



PINE BLUFF ARSENAL
MANAGEMENT DIRECTIVE 715
FY 2012

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

715-01 Part A - D

For period covering October 1, 2011, to September 30, 2012.			
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		10020 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		925
	2. Enter total number of temporary employees		73
	3. Enter total number employees paid from non-appropriated funds		55
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		1,053
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		COL David L. Musgrave
	2. Agency Head Designee		Mr. Larry Wright
	3. Principal EEO Director/Official Official Title/series/grade		David E. Evans, EEO Officer, GS-0260-12
	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		Ms. Pat Hopkins - Federal Women's Program Manager Mr. Larry Harris - Hispanic Program Manager Mr. Robert Harrison - Asian/Pacific American Program Manager
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
	Holston Army Ammunition Plant Kingsport, TN		ARXQ 47073
	Radford Army Ammunition Plant Radford, VA		ARXQ 51121

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

EEO FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:		*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	x
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	x	*Organizational Chart	x

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

PINE BLUFF ARSENAL

for Period Covering October 1, 2011 to September 30, 2012

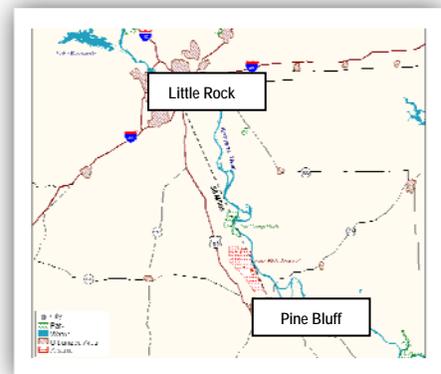
EXECUTIVE SUMMARY

This is the U.S. Army Pine Bluff Arsenal (PBA), subordinate and tenant activities FY 2012 report under EEOC Management Directive (MD) 715.

ORGANIZATIONAL INFORMATION

Pine Bluff Arsenal (PBA) is a US Army organic industrial base in Southeast Arkansas. It is one of the top three employers in the region. 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. As a conventional depot, PBA has 1.3 million square feet of storage capacity with over 75,000 tons of inventory. PBA plays a significant role in the Army's Integrated Defense Acquisition, Technology, and Life Cycle Management System. PBA has direct involvement in various phases of the system from Phase 2 – Engineering and Manufacturing Development, through Phase 3 – Production and Deployment, and Phase 4 – Operation and Support. PBA's core mission includes the production of non-lethal, obscurants and pyrotechnic ammunition as well as chemical-biological defense equipment. PBA has supporting functions in engineering and technical support; maintenance of mobile and powered hospital and shelter systems; and base operations for tenant activities. Additionally, PBA provides specialized training and logistical support for installation consequence management operations. PBA also has support requirements at Holston Army Ammunition Plant (HSAAP) and Radford Army Ammunition Plant (RFAAP).

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) codes are 05069; 05001; 05025; 05039; 05041; 05043; 05045; 05053; 05079; 05085; 05117; 05119; and 05125. The Pine Bluff Arsenal web address is www.pba.army.mil.



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

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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.

SUBORDINATE COMPONENT INFORMATION

Holston Army Ammunition Plant (HSAAP): The mission of Holston Army Ammunition Plant (HSAAP) is to manufacture Research Department Explosive (RDX) and High Melting Explosive (HMX) for ammunition production and development. Research and development plays a vital role in the production of new and better explosives and products. It is government-owned and contractor-operated (GOCO). HSAAP is situated on two sites. Plant A is in Kingsport, TN; Plant B, the main production area, is about 4 miles away in Hawkins County. The two plants are connected by a dedicated rail. Plant A has 120 acres. Plant B has 5,900 acres. The site as a whole includes 465 buildings. PBA Federal Information Processing Standards (FIPS) codes are 47073 and 47163. The Holston Army Ammunition Plant web address is <http://www.jmc.army.mil/Installations.aspx?id=Holston>.

Radford Army Ammunition Plant (RFAAP): Radford Army Ammunition Plant (RFAAP) is a Government-Owned, Contractor- Operated facility located in Montgomery and Pulaski Counties in southwest Virginia. It consists of two separate facilities; the main plant is the Radford manufacturing unit located between the city of Radford and the town of Blacksburg and consists of 4,080 acres. The New River Storage Unit is located 12 miles from the main plant near the town of Dublin and consists of 2,821 acres. Radford Army Ammunition Plant is located approximately 30 miles from Roanoke, Virginia, where the nearest major airport is located. The main plant is subdivided by the New River into a northwestern portion (in Pulaski County) and southeastern portion (in Montgomery County). The Claytor Lake Dam, located ten miles south of the main plant, governs the rise and fall of the New River. The terrain of the main plant is a sloping alluvial floodplain and terrace deposits border the river on the north and eastern sides. The New River Units gently rolling to hilly, with a low ridge along the northwest boundary. Team Radford provides America's Warfighters with superior performing propellants, energetics and munitions, in order to enable engagement and destruction of targets with total confidence. PBA Federal Information Processing Standards (FIPS) codes are 51121 and 51155. The Radford Army Ammunition Plant web address is www.radfordaapirp.org.

Both plants are sole providers of specialized products within the North American Industry complex.

EMPLOYMENT CHALLENGES

PBA's business operations face an ever growing array of challenges from both internal and external influences to include the end of one war and the drawdown of another which directly affects workload. 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

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

advancement opportunities elsewhere, PBA is constantly challenged to attract, recruit, and retain the most qualified workforce across all ethnic and gender groups as well as individuals with disabilities.

DATABASE INFORMATION

This FY 2012 MD-715 was compiled using Defense Civilian Personnel Data System (DCPDS), Business Objects 11 (BOXi), iComplaints and the MD-715 Reporter. This report covers 1,053 permanent full-time, part-time, temporary and non-appropriated fund civilian employees. Effective FY12 the Job Application online system changed from Resumix to USA Staffing therefore, applicant pool data may be inaccurate. Notwithstanding said changeover, applicant pool data analysis is also included. Statistics alone cannot and do not provide a complete picture of workforce challenges; therefore, we continue to actively 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, trend analyses and Organizational Health Assessment data. ***Due to circumstances beyond the agency's control in reference to the accuracy of the DCPDS database, data contained within this report may not accurately define workplace representation.***

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 2012. 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 full 2010 Census is completed and published, the 2000 Census is the most current labor force data available.

- **National 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.
- **Regional CLF:** The Regional CLF (RCLF), used for local workforce comparison purposes, narrows the NCLF to US citizens located in the following Arkansas counties within the PBA commuting area: Jefferson, Arkansas, Cleveland, Dallas, Desha, Drew, Faulkner, Grant, Lincoln, Lonoke, Prairie, Pulaski, and Saline Counties.
- **Relevant CLF:** The Relevant CLF (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

