.00%	0.00%	0
Fed9:										
Officials and Managers	226	52.65%	47.34%	0.44%	69.91%	26.10%	1.32%	1.32%	8.00%	25
Professionals	163	74.23%	25.76%	1.22%	80.98%	15.33%	1.22%	1.22%	8.33%	12
Technicians	40	80.00%	20.00%	0.00%	82.50%	17.50%	0.00%	0.00%	50.00%	2
Administrative Support Workers	84	28.57%	71.42%	0.00%	64.28%	30.95%	0.00%	3.57%	0.00%	8
Craft Workers	426	73.47%	26.52%	0.00%	61.03%	38.73%	0.00%	0.23%	10.52%	19
Operatives	128	87.50%	12.50%	0.78%	50.00%	49.21%	0.00%	0.00%	0.00%	12
Service Workers	146	82.87%	17.12%	1.36%	49.31%	49.31%	0.00%	0.00%	0.00%	8
External Accessions	50	74.00%	26.00%	2.00%	84.00%	14.00%	0.00%	0.00%	0.00%	0
Separations	24	79.16%	20.83%	0.00%	62.50%	33.33%	0.00%	4.16%	0.00%	0
Promotions	96	58.33%	41.66%	1.04%	63.54%	35.41%	0.00%	0.00%	0.00%	0
Most Commonly Received Award: PERFORMANCE AWARD	295	73.55%	26.44%	0.33%	65.76%	33.22%	0.00%	0.33%	9.52%	21
Special Employment Program	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0
Top 10 Career Programs:										
NOT APPLICABLE	897	71.90%	28.09%	0.44%	59.86%	38.79%	0.11%	0.66%	7.01%	57
ENGINEERS & SCIENTISTS (NON-CONSTRUCTION)	69	89.85%	10.14%	1.44%	86.95%	7.24%	1.44%	2.89%	20.00%	5
COMPTRROLLER	43	18.60%	81.39%	0.00%	81.39%	18.60%	0.00%	0.00%	0.00%	2
QUALITY AND RELIABILITY ASSURANCE	26	73.07%	26.92%	0.00%	84.61%	15.38%	0.00%	0.00%	0.00%	3
MATERIAL MAINTENANCE MANAGEMENT	25	76.00%	24.00%	0.00%	64.00%	32.00%	0.00%	4.00%	0.00%	3
INFORMATION MISSION AREA (IMA) CAREER PROGRAM	24	75.00%	25.00%	0.00%	79.16%	20.83%	0.00%	0.00%	0.00%	3
SUPPLY MANAGEMENT	22	45.45%	54.54%	0.00%	63.63%	22.72%	9.09%	0.00%	25.00%	4
ENGINEERS & SCIENTISTS (RESOURCES & CONSTRUCTION)	20	85.00%	15.00%	5.00%	80.00%	15.00%	0.00%	0.00%	0.00%	1
CONTRACTING AND ACQUISITION	17	29.41%	70.58%	0.00%	52.94%	47.05%	0.00%	0.00%	0.00%	3
AMMUNITION MANAGEMENT	16	68.75%	31.25%	0.00%	37.50%	56.25%	0.00%	0.00%	0.00%	1

Appendix C :: Supporting Documents



ELECTRONIC MAIL
NIPRNET Addresses are
@US.ARMY.MIL

U. S. JOINT MUNITIONS COMMAND PINE BLUFF ARSENAL STAFF DIRECTORY

30 Sept 2010

ALL EMERGENCIES	911
AMBULANCE/EMERGENCY	2700
CHEMICAL EMERGENCY/INCIDENT	3500
FIRE	3500
NBC AID STATION	3404
OPERATIONS CENTER	2700
SECURITY POLICE	3505
PUBLIC WORKS AND HOUSING (AFTER DUTY)	2700
U.S. ARMY HEALTH CLINIC	3409
AFGE Local #953	3793

COMMANDER (JMPB-CO)	
COL Franz J. Amann	3003
SECRETARY	
Ms. Elizabeth E. Thomas	3003
EXECUTIVE ASSISTANT (JMPB-XO)	
Mr. Larry E. Wright	3004
BUSINESS & COMMAND ASST	
Ms. Jo Pietrobon (acting)	3004

SPECIAL STAFF	
CHIEF MEDICAL OFFICER (MCUA-PBA) 13-020	
LTC Diego Gonzalez	3409
EMPL ASSIST PRG/ARMY SUBSTANCE ABUSE PRG (EA) 13-040	
Ms. S. Pat Jenkins	3094
EQUAL EMPLOYMENT OPPORTUNITY OFC (EO) 17-110	
Mr. David E. Evans	3096
PUBLIC AFFAIRS OFFICE (IN) 10-020	
Ms. Cheryl D. Avery	3420
LEGAL COUNSEL (JA) 10-020	
Mr. Erin B. Burns	3131
ACTING INSPECTOR GENERAL (IG) 10-020	
Ms. A. Laverne Graham	3081