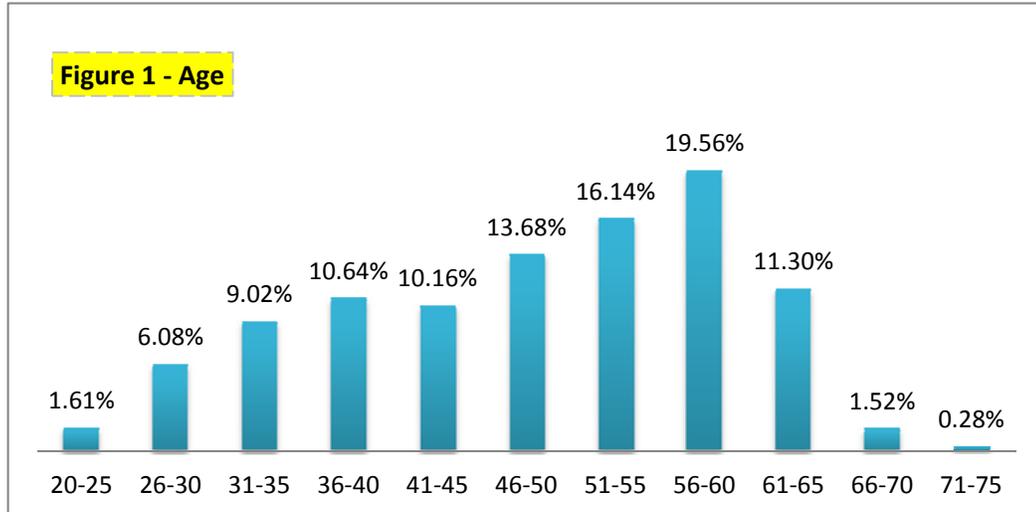


Figure 1 depicts the age distribution of the Pine Bluff Arsenal and serviced workforce during FY 2012. Data shows slight declines in the age group between 20 years of age and 31 years of age. Retirement eligible employees represent over 30% of the current workforce; the remaining workforce age distribution has seen minimal change. PBA is working diligently to embrace the current and future workforce composition seeking proactive approaches to become a chosen employer for the multi-generational representation in today's eligible applicant pool. 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. The PBA workforce has proportionately fewer workers between 20 and 40 years of age (27.35%) compared to the remaining workforce between 41 and 75 years of age (72.65%) which can be attributed in part to Vietnam Era veteran status. With the military draw down, veteran status may greatly influence future hiring and workforce demographics. PBA is actively seeking innovative solutions to meet the present and upcoming challenges by considering factors such as the numbers of employees in various age groups and the percentage likely to retire in three to five years, and use this information to plan recruiting, retention and knowledge-transfer strategies. PBA is committed to addressing this challenge in efforts of attaining its vision as America's Arsenal.

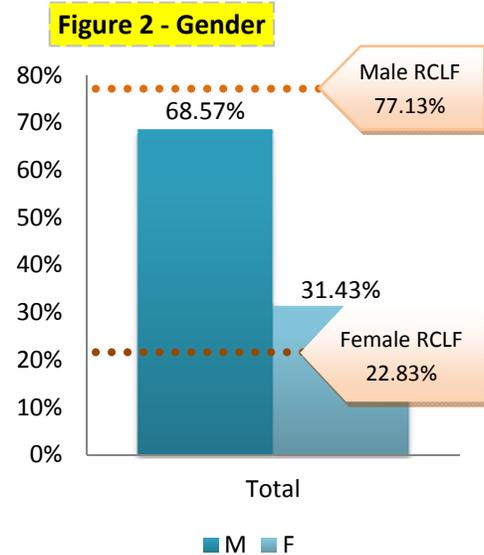
II. Workforce Gender

Gender distribution has made little over the past three fiscal years though the female representation in the workforce is showing a minimal incline. Nearly 60% of the positions at PBA fall

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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.

Figure 2 depicts the gender distribution of the Pine Bluff Arsenal and serviced workforce during FY 2012. When comparing PBA's occupations to relevant occupations in private sector derived from the 2000 Census, the PBA workforce is 8.56% below male PBA RCLF but 8.6% 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

Figure 3 - Ethnicity



EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Figure 3 depicts workforce distribution by ethnicity within the Pine Bluff Arsenal and serviced workforce during FYs 2010, 2011, and 2012. Figure 4 shows the Local Civilian Labor Force (LCLF) percentage 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. An analysis of each ethnic group follows.

Two or More Races (2+ Races): The percentage of employees who have identified themselves in the "Two or More Races" ethnic category is 0.73% below the Local CLF during FY 2012. At 0.28%, the FY 2012 Two or More Races ethnic category is at its highest rate of representation; up 0.02% from FY 2011. This increase could be attributed to new employees identifying themselves in plural ethnic categories. Although the option to select more than one race is available to each employee on the SF-181 Form, not many individuals are identifying themselves as such. Recruitment efforts will continue. Applicant pool data will also be analyzed.

Figure 4 Local Civilian Labor Force (CLF)	
2+ Races	1.01%
Asian	0.85%
AI/AN	0.37%
H/L	1.80%
B/AA	21.61%
NH/PI	0.03%
White	74.33%

Asian: The number of employees who identify themselves in the "Asian" ethnic category has decreased by 0.16% during FY 2012. The percentage of Asian identified employees is 0.57% below the Local CLF. All of the Asian employees identified in the PBA total workforce (0.28%) have occupations in engineering occupational categories. Nationally, 21.04% of the Asian CLF population are identified as workers within this occupational categories. Recruitment efforts will continue. Applicant pool data will also be analyzed.

American Indian or Alaskan Native (AI/AN): The number of employees who identify themselves in the "American Indian or Alaskan Native" ethnic category has not change in count of employees since FY 2011. The percentage of representation increased by 0.06% due to overall population change and is above the Local CLF by 0.39%. Due to the location of PBA, the AI/AN population in this region is low. Recruitment efforts will continue. Applicant pool data will also be analyzed.

Hispanic or Latino (H/L): The number of employees who identify themselves in the "Hispanic or Latino" ethnic category has not changed by count of employees since FY 2010. The FY 2012 percentage of representation is 1.04% below the Local CLF. The 2000 Census showed that the H/L race is 12.90% Nationally who identify themselves with working in occupations like or related to positions available at PBA while, locally, there is 1.80% of H/L individuals in the recruitment area. According to Census 2010, Hispanic and Latino populations are the fastest growing population within the United States although the actual location percentages have not been made available. Targeted recruitment strategies have been established for individuals in the H/L ethnicity under Executive Order 13171. Applicant pool data will be closely monitored. Applicant pool data will also be analyzed.

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Black or African American (B/AA): The percentage of employees who have identified themselves in the “Black or African American” ethnic category is 9.63% above the Local CLF during FY 2012. Nationally, the pool of Black or African American individuals available for occupations like or related to occupations at PBA is 12.90% yet, locally, the pool of Black or African American individuals available for all occupations over 8.00% greater (21.61%). Recruitment efforts will continue. Applicant pool data will also be analyzed.

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 0.03% below to the Local CLF at 0.00% during FY 2012. Location may be the major contributing factor to low representation. Applicant pool data may better depict reasoning. Recruitment efforts will continue. Applicant pool data will also be analyzed.

White: The percentage of employees who have identified themselves in the “White” ethnic category is 7.47% below the Local CLF during FY 2012. An evaluation of the ethnicity and race data revealed that individuals are incorrectly categorized in this ethnic category. 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. Applicant pool data will also be analyzed.

IV. Individuals with Disabilities and Disabled Veterans

Figure 5a – Individuals with Disability				
	Unidentified	No Disability	Non-Targeted Disability ¹	Targeted Disability ²
FY '10	1.05%	91.43%	6.87%	0.65%
FY '11	1.14%	90.99%	7.17%	0.70%
FY '12	1.04%	91.36%	6.93%	0.66%

Figure 5a 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 0.24% between FY 2011 and FY 2012 and also decreased 0.04% in the category of Individuals with Targeted Disabilities. Currently, Individuals with Disabilities (IWDs¹) represent 7.97% of the PBA workforce and individuals with a targeted disability represent 0.66% of the workforce. The Department of Defense has established a goal to hire two percent of individuals with targeted

¹ Individuals with Disabilities (IWDs) – employees self identified as having a disabling condition

² Targeted Disabilities – 29 disabilities targeted by the Equal Employment Opportunity Commission for special emphasis in the affirmative action program.