TELEPHONE:
870-540-XXXX
966-XXXX DSN

DIRECTORATE OF AMMUNITION OPERATIONS	
DIRECTOR (AO) 23-370	
Mr. Roch J. Byrne	3684
PLANS AND PROGRAMS DIVISION (AOL) 23-370	
Ms. Barbara W. Starks	3671
QUALITY MANAGEMENT DIVISION (AOQ) 23-370	
Mr. Cecil D. McNutt	3664
PRODUCTION DIVISION (AOP) 44-100	
Mr. Bobby C. Howell	3681
PRODUCTION PROCESS ENGR DIV (AOE) 44-100	
Mr. Donald R. Scifres	4040

DIRECTORATE OF MATERIAL MANAGEMENT	
DIRECTOR (MM) 10-020	
Mr. Steve Wylie (acting)	3114
INVENTORY MANAGEMENT DIV (MMI) 23-310	
Mr. John C. Hollenbeck	3525
STORAGE DIVISION (MMS) 23-310	
Mr. LaVara Henry	3914
TRANSPORTATION DIVISION (MMT) 11-080	
Ms. Sharon J. Lavergne	3611
QUALITY ASSURANCE DIVISION (MMQ) 34-120	
Mr. Steve Wylie	3990

DIRECTORATE OF LAW ENFORCEMENT AND SECURITY	
DIRECTOR (SS) 60-020	
Mr. Donald P. Police	3491
PRINCIPAL SECURITY ADVISOR (SS)	
Mr. Kevin E. Charles	3962
CHIEF SUPERVISOR (SS) 60-020	
Mr. James N. Anderson	3499
VISITOR/VEHICLE REGISTRATION 17-130	
Ms. Traci L. Jones	3030
MILITARY PERSONNEL 17-130	
Ms. Traci L. Jones	3030

DIRECTORATE OF INFORMATION MANAGEMENT	
DIRECTOR (IM) 10-020	
Mr. William R. Johnson	3066
CUSTOMER SUPPORT DIVISION (IMC) 10-040	
Vacant	3224
ADMINISTRATIVE SUPPORT DIVISION (IMR) 16-040	
Ms. Debbie L. Sabin	3424

RESIDENT OFFICE RESEARCH DEVELOPMENT & ENGINEERING COMMAND ACQUISITION CENTER	
PINE BLUFF CONTRACTING DIVISION (AMSRD-ACC-P)	
Ms. Pam Burton	4074

RESIDENT OFFICE CIVILIAN PERSONNEL ADVISORY CENTER	
CIVILIAN PERS ADVISORY CTR (PECP-SWR-C) 10-020	
Ms. Jane A. Green	3077
FECA PROGRAM MANAGER (PECP-SWR-C-W) 10-030	
Ms. Pam J. Clark	4098

DIRECTORATE OF CHEMICAL & BIOLOGICAL DEFENSE OPERATIONS	
DIRECTOR (CB) 10-020	
Mr. Phillip J. Vick	3622
PLANS & PROGRAMS DIVISION (CBB) 10-020	
Mr. David J. Hudman	3657
MOB ILE & POWERED SYSTEMS DIVISION (CBM)	
Mr. James Reed	3910
BIO PRODUCTION DIVISION (CBP)	
Mr. Tom A. Grossman	3037
SURVEILLANCE & TESTING DIVISION (CBT) 10-020	
Mr. Terry L. Hardin	3624
QUALITY MANAGEMENT DIVISION (CBQ) 10-020	
Mr. David Hudman (acting)	3657
CML BIO SERVICES DIV (CBS) 32-100	
Mr. Billy Broach	3106

DIRECTORATE OF PUBLIC WORKS	
DIRECTOR (PW) 34-970	
Mr. Michael McCormack	3301
ENGINEERING PLANS & SVCS DIV (PWE) 34-980	
Mr. Ray Fish	3254
CONTRACT CONSTRUCTION COOR DIV (PWC) 34-910	
Ms. Connie Elkins	3323
OPERATIONS & MAINTENANCE DIV (PWM) 34-910	
Mr. Mark Throneberry	3301
FIRE AND EMERGENCY SERVICES DIV (PWF) 10-050	
Mr. Thomas J. Braummuller	3507
WASTE MGT & RECLAMATION DIV (PWD) 42-965	
Mr. Joel S. Marriott	3399

DIRECTORATE OF RESOURCE MANAGEMENT	
DIRECTOR (RM) 10-020	
Ms. Aletha A. Lampkin	3751
MANAGEMENT SERVICES DIVISION (RMM) 10-020	
Mr. Roy E. Smith	3019
ACCOUNTING DIVISION(RMA) 10-020	
Ms. Gladys M. Dickinson	3761
BUDGET DIVISION (RMB) 10-020	
Mr. Neil K. Orillon	3762