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

disabilities. Currently, PBA is 1.34% below that goal, the deficit increasing by 0.04% from FY 2011. A major challenge to data accuracy is employees not updating their personnel records to accurately depict any change during fiscal year in disability status. In review of the Individual with Disability data, a clear discrepancy is seen in relation to employees who have identified themselves as an individual with a disability (total 8.63%) and the percentage of disabled veterans (total 9.97%) in the PBA workforce. Those two numbers should, at the least, be identical. This may be due to the fact that the form (SF-256) used for self-identifying as an individual with a disability is voluntary while the forms for verifying one as a disabled veteran are required and can be of assistance to an individual seeking federal employment. In efforts to address this error, employee education and notification may be required.

Figure 5b – Veteran Appointments by Race/Ethnicity				
Ethnicity	Disabled Veterans	10-POINT/OTHER	5-POINT	NONE
AI/AN	0.09%	0.00%	0.28%	0.38%
2+ More	0.09%	0.00%	0.00%	0.19%
Asian	0.00%	0.00%	0.09%	0.19%
B/AA	4.27%	0.00%	8.26%	18.71%
H/L	0.00%	0.00%	0.28%	0.28%
White	5.51%	0.00%	15.76%	45.49%
FY '12 TOTAL	9.97%	0.09%	24.69%	65.24%
FY '11	10.59%	0.09%	25.28%	64.04%
FY '10	10.59%	0.16%	27.32%	61.92%

Figure 5b shows the current representation Veteran Appointments categorized by race/ethnicity. 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. PBA actively recruits disabled veterans via the Wounded Warrior program but has found it difficult to attract them due to lack of nearby specialized medical services. 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 and Individuals with Disabilities.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

V. High Grade Positions

In analysis of the High Grade positions, FED 9 categories were reviewed and compared to total workforce representation (Figure 6). The data shows a significant concentration of employees who are self identified as White above the respective total workforce representation in FED 9 categories Officials/Managers, Professionals, and Technicians. These aforementioned categories encompass the majority of the high grade positions in the General Schedule (GS) pay plan. Further analysis of pay grade disparities in both the GS and Wage Grade (WG) pay plans depict the grades in which significant changes in representation occur.

Figure 6 – FED 9 Categories								
	Admin Support	Craft Workers	Officials/Managers	Operatives	Professionals	Service Workers	Technicians	Total Workforce
White	61.63%	61.32%	73.85%	50.00%	84.71%	55.56%	80.49%	66.86%
B/AA	32.56%	38.42%	22.94%	48.84%	12.10%	43.06%	19.51%	31.24%
H/L	1.16%	0.00%	0.46%	1.16%	1.27%	1.39%	0.00%	0.76%
AI/AN	3.49%	0.25%	0.92%	0.00%	1.27%	0.00%	0.00%	0.28%
Asian	0.00%	0.00%	0.92%	0.00%	0.64%	0.00%	0.00%	0.57%
2+	1.16%	0.00%	0.92%	0.00%	0.00%	0.00%	0.00%	0.28%

VI. Major Occupations

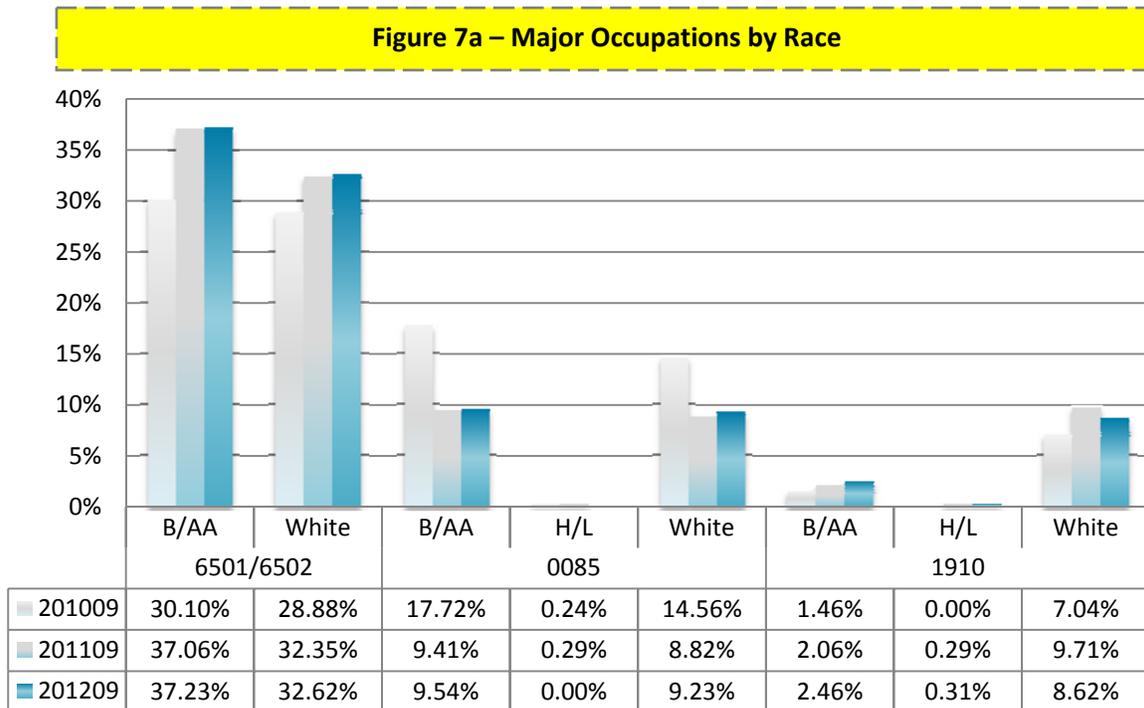


Figure 7b – Major Occupations by Disability Status

	6501/6502			0085			1910	
	No Disability	Non-Targeted	Targeted	Unidentified	No Disability	Non-Targeted	No Disability	Non-Targeted
FY '10	57.28%	1.46%	0.24%	0.24%	30.34%	1.94%	7.77%	0.73%
FY '11	66.76%	2.35%	0.29%	0.29%	17.06%	1.18%	10.59%	1.47%
FY '12	67.08%	2.46%	0.31%	0.31%	17.23%	1.23%	10.15%	1.23%

Data for EEO groups in Major Occupations including Ammunition, Explosive and Toxic Material Workers – 6501/6502 Occupational Series; Security Guards – 0085 Occupational Series; and Quality Assurance – 1910 Occupational Series are depicted in Figures 7a and 7b above. Data shows that ethnic categories American Indian/Alaskan Native, Two or More Races, Asian and Native Hawaiian/Pacific Islander are not represented in any of the top three Major occupations and although the Hispanic/Latino ethnic category is represented in 0085 and 1910 Occupational Series, the representation is below the respective total workforce representation.

Figure 7b shows that Individuals with Non-Targeted Disabilities represent a total 4.92% of the Major Occupational Job Series while Individuals with Targeted Disabilities represent 0.31%. Individuals with targeted disabilities are self-identified in the 6501/6501 Occupational Series while the remaining two major occupational series have no self-identified individuals with targeted disabilities.

VII. Applicant Pool Data

Figure 8 – Applicant Pool Data

- Five Most Populated Occupational Series

FIVE MAJOR OCCUPATIONS	Applied		Referred	
	M	F	M	F
Internal Applicants	72.00%	28.00%	82.14%	17.86%
External Applicants	86.59%	13.92%	84.38%	15.63%

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- Veteran Appointments

	10-POINT (COMP/ 30%/ DISABILITY/OTHER)	5-POINT	NONE
FY '12 Applicant	11.93%	19.61%	68.46%
FY '12 Workforce	10.06%	24.69%	65.24%

- Women and Hispanics

Occupational Groups		Total Employees		Hispanic or Latino
		Male	Female	
Officials and Managers Applicants	%	78.04%	21.96%	2.70%
Officials and Managers CLF 2000	%	62.60%	37.40%	1.30%
Professionals Applicants	%	90.33%	9.67%	4.09%
Professionals CLF 2000	%	40.30%	59.70%	1.20%

Figure 8 depicts Applicant Pool Data with respect to 1) percentage of applicants and persons referred for selection within the five most populated occupational series; 2) veterans applying for positions compared to veteran’s representation in the workforce; and 3) women and Hispanic applicants in the Fed9 categories that contain pay grades GS 12 and above compared to Fed9 CLF percentages. This data includes all applicants both internal and external. As innovative strategies for recruitment are sought out and are analyzed against organizational challenges, they will be applied to their respective areas.

MODEL EEO PROGRAM SUMMARY

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. PBA is committed to building 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

- EEO guidelines are an integral element of ethics at Pine Bluff Arsenal (PBA). All EEO Policy statements were updated and signed by the current Commander upon his inception and are enforced by senior management and communicated through the ranks from the top down. Policy statements are also 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 the Commander, principle senior leaders and managers 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.
- In a proactive effort to address workplace issues and/or concerns, the EEO office administers an Organizational Health Assessment each year to all employees. The results of the assessment are provided to each directorate and recommended strategies are submitted to senior management. Senior management fully supports the EEO effort of conducting organization-wide Organizational Health Assessment.

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

- 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.

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- The EEO Officer and staff meets monthly with the Commander to discuss workplace issues and challenges as well as workplace achievements.

ELEMENT C - MANAGEMENT AND PROGRAM ACCOUNTABILITY

- PBA maintains clearly defined 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.
- During FY 2012, the agency did not receive a Reasonable Accommodation request.
- EEO Training is provided annually to the entire installation workforce and all serviced employees. PBA continues to ensure effective coordination between the agency's EEO programs and related human resource programs.
- Managers and Supervisor participation is enforced by senior management.

ELEMENT D - PROACTIVE PREVENTION OF UNLAWFUL DISCRIMINATION

- EEO Policy letters were updated upon arrival of the new commander.
- 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 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.
- SHARP training was administered by the EEO office for FY 2012 for all PBA employees.
- The use of Alternative Dispute Resolution (ADR) is encouraged both by upper management and the EEO Office/Counselors. The mediation process is available to be utilized by management when need outside of the EEO process.

ELEMENT E - EFFICIENCY

- 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, 96% of informal complaints processed by the PBA were processed within the 30 calendar day timeframe.

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- 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 (IRD) 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.
- EEO Staff has full access to data collection and analysis systems in order to analyze Applicant Flow Data to better track recruitment efforts.

Complaint Information

In FY 2012, EEO had 33 contacts, of which 20 (60.61%) filed informal complaints and of those, 13 (65%) filed formal complaints. An analysis of the contacts the EEO Office received show that minority males contacted the office most frequently, and Race (Black) and Age were the most elected bases. While DA average processing time was 30 days, the average processing time for open pre-complaints at PBA was 18 days and the median processing time was 20 days. The average processing time for formal complaint acceptance/dismissal was 6 days and the median processing time was 6 days.

Ethnicity/Gender		#	%
Black	Male	13	38.24%
	Female	8	23.53%
White	Male	3	8.82%
	Female	7	20.59%
A/I	Male	1	2.94%
Asian	Male	1	2.94%
2+ More	Male	1	2.94%
TOTALS		34	100.00%

Complaint Basis		#	%
Race	Black	9	24.32%
Color		7	18.92%
Sex	Male	2	5.41%
	Female	2	5.41%
Reprisal		7	18.92%
Religion		1	2.70%
Disability	Physical	5	13.51%
Age		3	8.11%
Other		1	2.70%
TOTAL		37	100.00%

Directorates	Contacts	Formal Complaints
Material Management	10	4
Chemical Biological Defense	8	3
Ammunition Operations	3	0
Logistics	2	0
Cara West	2	2
Engineering & Technology	1	0
Contracting	1	1

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Contract Employee	1	0
Edgewood Chemical Biological Center	1	1
Pine Bluff Chemical Disposal Facility	1	1
TOTALS	33	14

Alternative Dispute Resolution (ADR): ADR was elected by the complainant and conducted in 20% of informal complaints filed, up 0.77% from FY 2011, and of those, 25% were resolved through Negotiated Settlement Agreement (NSA). During the formal process, ADR was elected and conducted in 14.29% of the complaints, of which, none 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

The EEO office remains in compliance with EEO laws and EEOC regulations, policies and guidance. 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. Alternative Dispute Resolution (ADR) is highly suggested to each complainant in at each level of the process to provide the opportunity to discuss workplace issues and seek understanding and/or resolution.

To increase cultural awareness, the following Special Emphasis Programs are observed:

- 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
- Women’s Equality observance
- National Disability Awareness Month observance
- American Indian Month observance

Form G Summary

Form G Element	# of FY 2012 Deficiencies	# of FY 2011 Deficiencies	Net Change (#)	Net Change (%)	Dashboard Score
<u>A</u>	1	0	+ 1	100%	89%
<u>B</u>	0	0	0	0%	100%
<u>C</u>	1	0	+ 1	100%	90%
<u>D</u>	0	0	0	0%	100%
<u>E</u>	0	2	- 2	-100%	94%
<u>F</u>	0	0	0	0%	100%

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

GENERAL PLAN FOR NEXT YEAR

Pine Bluff Arsenal will continue its plan of action for Organizational Assessment to enhance organizational health throughout the entire workforce. All employees will be briefed and mutually beneficial solutions will be constructed and administered. The ultimate goal is to provide leadership and guidance to create and maintain a competitive and qualified diverse workforce that promotes an all-inclusive environment where conflicts are managed effectively. This process will be conducted annually and results will be reported in the Management Directive 715.

Pine Bluff Arsenal remains committed to making every effort to eliminate the barriers identified in the FY 2011 Management Directive 715 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.

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 Part F

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

I, **Sharon Bolden, Equal Employment Opportunity Officer**, am the Principal EEO Director/Official for **Pine Bluff Arsenal**.

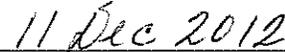
The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for 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.

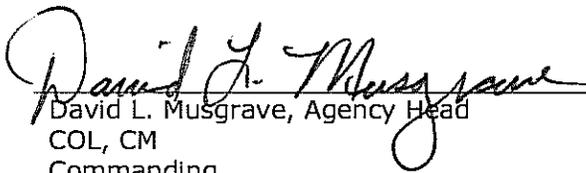
I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



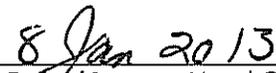
Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.



Date (EEO Signature)



David L. Musgrave, Agency Head
COL, CM
Commanding
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.