DIRECTORATE OF FAMILY MORALE, WELFARE AND RECREATION	
DIRECTOR (PA) 10-020	
Ms. Melissa Brodnax	3198
CHILD AND YOUTH SERVICES (PAY) 16-050	
Ms. Debbie Johnson	3612
ARMY COMMUNITY SERVICES (PAF) 16-270	
Mr. Jerry J. Pye	3588
LODGING MANAGER (PAL) 15-530	
Ms. Gloria L. Davis	3008
COMMUNITY RECREATION CTR (PAR) 16-310	
Ms. Carla J. Easterling	3779

TENANTS	
PINE BLUFF CHEMICAL ACTIVITY (AMSCM-CMPB-CO)	
LTC Nathaniel W. Farmer	2400
U.S. ARMY 22 ND CHEMICAL BATTALION D CO (AFCB-CAR-RRW)	
Mr. Marvin P. Hubanks	2306
U. S. ARMY HEALTH CLINIC (MCUA-PBA)	
LTC Diego Gonzalez	3409
INDUST HYGIENE/PREVENT MED SVCS (MCUA-PBA-IH)	
Mr. Jerry D. Weilacher	3449
PINE BLUFF CHEMICAL AGENT DISPOSAL (AMSCM-SEP)	
Mr. Mark Greer	2000
PROJECT MGR FOR NON-STKPLE CHEM MAT (AMSCM-NSO)	
Mr. Joe R. Daven	3941
ARMY & AIR FORCE EXCHANGE SVC (314-SVS-SVE)	
Ms. Donna K. Brown	535-1707
EDGEWOOD CHEMICAL & BIOLOGICAL CENTER (AMSRD-ECB-CB-PBA)	
Mr. Paul C. Wynne	3316
DEFENSE THREAT REDUCTION AGENCY (OS COP)	
Mr. Ken Youngkin	2894
TEST MEASUREMENT & DIAGNOSTIC EQUIPMENT (AMSAM-TMD-BPB)	
Mr. Larry Brown	3353

DIRECTORATE OF ENGINEERING AND TECHNOLOGY	
DIRECTOR (ET) 23-370	
Mr. Enami E. Esmalpour	2911
SYSTEMS ENGINEERING DIV (ETS) 23-370	
Mr. James M. Farris	3663
ENGINEERING DEVELOPMENT DIV (ETD) 32-520	
Mr. Tony Davenport	2909

DIRECTORATE OF LOGISTICS	
DIRECTOR (DL) 32-090	
Ms. Deborah L. Eifling	3158
EQUIPMENT MGT DIV/EQUIP MGR (DLE) 23-310	
Mr. Richard E. Whitley, Sr.	3592
MOBILE EQUIPMENT DIV (DLEM) 32-090	
Mr. Carl D. Gilbert	2962

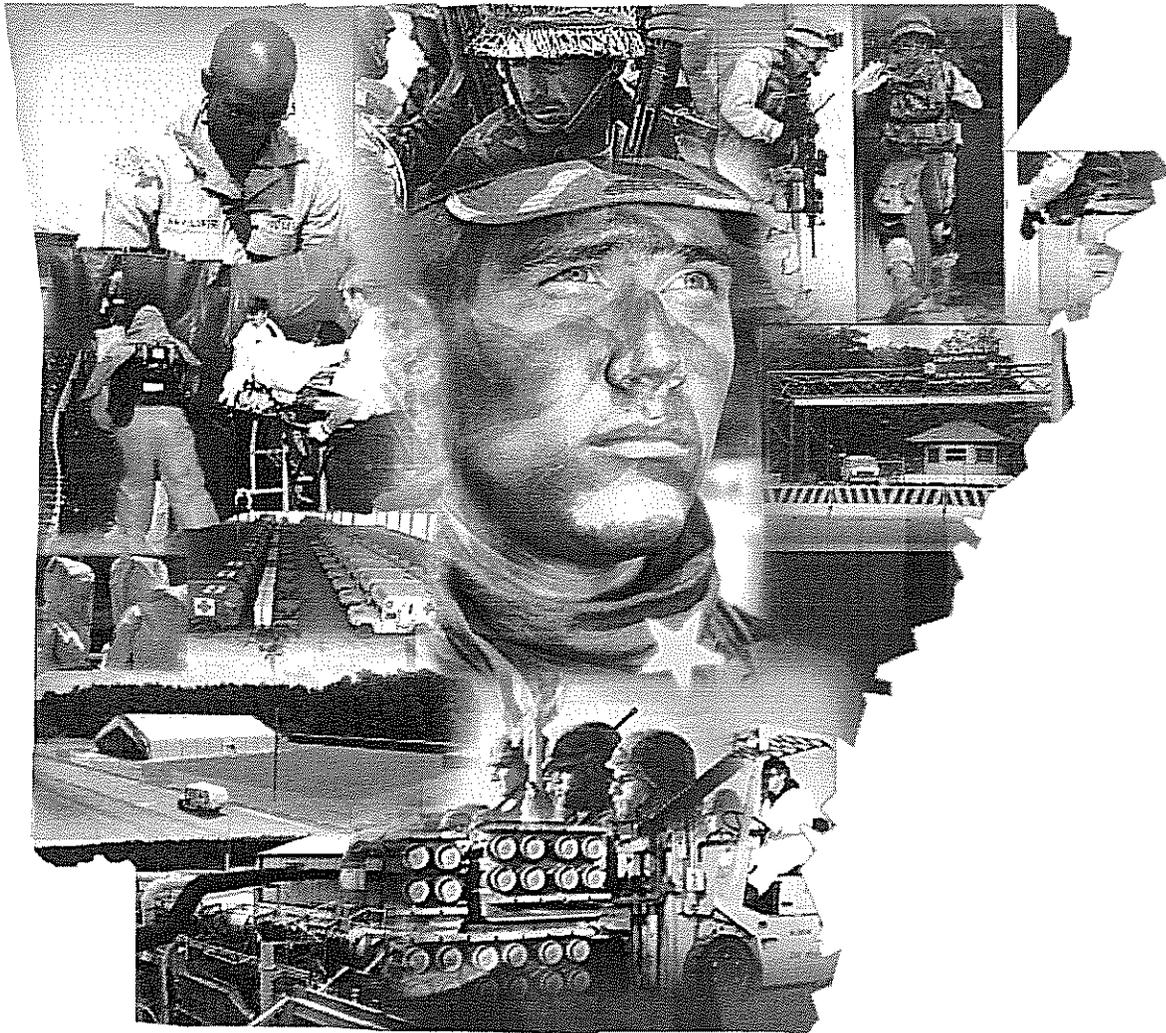
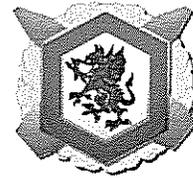
DIRECTORATE OF BUSINESS OPERATIONS AND PLANNING	
DIRECTOR (BOP) 10-020	
Mr. Roger Johnson	2946
TRAINING COORDINATOR (BOP-T) 17-130	
Ms. Gail N. Bickley	3092
CORPORATE QUALITY (BOP-C) 10-020	
Ms. Nancy G. Owen	3052

DIRECTORATE OF RISK MGT & REGULATORY AFFAIRS	
DIRECTOR/ENVIRON COORD (RR) 10-030	
Mr. Mark A. Lumpkin	2801
MONITORING DIV (RRL) 32-140	
Mr. Eddie G. Robinson	2809
ENVIRONMENTAL DIV (RRE) 10-030	
Mr. Charlie E. Neel	2804
SAFETY DIV (RRS) 10-030	
Mr. Stephen D. Redman	3048

INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE	
CHIEF (IA) 10-020	
Ms. Jacquelyn L. Flowers	3226

PROPOSER OF THIS STAFF DIRECTORY IS
SIMPB-RMM. ADDITIONS, DELETIONS
OR CORRECTIONS SHOULD BE FORWARDED TO
THIS OFFICE OR MADE BY PHONE:
870-540-3980
966-3980 DSN

**Department of the Army
Pine Bluff Arsenal**



**DISABLED VETERANS ACCOMPLISHMENT
REPORT, FISCAL YEAR 2010 AND
AFFIRMATIVE ACTION PLAN, FISCAL YEAR
2011**

**Annual Disabled Veteran
Affirmative Action Program (DVAAP)
Plan Certification for Fiscal Year (FY) 2010**

IDENTIFYING INFORMATION

A. Name and Address of Agency:

U.S. Army Pine Bluff Arsenal
10020 Kabrich Circle
ATTN: JMPB-EO
Pine Bluff, Arkansas 71602-9500

B. Name and Title of Designated DVAAP Official (include address, if different from above.) Telephone/FAX#

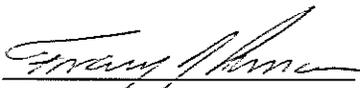
David E. Evans
Officer, Equal Employment Opportunity
Commercial (870) 540-3096/DSN: 966-3096
Fax: (870) 540-3023/DSN: 966-3023

C. Name and Title of Contact Person (include address, if different from above.) Telephone/Fax#

John L. Bynum
Individuals with Disabilities Program Manager
Commercial: (870) 540 3063/DSN: 966-3063
Fax: (870) 540-3023/DSN: 966-3023

CERTIFICATION: I certify that the above name agency: (1) has a current DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAPP) plan and the program is being implemented as required by 38 U.S.C. 4214, as amended, and appropriate regulations and guidance issued by the U.S. Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a DVAAP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

COMMANDER'S SIGNATURE:


Franz J. Amann
COL, CM
Commanding

Date: 14 Sep 10

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2010**

I. U.S. ARMY PINE BLUFF ARSENAL (PBA) PROGRESS IN DVAAP IMPLEMENTATION.

Analysis of Permanent Workforce:

An analyses of data in this report shows that the percentage of representation of Disabled Veterans at PBA Increased from 8.03% for FY 2009 to 10.42% for FY 2010. The percentage of representation for 30% Disabled Veterans increased from 3.60% FY 2009 to 6.09% for FY 2010.