Date (Agency Head Signature)

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 7/17/2012. The EEO policy statement was issued on 8/1/2012. 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 an 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	Does not apply
	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 Â§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		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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			
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.				
 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Å§1614.102(b)(4)] 25. For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)	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			

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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		
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and 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.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
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. Â§ 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		
 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
 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		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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		
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		
 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
 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. A§ 1614.102(b)(5)]		X		
Is there sufficient funding to ensure that all employees have access to this training and information?		X		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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		
Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.				
 Compliance Indicator	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
 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		
 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 A§ 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
 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		
 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
 Measures		Yes	No	

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 discrimination found
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		
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.				
 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
 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		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

 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
 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.				
 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
 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		
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		
 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
 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	Agency does not utilize 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		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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		
 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
 Measures		Yes	No	
Are benchmarks in place that compares 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		
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 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		
 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
 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		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

 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
		Yes	No	
 Measures				
	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		
	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		
	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		
 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
 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.				
 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
 Measures		Yes	No	

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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		
 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
 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		Requires Defense Finance and Accounting Services (DFAS) coordination.
Are procedures in place to promptly process other forms of ordered relief?		X		Requires Defense Finance and Accounting Services (DFAS) coordination.
 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
 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.
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		The agency has not received an EEOC order.
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		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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		

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2012 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. Employees promoted into the supervisory ranks are not provided a copy of the EEO policy statements upon promotion.
OBJECTIVE:	Ensure employees promoted into supervisory ranks are briefed on and provided copies of current EEO policy statement upon promotion.
RESPONSIBLE OFFICIAL:	EEO Officials, HR, Directors
DATE OBJECTIVE INITIATED:	6/1/2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	6/1/2013
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Coordinate with HR to establish practice of distributing EEO policy during New Supervisor Training Session and discuss during EEO portion of training	8/20/2011
Coordinate with selecting officials and HR to ensure EEO is made aware of employee promotion into supervisory ranks to ensure immediate disbursement of EEO Policy statements.	3/1/2012
Establish Process for issue of EEO Policy statements for internal promotions.	6/31/2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)
Conducted New Supervisor Training	8/17/2011
Policy letter has been completed and signed by Commander for EEO to be notified upon each selection and/or promotion made.	1/5/2012

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2012 PINEB	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	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. All employees, supervisors, and managers have not been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis.
OBJECTIVE:	To ensure that 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.
RESPONSIBLE OFFICIAL:	EEO Officials, Legal, Training Officer
DATE OBJECTIVE INITIATED:	1/1/2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/1/2014
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Acquire or develop written information to distribute to all employees addressing the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis. Issue information to all newly hired employees.	1/1/2013
Search within Army to determine if there has been an informational training established that discusses the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis. If there is no current informational training already established, develop a local PBA information training.	5/1/2013
EEO will coordinate with Legal to ensure that the training is legally sound and perform any necessary changes.	8/1/2013
Determine an opportune segment of time for training to be made available including makeup training. EEO will coordinate with the Training Officer to have the training loaded into the Total Employee Development (TED) system for distribution to all employees, supervisors and managers.	1/1/2014
Ensure all employees, supervisors and managers have received the information.	10/1/2014
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 PART I
EEO Plan To Eliminate Identified Barrier

FY 2012, PINEB	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	The FY 2011 percentage of employees who identify themselves in the Hispanic or Latino ethnic category is 0.56% below the Local CLF.
BARRIER ANALYSIS	Further analysis of applicant pool data shows individuals in the Hispanic or Latino ethnic category represent 2.90% of total applicants 1.10% above to the Local CLF while employees identified in this ethnic category represent 0.52% of the FY 2011 workforce.
STATEMENT OF IDENTIFIED BARRIER:	Applicant rate of individuals in the Hispanic or Latino ethnic category is above the percentage of representation in the Local CLF yet workforce representation is not conducive to Local CLF.
OBJECTIVE:	To improve the representation of Hispanic or Latino employees in the PBA workforce.
RESPONSIBLE OFFICIAL:	HR, Directors, EEO
DATE OBJECTIVE INITIATED:	1/1/2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2013

EEOC FORM 715-01 PART I EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)
Hispanic Program Manager appointed.	03/07/2011
Attended career fair at minority servicing institution	04/04/2012
Relationships have been established with educational institutions that have high participation rates of Hispanic and Latino individuals. Job vacancies are advertised at these institutions.	08/08/2012

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 PART I
EEO Plan To Eliminate Identified Barrier

FY 2012, PINEB	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	The participation rates of employees not categorized in the “White” ethnic category are below total workforce representation in the FED 9 categories of Professional and Officials/Managers which encompass the majority of the high graded positions in the organization – mainly General Schedule (GS) positions. Also, in the high graded Wage Grade (WG) positions above 11 show a disparity in representations. Further analysis of the data shows that within the GS pay plan the representation of the “Black or African American” (B/AA) ethnic group falls below the total workforce representation above the 6 grade level.
BARRIER ANALYSIS	The first indication of a possible barrier, as aforementioned, was the disparity in the representation of employees self-identified in the B/AA ethnic categories as indicated in Table A4-1 below that of their respective representation in the total workforce. A review of Table A10-1 – Promotions by Pay Plan and Grade shows that of all internal promotions for FY 2012 in the GS pay plan above grade 6 were of employees self-identified in the “White” ethnic category.
STATEMENT OF IDENTIFIED BARRIER:	Further analysis is needed to identify specific barrier(s).
OBJECTIVE:	To ensure equal opportunity for promotion among all ethnic categories with concentration on GS positions with potential promotion availability above grade 6.
RESPONSIBLE OFFICIAL:	HR, Directors, EEO
DATE OBJECTIVE INITIATED:	1/1/2013
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2015

<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)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	TARGET DATE (Must be specific)

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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	1,143	100.00%	1,053	100.00%	-90	-7.87%		
	Reportable Disability	82	7.17%	73	6.93%	-9	-10.98%		
	Targeted Disability*	8	0.70%	7	0.66%	-1	-12.50%		
	* 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.					36			
	* 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	45	3	6.67%	0	0.00%	0	0.00%	42	93.33%
4. Non-Competitive Promotions	6	1	16.67%	0	0.00%	0	0.00%	5	83.33%
5. Employee Career Development Programs	22	3	13.64%	0	0.00%	0	0.00%	19	86.36%
5.a. Grades 5 - 12	22	3	13.64%	0	0.00%	0	0.00%	19	86.36%
5.b. Grades 13 - 14	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
5.c. Grade 15/SES	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%
6. Employee Recognition and Awards	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

6.a. Time-Off Awards (Total hrs awarded)	120	11	9.17%	1	0.83%	2	1.67%	106	88.33%
6.b. Cash Awards (total \$\$\$ awarded)	881	61	6.92%	6	0.68%	11	1.25%	803	91.15%
6.c. Quality-Step Increase	11	0	0.00%	0	0.00%	0	0.00%	11	100.00%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers	<p>There is a call for Federal agencies to aggressively work towards achieving the Federal high goal of 2%. Pine Bluff Arsenal's targeted disability participation rate is 0.66%. Possible triggers and/or barriers towards meeting the goal are:</p> <ol style="list-style-type: none"> 1. Lack of knowledge from selecting officials of various hiring authorities made available to him/her. 2. Employees intentionally identifying disability status incorrectly and/or not updating medical information. 3. Location of the installation in reference to the distance to adequate medical and/or rehabilitation facilities is a factor. 								
Part V Goals for Targeted Disabilities	<p>Goals:</p> <ol style="list-style-type: none"> 1. Share successful recruitment of individuals with targeted disabilities, best practices with other command EEO Offices. 2. Improve outreach and access to employment opportunities for individuals with disabilities. 3. 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. 4. Regarding retention, monitor the participation of individuals with targeted disabilities in career development and formal leadership training programs. 5. Strengthen the Individuals with Disabilities Special Emphasis Program to provide awareness and education to management and employees on issues relating to employees with disabilities. 6. Educate managers on how to make the workplace accessible for individuals with disabilities to perform the essential functions of the job. 7. Educate managers (selecting officials) regarding hiring authorities available to them. 								

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 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

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 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

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 nurse aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
 - **Goal:** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
 - **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
 - **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
 - **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).
 - **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

EEOC FORM
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.