The PBA recruitment efforts will continue to help facilitate noncompetitive placement of Disabled Veterans at any time during the recruitment process under special appointing authorities such as; Veterans Recruitment Appointment (VRA) and 30% Disabled Veteran Program. The PBA recruitment efforts will continue to competitively select qualified Disabled Veterans through such hiring authority as Veteran Employment Opportunity Act (VEOA), Delegated Examination Authority, and Workforce Recruitment Program for Collage Students with Disabilities and the Student Employment Program.

Categories	Total	GS/GM 02-12	GS/GM 13+	Wage System
Total Population For FY 09	(1332)			
Prior FY 09 Disabled Veteran (DV)	92	55	0	37
% Prior FY 09 Representation	6.91%	4.13%	0.00%	2.78%
Total Population For FY 10	(1248)			
Current FY 10 Disabled Veteran (DV)	130	88	5	37
% Current FY 10 Representation	10.42%	7.05%	0.40%	2.96%
Population Change	38	33	5	0
% Population Change*	3.04%	2.64%	0.40%	0.00%

Categories	Professional	Admin	Technical	Clerical	Other	Blue Collar
Prior FY 09 Disabled Veteran	8	30	18	3	18	33
% Prior FY 09 Representation	0.60%	2.25%	1.35%	0.23%	1.35%	2.48%
Current FY 10 Disabled Veteran	6	40	19	2	26	37
% Current FY 10 Representation	0.48%	3.21%	1.52%	0.16%	2.08%	2.96%
Population Change	-2	10	1	-1	8	4
% Population Change*	-0.16%	0.80%	0.08%	-0.08%	0.64%	0.32%

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2010**

Categories	Total	30% DVGS/GM 02-12	30% DV GS/GM 13+	30% DV Wage System
Prior FY 09 30% Disabled Veteran	40	27	0	13
Prior FY 09 30% DV Representation	3.00%	2.03%	0.00%	0.98%
Current FY 10 30% Disabled Veteran	76	53	3	20
Current FY 10 30% DV Representation	6.09%	4.25%	0.24%	1.60%
Population Change	36	26	3	7
% Population Change*	2.88%	2.08%	0.24%	0.56 %

* Divide population change, +/- , by the total within that category. Resulting % may be a +/-

II. RECRUITMENT AND EMPLOYMENT METHODS.

Policy. The Commander widely publicizes policy statements emphasizing his support of employment of individuals with disabilities including disabled veterans. The Civilian Personnel Merit Promotion Plan permits noncompetitive placement at any time during the recruitment process, which allows for placement of veterans with disabilities under special appointing authorities.

Whenever feasible, positions are restructured to facilitate placement of individuals with disabilities/disabled veterans. Periodic facilities assessments/surveys are also conducted to identify/remove architectural barriers.

When an opportunity to hire is presented, Pine Bluff Arsenal uses the following recruitment methods.

1. **Vacancy Announcements.** Vacancies are posted on official bulletin boards and on the Internet to ensure widest distribution of information.
2. **Special Appointment Authorities.** Maximum consideration is given to Veterans eligible for Recruitment Appointments (VRA), 30 percent disabled veterans, Veterans under the Veteran Employment Opportunity Act (VEOA), the Workforce Recruitment Program for College Students with Disabilities and the Student Employment Program.
3. **Delegated Examination Authority.** Civilian Personnel Advisory Centers (CPACs) have the authority to operate delegated examining authority where appropriate and ensure that disabled veterans are referred for available vacancies.

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2010**

III. METHODS USED TO PROVIDE OR IMPROVE INTERNAL ADVANCEMENT OPPORTUNITIES FOR DISABLED VETERANS.

1. Merit promotion, intern and upward mobility vacancy announcements are distributed throughout the installation to all employees via e-mail and official bulletin boards for those who do not have access to e-mail.
2. Physical and architectural barriers are identified through surveys and the Directorate of Public Works Plans and Services, within budgetary planning, modify or remove barriers. Architectural modification facilitates entry by wheelchair or walker, the use of rest rooms, telephones, and water fountains, and access to historical sites and recreational facilities. New buildings and renovations are constructed to be barrier free in accordance with architectural barrier guidance.
3. Information on the Department of Defense Computer-Electronic Accommodations Program (CAP) is made available when considering essential job requirements and other job accommodation issues.
4. Commanders issue statements in support of disabilities programs and encourage supervisors and managers to provide advancement opportunities for disabled veterans. Policy statements are distributed throughout the organization and posted on official bulletin boards and made available through the Pine Bluff Arsenal intranet web site.
5. Disabled Veterans are encouraged to participate in available training offered at the installations and activities that include in-house training, and correspondence courses for work or self-improvement.

I. PURPOSE AND BACKGROUND.

- a. This document sets policies and procedures for managing the Pine Bluff Arsenal Disabled Veterans Affirmative Action Program (DVAAP). It applies to all Directorates financed by appropriated funds, and covers all employees and applicants for employment with the exception of non-citizens employed outside the limits of the United States.
- b. The policies and procedures set forth here are governed by AR 690-300, Chapter 306, Selective Hiring, Placement, and Advancement of Disabled Individuals. Regulations covering both programs are contained in Part 720 of Title 5 of the U. S. Code of Federal Regulations (CFR).

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2010**

II. DEFINITIONS.

a. **Veterans Preference.** OPM establishes entitlement to veterans' preference. For PBA the purpose of this Plan, OPM defines "disabled veteran" as an individual who has served on active duty in the armed forces, has been separated under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension administered by the Veterans' Administration or a military department. "Preference eligible" refers to special consideration given to veterans seeking civilian employment with the U.S. Government. Individuals with specific questions regarding disability and preference entitlement are referred to OPM.

III. POLICY.

a. It is the policy of PBA to provide reasonable accommodations and ensure equal opportunity in hiring, advancement, training, and treatment of disabled veterans. This policy will ensure that no qualified individual will be denied the opportunity for advancement solely because of his or her disability. To support these goals, the PBA Commander has stated that we must affirm our commitment to these principles and ensure that equal opportunity is the standard for PBA. Equal opportunity for disabled veterans is a command program. While the Office of Equal Opportunity has been designated with the program responsibility, we all must serve as advocates to make the necessary changes to overcome barriers that restrict equal employment opportunities for disabled veterans. As PBA leaders, we must strive to achieve a civilian workforce in which disabled veterans are represented in every PBA organization. We can continue to meet these challenges with zeal, always remembering our differences make us a complete PBA family, dedicated to accomplishing our mission.

b. Disability may not be used as the rationale for non-selection of a disabled veteran who, with or without accommodation(s), is otherwise fully qualified for employment in a position. To the extent that special accommodations will permit a disabled veteran to perform the essential functions of a job for which he or she is selected, it will be provided if it is reasonable and does not create undue hardship.

IV. PROGRAM RESPONSIBILITY.

a. Primary responsibility for the DA DVAAP rests with the Assistant Secretary of the Army (Manpower and Reserve Affairs) ASA (M&RA)).

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2010**

b. The DA designated official for the DVAAP is the Director, Program for Individuals with Disabilities (PIWD). The PIWD is on the staff of the Equal Employment Opportunity Office.

c. The PBA designated official for the DVAAP is the Individual for Disabilities Program Manager (IWDPM). The IWDPM is a manager in the PBA EEO Office (SJMPB-EO).

V. STATUS OF DISABLED VETERANS.

a. Analyses of work force data and guidance provided by PBA determine the need for and level of support of the DVAAP required to supplement the PBA plan.

b. The use of non-competitive appointing authority to hire disabled veterans is monitored. The authority provides an excellent mechanism for improving employment of disabled veterans, including 30 percent or more disabled veterans, in areas of deficiency. Activities are encouraged to increase their use of this authority for that purpose.

c. The assessment contained in the accomplishment report is based upon a review of information obtained. Based on available data, the percentage of representation of disabled veterans in the PBA civilian labor force has remained due to an increase in total workforce. Disabled Veterans representation on PBA is considered above the goal set by Department Of Defense.

VI. PROGRAM PLAN.

a. **Recruiting Methods.** Recruiting methods to be used in seeking out disabled veteran candidates are outlined in the accomplishment report. Additional methods are included as part of the AAP for the Hiring, Placement and Advancement of Individuals with Disabilities (IWD). Activities/methodology used as recruitment incentives/sources include, but are not limited to, the following:

(1) Leadership training for managers and supervisors.

(2) Selective Placement Program.

(3) EEO Special Emphasis Programs.

(4) Use of the Veterans' Recruitment Appointment (VRA)

(5) Workforce Recruitment for College Students with Disabilities

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2010**

b. **Internal Advancement Opportunities.** The AAP for the Hiring, Placement and Advancement of Individuals with Disabilities includes specific actions to be taken at all levels to review the processes for internal advancement opportunities. This review is also appropriate for DVAAP. Disabled veterans will be given equitable consideration in all special programs, i.e., apprenticeships, internships, Cooperative Education, upward mobility etc.

c. **Program Monitoring.** The PBA Disabilities Program Manager will review program accomplishments annually in conjunction with the annual planning cycle for AAPP for Hiring, Placement and Advancement of Individuals with Disabilities. Normally this occurs in November of each year. The DVAAP will be submitted and monitored in the following ways:

(1) HQ AMC and HQDA, Disabled Veterans (including 30% or more DV) hiring authorities and Title 5 of C.F.R., Section 316.402(b)(5).

(2) The AMC Individuals with Disabilities Program Manager will review data provided from the MSCs, Installations, CPACs, and in conjunction with data in the Defense Civilian Personnel Data System (DCPDS) develop an AMC DVAAP Plan.