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

DATABASE NOTES

1. The data for this report reflects the organization as of 1 October 2012. 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 in the following summary tables was derived from the Management Directive 715 (MD-715) Reporter. The MD-715 Reporter is an aspect of the Army EEO Modernization Plan is designed to upgrade the tools and methods used to support the Army's EEO program.

Data Table Summary Report For PINEB(FY 2012)

Population (All Categories) Summary	Population Previous Year	Population Current Year	Net Change	GEN CLF Percentage	Previous Year Percentage	Current Year Percentage	Percent of Change	Expected										
White Men	489	445	-44	44.00%	49.39%	48.11%	-1.29%	407										
White Women	171	168	-3	37.50%	17.27%	18.16%	0.89%	347										
African American Men	205	190	-15	6.00%	20.71%	20.54%	-0.17%	56										
African American Women	108	104	-4	7.10%	10.91%	11.24%	0.33%	66										
Hispanic Men	3	4	1	1.90%	0.30%	0.43%	0.13%	18										
Hispanic Women	2	2	0	1.00%	0.20%	0.22%	0.01%	9										
Asian Men	1	1	0	0.40%	0.10%	0.11%	0.01%	4										
Asian Women	1	1	0	0.40%	0.10%	0.11%	0.01%	4										
Pacific Islander Men	0	0	0	0.00%	0.00%	0.00%	0.00%	0										
Pacific Islander Women	0	0	0	0.00%	0.00%	0.00%	0.00%	0										
Native American/Alaskan Native Men	5	5	0	0.30%	0.51%	0.54%	0.04%	3										
Native American/Alaskan Native Women	3	3	0	0.30%	0.30%	0.32%	0.02%	3										
Two or More Races Men	1	1	0	0.50%	0.10%	0.11%	0.01%	5										
Two or More Races Women	1	1	0	0.40%	0.10%	0.11%	0.01%	4										
Totals	990	925	-65															
Men	704	646	-58	53.10%	71.11%	69.84%	-1.27%											
Women	286	279	-7	46.70%	28.89%	30.16%	1.27%											
Persons with Disability																		
No Disability	915	864	-51		91.32%	92.60%	1.29%											
With Disability	75	61	-14		7.49%	6.54%	-0.95%											
Targeted Disability	12	8	-4		1.20%	0.86%	-0.34%											
Totals	990	925	-65															
Top 10 Employment Programs	MISC AMMO,EXPLOSIVE S.& TOXIC MTS WK	SECURITY GUARD	QUALITY ASSURANCE	EXPLOSIVES OPERATING	CHEMICAL EQUIPMENT REPAIRING	SUPPLY CLERICAL AND TECHNICIAN	MAINTENANCE MECHANIC	FIRE PROTECTION AND PREVENTION	GENERAL ENGINEERING	MISCELLANEOUS CLERK & ASSISTANT								
White Men	48	26	19	12	20	5	22	20	17	2								
White Women	36	1	8	5	0	8	0	0	1	13								
African American Men	54	24	7	11	6	5	0	0	0	1								
African American Women	47	5	1	7	1	6	0	0	0	4								
Hispanic Men	0	0	1	0	0	0	0	1	1	0								
Hispanic Women	0	0	0	0	0	0	0	0	0	0								
Asian Men	0	0	0	0	0	0	0	0	0	0								
Asian Women	0	0	0	0	0	0	0	0	0	0								
Pacific Islander Men	0	0	0	0	0	0	0	0	0	0								
Pacific Islander Women	0	0	0	0	0	0	0	0	0	0								
Native American/Alaskan Native Men	0	0	0	0	0	0	0	0	2	0								
Native American/Alaskan Native Women	0	0	0	0	0	0	0	0	0	0								
Two or More Races Men	0	0	0	0	0	0	0	0	0	0								
Two or More Races Women	0	0	0	0	0	0	0	0	0	0								
Senior Executives (ES, IE, IG, IP, SR, ST)	Population	Percentage																
White Men	0	0.00%																
White Women	0	0.00%																
African American Men	0	0.00%																
African American Women	0	0.00%																
Hispanic Men	0	0.00%																
Hispanic Women	0	0.00%																
Asian Men	0	0.00%																
Asian Women	0	0.00%																
Pacific Islander Men	0	0.00%																
Pacific Islander Women	0	0.00%																
Native American/Alaskan Native Men	0	0.00%																
Native American/Alaskan Native Women	0	0.00%																
Two or More Races Men	0	0.00%																
Two or More Races Women	0	0.00%																
Totals	0																	
G Series Grades:	Grade 15	Grade 14	Grade 13	Grade 12	Grade 11	Grade 10	Grade 9	Grade 8	Grade 7	Grade 6	Grade 5	Grade 4	Grade 3	Grade 2				
White Men	1	6	26	36	69	83	23	31	36	27	31	53	3	15				
White Women	0	0	2	13	27	4	16	12	26	16	15	33	0	0				
African American Men	0	0	1	10	7	17	23	14	14	27	15	58	1	3				

African American Women	0	0	0	11	2	1	9	5	7	8	10	49	0	2
Hispanic Men	0	0	1	0	0	0	0	1	2	0	0	0	0	0
Hispanic Women	0	0	0	0	1	0	0	0	0	0	1	0	0	0
Asian Men	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Asian Women	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Pacific Islander Men	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pacific Islander Women	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Native American/Alaskan Native Men	0	0	2	0	1	0	0	0	1	1	0	0	0	0
Native American/Alaskan Native Women	0	0	0	0	0	0	0	1	1	1	0	0	0	0
Two or More Races Men	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Two or More Races Women	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Fed9:	Officials and Managers	Professionals	Technicians	Sales Workers	Administrative Support Workers	Craft Workers	Operatives	Laborers and Helpers	Service Workers					
White Men	69	101	23	0	11	180	33	0	28					
White Women	61	17	3	0	34	46	6	0	1					
African American Men	27	9	3	0	12	85	30	0	24					
African American Women	15	7	3	0	11	56	7	0	5					
Hispanic Men	1	2	0	0	0	0	1	0	0					
Hispanic Women	0	0	0	0	1	0	0	0	1					
Asian Men	1	0	0	0	0	0	0	0	0					
Asian Women	1	0	0	0	0	0	0	0	0					
Pacific Islander Men	0	0	0	0	0	0	0	0	0					
Pacific Islander Women	0	0	0	0	0	0	0	0	0					
Native American/Alaskan Native Men	1	2	0	0	1	1	0	0	0					
Native American/Alaskan Native Women	1	0	0	0	2	0	0	0	0					
Two or More Races Men	1	0	0	0	0	0	0	0	0					
Two or More Races Women	1	0	0	0	0	0	0	0	0					
Totals	179	138	32	0	72	368	77	0	59					
Population	Officials and External Accessions	Separations	Promotions	Most Commonly Received Awards: SPECIAL ACT OR	Special Employment Programs									
White Men	12	22	28	39	0									
White Women	5	7	10	27	0									
African American Men	1	5	5	16	0									
African American Women	2	2	1	9	0									
Hispanic Men	0	0	0	0	0									
Hispanic Women	0	0	0	0	0									
Asian Men	0	0	0	0	0									
Asian Women	0	0	0	0	0									
Pacific Islander Men	0	0	0	0	0									
Pacific Islander Women	0	0	0	0	0									
Native American/Alaskan Native Men	0	0	1	0	0									
Native American/Alaskan Native Women	0	0	0	1	0									
Two or More Races Men	0	0	0	0	0									
Two or More Races Women	0	0	0	0	0									
Totals	20	36	45	92	0									
Top 10 Career Programs	AMMUNITION MANAGEMENT	MATERIAL MAINTENANCE MANAGEMENT	ENGINEERS & SCIENTISTS (NON-CONSTRUCTION)	SUPPLY MANAGEMENT	ENGINEERS & SCIENTISTS (RESOURCES & CONSTRUCTION)	PHYSICAL SECURITY & LAW ENFORCEMENT	GENERAL ADMINISTRATION & MANAGEMENT	COMPROLLER	SAFETY & OCCUPATIONAL HEALTH MANAGEMENT	QUALITY AND RELIABILITY ASSURANCE				
White Men	63	97	67	19	50	32	11	7	30	16				
White Women	41	7	11	19	7	5	21	25	3	7				
African American Men	69	27	4	22	11	26	2	1	3	5				
African American Women	58	4	1	11	2	5	7	6	3	0				
Hispanic Men	0	0	1	0	1	0	0	0	1	0				
Hispanic Women	0	0	1	0	0	0	0	0	0	0				
Asian Men	0	0	0	1	0	0	0	0	0	0				
Asian Women	0	0	0	1	0	0	0	0	0	0				
Pacific Islander Men	0	0	0	0	0	0	0	0	0	0				
Pacific Islander Women	0	0	0	0	0	0	0	0	0	0				
Native American/Alaskan Native Men	0	1	2	1	1	0	0	0	0	0				
Native American/Alaskan Native Women	0	1	0	0	0	0	0	1	0	0				
Two or More Races Men	1	0	0	0	0	0	0	0	0	0				

Two or More Races Women	0	0	0	1	0	0	0	0	0	0
Totals	232	137	87	75	72	68	41	40	40	28
Applicant Pool Data - Applied	Applied Previous Year	Applied Current Year	Net Change	GEN CLF Percentage	Previous Year Percentage	Current Year Percentage	Percent of Change	Expected to Apply		
White Men	3,563	1,062	-2,501	44.00%	44.89%	44.98%	0.10%	1,039		
White Women	936	286	-650	37.50%	11.79%	12.11%	0.32%	885		
African American Men	1,252	385	-867	6.00%	15.77%	16.31%	0.53%	142		
African American Women	590	165	-425	7.10%	7.43%	6.99%	-0.44%	168		
Hispanic Men	150	40	-110	1.90%	1.89%	1.69%	-0.20%	45		
Hispanic Women	64	8	-56	1.00%	0.81%	0.34%	-0.47%	24		
Asian Men	102	25	-77	0.40%	1.28%	1.06%	-0.23%	9		
Asian Women	21	2	-19	0.40%	0.26%	0.08%	-0.18%	9		
Pacific Islander Men	5	3	-2	0.00%	0.06%	0.13%	0.06%	0		
Pacific Islander Women	1	0	-1	0.00%	0.01%	0.00%	-0.01%	0		
Native American/Alaskan Native Men	16	9	-7	0.30%	0.20%	0.38%	0.18%	7		
Native American/Alaskan Native Women	3	2	-1	0.30%	0.04%	0.08%	0.05%	7		
Two or More Races Men	877	237	-640	0.50%	11.05%	10.04%	-1.01%	12		
Two or More Races Women	358	137	-221	0.40%	4.51%	5.80%	1.29%	9		
Totals	7,938	2,361	-5,577							
Men	5,965	1,761	-4,204	53.10%	75.14%	74.59%	-0.56%	1254		
Women	1,973	600	-1,373	46.70%	24.86%	25.41%	0.56%	1103		
Persons with Disability										
No Disability	7,572	2,222	-5,350		95.07%	93.44%	-1.63%			
With Disability	366	139	-227		4.60%	5.85%	1.25%			
Targeted Disability	27	17	-10		0.34%	0.71%	0.38%			
Totals	7,965	2,378	-5,587							
Applicant Pool Data - Referred	Referred Previous Year	Referred Current Year	Net Change	GEN CLF Percentage	Previous Year Percentage	Current Year Percentage	Percent of Change	Expected to be Referred		
White Men	509	188	-321	44.00%	46.31%	52.08%	5.76%	159		
White Women	148	48	-100	37.50%	13.47%	13.30%	-0.17%	135		
African American Men	199	61	-138	6.00%	18.11%	16.90%	-1.21%	22		
African American Women	110	22	-88	7.10%	10.01%	6.09%	-3.91%	26		
Hispanic Men	19	7	-12	1.90%	1.73%	1.94%	0.21%	7		
Hispanic Women	7	2	-5	1.00%	0.64%	0.55%	-0.08%	4		
Asian Men	7	4	-3	0.40%	0.64%	1.11%	0.47%	1		
Asian Women	2	0	-2	0.40%	0.18%	0.00%	-0.18%	1		
Pacific Islander Men	2	0	-2	0.00%	0.18%	0.00%	-0.18%	0		
Pacific Islander Women	0	0	0	0.00%	0.00%	0.00%	0.00%	0		
Native American/Alaskan Native Men	1	2	1	0.30%	0.09%	0.55%	0.46%	1		
Native American/Alaskan Native Women	0	0	0	0.30%	0.00%	0.00%	0.00%	1		
Two or More Races Men	79	20	-59	0.50%	7.19%	5.54%	-1.65%	2		
Two or More Races Women	16	7	-9	0.40%	1.46%	1.94%	0.48%	1		
Totals	1,099	361	-738							
Men	816	282	-534	53.10%	74.25%	78.12%	3.87%	192		
Women	283	79	-204	46.70%	25.75%	21.88%	-3.87%	169		
Persons with Disability										
No Disability	1,017	322	-695							
With Disability	82	39	-43							
Targeted Disability	9	7	-2							
Totals	1,108	368	-740							
Applicant Pool Data - Selected	Selected Previous Year	Selected Current Year	Net Change							
White Men	29	17	-12							
White Women	6	5	-1							
African American Men	7	2	-5							
African American Women	3	2	-1							
Hispanic Men	0	0	0							
Hispanic Women	0	0	0							
Asian Men	0	0	0							
Asian Women	0	0	0							
Pacific Islander Men	0	0	0							
Pacific Islander Women	0	0	0							

Native American/Alaskan Native Men	0	0	0						
Native American/Alaskan Native Women	0	0	0						
Two or More Races Men	0	0	0						
Two or More Races Women	0	0	0						
Totals	45	26	-19						

Veterans	Population	Percentage							
Veterans	329	35.57%							
Non Veterans	596	64.43%							
Totals	925								

Preference Summary	Population	Percentage							
10-POINT/COMPENSABLE/30 PERCENT	57	6.16%							
10-POINT/OTHER	1	0.11%							
10-POINT/COMPENSABLE	19	2.05%							
10-POINT/DISABILITY	6	0.65%							
5-POINT	231	24.97%							
NONE	611	66.05%							
Totals	925								

College Education	Population With Degrees	Percent With Degrees	Percent of The Total Workforce						
ONE YEAR COLLEGE	28	10.53%	3.03%						
TWO YEARS COLLEGE	25	9.40%	2.70%						
ASSOCIATE DEGREE	20	7.52%	2.16%						
THREE YEAR COLLEGE	9	3.38%	0.97%						
FOUR YEARS COLLEGE	5	1.88%	0.54%						
BACHELOR'S DEGREE	131	49.25%	14.16%						
POST-BACHELOR'S	10	3.76%	1.08%						
FIRST PROFESSIONAL	1	0.38%	0.11%						
MASTER'S DEGREE	35	13.16%	3.78%						
POST-MASTER'S	1	0.38%	0.11%						
DOCTORATE DEGREE	1	0.38%	0.11%						
Totals	266								