(3) The annual Accomplishment Report for the Hiring, Placement and Advancement of Individuals with Disabilities will show the data on disabled veterans in the work force. An evaluation of DVAAP will be implemented in conjunction with the evaluation of the AAPP for Hiring, Placement, and Advancement of Individuals with Disabilities.

VII. LABOR-MANAGEMENT RELATIONS.

The DISABLED VETERAN AFFIRMATIVE ACTION PROGRAM PLAN must be consistent with 5 U.S.C., Chapter 71, Labor-Management Relations, and any applicable labor agreements. PBA components should negotiate, as appropriate, with recognized labor organizations, and solicit their support in designing and carrying out affirmative programs for disabled veterans. Also, local unions should be encouraged to support the Disabled Veterans Affirmative Action Program Plan.

MEMORANDUM FOR PBA Employees

SUBJECT: EEO/EO Policy – Policy Letter 11-1

1. We have an army goal to achieve a diverse workforce that is representative of the general public we service. Meeting and maintaining an affirmative employment program will be challenging; however, we must seek new and innovative ways to meet this goal by establishing programs to develop and train employees. This may be achieved through detailed assignments, developmental assignments and other training opportunities.
2. The primary emphasis of EEO/EO is to provide equality for all. Those who feel they have been discriminated against on the basis of their race, color, religion, national origin, sex, age or handicap have a right to register a complaint through the proper channels. Individuals registering complaints are urged to use their supervisory chain as the primary source for redress. Personnel desiring to register complaints of discrimination or personnel seeking information on the EEO/EO Program should contact David Evans, EEO Officer at extension 3096.
3. Unfair treatment is a deterrent to mission readiness, combat effectiveness and work efficiency. I will not allow this Command to experience any of these factors. I expect any employee, soldier, or family member(s) who feels he/she has experienced unfair or unequal treatment to address the issue.
4. As Commander of Pine Bluff Arsenal, I am committed to the goals and objectives of PBA's Equal Employment Opportunity Program. I charge each manager, supervisor, and leader with the responsibility of ensuring that all personnel are evaluated and rated solely on the basis of their individual merits, abilities, and contributions; and are not subject to any discriminatory practices.
5. This Policy Letter supersedes EEO/EO Policy Letter 11-1, dated 6 July 2009.



FRANZ J. AMANN
COL, CM
Commanding

MEMORANDUM FOR All PBA Employees (Military and Civilians)

SUBJECT: Commanders' Policy on Sexual Harassment – Policy Letter 11-2

1. It is my firm policy that sexual harassment is unacceptable behavior that will not be condoned nor tolerated at Pine Bluff Arsenal (PBA). All employees are entitled to work in an environment that is free from unsolicited and unwelcomed sexual advances.
2. Sexual harassment is a very serious matter. It has been defined by EEOC as a form of sex discrimination that involves unwelcomed sexual advances, requests for sexual favor, and other verbal or physical a conduct of a sexual nature when:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
 - c. Such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment.
3. Sexual harassment will not be tolerated by this command. Each soldier and civilian at Pine Bluff Arsenal has the responsibility for maintaining the highest standards of honesty, integrity, impartiality and conduct to assure the proper performance of PBA's mission. Sexual harassment violates those standards, undermines interpersonal relationships, and interferes with the effectiveness of the workforce. Sexual harassment is a violation of the law as well as the high standards of conduct that are expected from this command.
4. Cases of sexual harassment must be reported to your chain of command immediately. Resolution of the problem should be attempted at the lowest possible level. If your chain of command does not respond to assist you, call the following personnel: David Evans, Equal Employment Opportunity Officer, at extension 3096.
5. Any person in a supervisory, management, or command position who becomes aware of a specific incident of sexual harassment, has the responsibility of taking the following immediate corrective actions:
 - a. Notify the EEO Office.
 - b. Conduct formal counseling with the employee if the offending individual is under his/her supervision.

SJMPB-EO

SUBJECT: Commanders' Policy on Sexual Harassment – Policy Letter 11-2

c. If the offending person works in another organizational element, the situation will be immediately called to the attention of the offender's supervisor.

6. It is not enough for PBA to simply define the illegal or inappropriate behavior, or to pronounce that it will not be tolerated. We need rather to provide employees, supervisors and managers with the tools - -the knowledge and hopefully, the understanding - - that will bring about behavior that contributes to a positive work force environment instead of detracting from it. Therefore, it is the policy of PBA to conduct mandatory training in prevention of sexual harassment for all employees, supervisors and managers. The EEO office will be responsible for providing mandatory Prevention of Sexual Harassment (POSH) to managers, supervisors and employees to include initial training as well as updated training.

7. This letter supersedes Policy Letter 11-2 dated 6 July 2009.



FRANZ J. AMANN
COL, CM
Commanding

MEMORANDUM FOR Pine Bluff Arsenal EMPLOYEES

SUBJECT: Resolving Employee Disputes Swiftly (REDS) Policy Letter 11-6

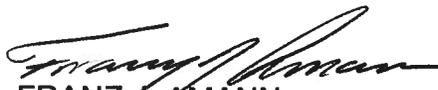
1. The purpose of this letter is to establish policy and provide guidance regarding the REDS program at Pine Bluff Arsenal (PBA). REDS should be used to resolve disputes, informal or formal EEO complaints, at the earliest opportunity. The selected REDS technique is mediation.
2. Participation in REDS is voluntary for employees. It is mandatory for managers/supervisors to participate in REDS to resolve disputes, informal or formal EEO complaints, if an employee chooses this method over traditional procedures.
3. The EEO Officer oversees and implements the REDS program. The REDS Team will be comprised of the EEO Officer, the local Labor Counsel and the CPAC Director. The EEO Officer will appoint a POC for REDS to serve as an intake point for complaints and disputes. The POC will review and complete Intake Form(s), prepare a case file, provide information on REDS to all parties involved and provide administrative support.
4. Mediators will be enlisted from the Alternate Dispute Resolution (ADR) Sharing Program, another Army Installation or the Office of Complaints Investigation. Mediation may take place at any time. Employees who wish to reserve continuation rights while they attempt to reach agreement should consult with the REDS POC as to whether or not their original action may be held in abeyance pending a resolution attempt. Whether or not one uses REDS, the same time limits must be followed for EEO complaints. If mediation fails, processing the complaint may be resumed. All participants in REDS will respect total confidentiality of all parties involved.
5. Pamphlets and information on the REDS program are available in the EEO office.
6. This letter supersedes Policy Letter 11-6, dated 6 July 2009.
7. POC for this policy letter is Mr. David Evans, ext 3096.


FRANZ J. AMANN
COL, CM
Commanding

MEMORANDRUM FOR ALL Pine Bluff Arsenal Employees (Military and Civilians)

SUBJECT: Commander's Policy for the Prevention of Unlawful Harassment Policy Letter 11-9

1. The purpose of this policy letter is to establish policy and provide guidance regarding Prevention of Unlawful Harassment at Pine Bluff Arsenal.
2. Harassment in the workplace violates federal law whether the discriminatory treatment is based on sex (whether or not of a sexual nature), race, color, religion, national origin, age of 40 or older, disability, or protected activity under the anti-discrimination status. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.
3. All managers, supervisors and leaders will undertake whatever measures necessary to ensure that harassment does not occur in the workplace. Managers, supervisors, must make it clear to employees that they will stop harassment by taking immediate and appropriate action. Employees have a responsibility to avoid the potential harm of harassment by using the complaint processing system or otherwise reporting the harassment.. No employee or applicant for employment will be retaliated against for filing a complaint of discrimination or reporting harassment.
4. Harassment of any kind is detrimental to the accomplishment of Pine Bluff Arsenal's mission and the morale of the PBA workforce. Harassment can be intimidating, offensive and prejudicial to a productive environment. It is indicative of the lack of respect for the person harassed, undermines the person's position and may have an impact upon all aspects of the individual's life. We must foster a work environment conducive to maintaining the high level of professional behavior that each person deserves in the work force at Pine Bluff Arsenal.
5. If you have questions or need more information on this policy, contact Mr. David E. Evans, Equal Employment Opportunity Officer at extension 3096.
6. This policy supersedes Policy Letter, 11-9 dated 6 July 2009.


FRANZ J. AMANN
COL, CM
Commanding

MEMORANDUM FOR All Supervisors

SUBJECT: Employment of Individuals with Disabilities and Disabled Veterans, Policy Letter 690-6

1. It is the policy of PBA to provide full and fair consideration to disabled individuals, to include disabled veterans, for employment, training, advancement and retention in positions for which they are qualified or trainable. Full and fair consideration requires affirmative action by directors and supervisors, as well as by the staff of the Equal Employment Office and the Civilian Personnel Advisory Center. Every reasonable effort will be made to recruit and utilize disabled individuals, including disabled veterans, consistent with staffing requirements and the abilities of the individuals. Managers, supervisors and employees are expected to make reasonable adjustments in the work situation to facilitate assimilation of the disabled into the organization.
2. Every reasonable accommodation will be made to permit disabled individuals to accept positions for which they are qualified for. Continued emphasis will also be given to the improved representation of employees with targeted disabilities, and when possible, to return to duty employees on workers' compensation. To support accommodations, appropriate removal of architectural barriers, which preclude or discourage the disabled from seeking employment, is a continuing objective of PBA. Appropriate managers will assure that barrier removal projects are included annually in facilities improvement plans.
3. For more information on the Disability Program, you may contact Mr. John Bynum, Disability Program Manager at extension 3063.
4. This Policy Letter supersedes Policy Letter 690-6, Subject: Employment of Individuals with Disabilities and Disabled Veterans dated 6 July 2009.


FRANZ J. AMANN
COL, CM
Commanding