Special Employment Programs	Population	Percentage	Percent of The Total Workforce						
DA INTERN	23	31.51%	2.49%						
AMOD FELLOWSHIP	3	4.11%	0.32%						
LOCAL INTERN	33	45.21%	3.57%						
FUNCTIONAL TRAINEE	11	15.07%	1.19%						
FACILITIES ENGINEER APPRENTICE PRGM (FEAP)-LOCALLY FUNDED	1	1.37%	0.11%						
EMPL-VET READJ APPT PROG TRAIN	2	2.74%	0.22%						
Totals	73								

Trigger Table Summary

Group	2009	2010	2011	2012	Net Change	Percent of Change	Evaluation		
Male White	5	3	0	1	1	#####	Increased		
Female White	9	10	10	8	-2	-20.00%	Decreased		
Male Black	7	8	7	6	-1	-14.29%	Decreased		
Female Black	8	11	10	7	-3	-30.00%	Decreased		
Male Hispanic	9	10	8	7	-1	-12.50%	Decreased		
Female Hispanic	13	13	11	10	-1	-9.09%	Decreased		
Male Asian	5	7	5	4	-1	-20.00%	Decreased		
Female Asian	8	10	8	7	-1	-12.50%	Decreased		
Male Hawaiian	0	0	0	0	0	#####			
Female Hawaiian	2	1	2	1	-1	-50.00%	Decreased		
Male Native American	16	17	14	12	-2	-14.29%	Decreased		
Female Native American	9	9	7	7	0	0.00%			
Male Two or More Races	0	0	0	0	0	#####			
Female Two or More Races	5	6	5	6	1	20.00%	Increased		
Male Total	3	2	0	1	1	#####	Increased		
Female Total	7	9	7	5	-2	-28.57%	Decreased		
Totals	106	116	94	82	-12	-12.77%	Decreased		

Group	Most Deviated Series	Population Percent	CLF	SOC Code	
Female Asian	GS	85 - 5	0.00%	0.20%	33-9030 - SECURITY GUARD
Female Hispanic	GS	85 - 5	0.00%	0.30%	33-9030 - SECURITY GUARD
Female Native American	GS	85 - 5	0.00%	0.10%	33-9030 - SECURITY GUARD
Female Two or More Races	GS	85 - 5	0.00%	0.10%	33-9030 - SECURITY GUARD
Male Hispanic	GS	85 - 5	0.00%	0.50%	33-9030 - SECURITY GUARD
Male Native American	GS	85 - 5	0.00%	0.30%	33-9030 - SECURITY GUARD
Female Black	GS	1910 - 11	0.00%	9.90%	13-1041 - QUALITY ASSURANCE
Female Hispanic	GS	1910 - 11	0.00%	2.00%	13-1041 - QUALITY ASSURANCE
Male Native American	GS	1910 - 11	0.00%	1.40%	13-1041 - QUALITY ASSURANCE
Female Asian	GS	85 - 6	0.00%	0.20%	33-9030 - SECURITY GUARD
Female Black	GS	85 - 6	0.00%	10.00%	33-9030 - SECURITY GUARD
Female Hispanic	GS	85 - 6	0.00%	0.30%	33-9030 - SECURITY GUARD
Female Native American	GS	85 - 6	0.00%	0.10%	33-9030 - SECURITY GUARD
Female Total	GS	85 - 6	0.00%	23.60%	33-9030 - SECURITY GUARD
Female Two or More Races	GS	85 - 6	0.00%	0.10%	33-9030 - SECURITY GUARD
Female White	GS	85 - 6	0.00%	12.60%	33-9030 - SECURITY GUARD
Male Hispanic	GS	85 - 6	0.00%	0.50%	33-9030 - SECURITY GUARD
Male Native American	GS	85 - 6	0.00%	0.30%	33-9030 - SECURITY GUARD
Female Hispanic	GS	85 - 4	0.00%	0.30%	33-9030 - SECURITY GUARD
Female Total	GS	81 - 7	0.00%	3.10%	33-2011 - FIRE PROTECTION AND PREVENTION
Group	Most Deviated Pay Grades	Population Percent			
Female Asian	GS				
		6	0.00%		
		5	0.00%		
Female Black	GS				
		7	0.00%		
		11	0.00%		
Female Hispanic	GS				
		5	0.00%		
		6	0.00%		
		11	0.00%		
		7	0.00%		
Female Native American	GS				
		6	0.00%		
		5	0.00%		
Female Total	GS				
		7	0.00%		
Female Two or More Races	GS				
		6	0.00%		
		5	0.00%		
Female White	GS				
		5	2.86%		
Male Hispanic	GS				
		6	0.00%		
		5	0.00%		
Male Native American	GS				
		7	0.00%		
		5	0.00%		
		6	0.00%		
		11	0.00%		

Appendix C

Supporting Documents

1. FY 2013 DVAAP Report
2. PBA Barrier Analysis Working Group Slides
3. Policy Letter 11-1.pdf
4. Policy Letter 11-2.pdf
5. Policy Letter 11-6.pdf
6. Policy Letter 11-9.pdf
7. Policy Letter 690-6.pdf
8. Policy Letter 690-23.pdf

**Annual Disabled Veteran
Affirmative Action Program (DVAAP)
Plan Certification for Fiscal Year (FY) 2012**

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#

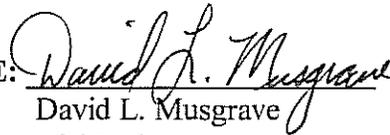
David E. Evans
Officer, Equal Employment Opportunity
Commercial (870) 540-3096/DSN: 966-3096
Fax: (870) 540-3023/DSN: 966-3023

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

John L. Bynum Sr.
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:


David L. Musgrave
COL, CM
Commanding

Date:

9 Oct 12

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2012**

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 decreased from 11.13% for FY 2011 to 9.92% for FY 2012. The percentage of representation for 30% Disabled Veterans decreased from 7.00% FY 2011 to 6.43% for FY 2012.

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. Schedule A Hiring Authority and the Wounded Warrior Program.

Categories	Total	GS/GM 02-12	GS/GM 13+	Wage System
Total Population For FY11	(1186)			
Prior FY11 Disabled Veteran (DV)	132	92	5	35
% Prior FY11 Representation	11.13%	7.76%	0.42%	2.95%
Total Population For FY12	(1058)			
Current FY12 Disabled Veteran (DV)	105	75	5	25
% Current FY12 Representation	9.92%	7.09%	0.47%	2.36%
Population Change	-27	-17	0	-10
% Population Change*	-2.55%	-1.61%	0.00%	-0.95%

Categories	Professional	Admin	Technical	Clerical	Other	Blue Collar
Prior FY11 Disabled Veteran	4	45	22	3	23	35
% Prior FY11 Representation	0.34%	3.79%	1.85%	0.25%	1.94%	2.95%
Current FY12 Disabled Veteran	5	40	16	2	17	25
% Current FY12 Representation	0.47%	3.78%	1.51%	0.19%	1.61%	2.36%
Population Change	1	-5	-6	-1	-6	-10
% Population Change*	0.09%	-0.47%	-0.57%	-0.09%	-0.57%	-0.95%

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2012**

Categories	Total	30% DVGS/GM 02-12	30% DV GS/GM 13+	30% DV Wage System
Prior FY11 30% Disabled Veteran	83	60	4	19
Prior FY11 30% DV Representation	7.00%	5.06%	0.34%	1.60%
Current FY12 30% Disabled Veteran	68	49	4	15
Current FY12 30% DV Representation	6.43%	4.63%	0.38%	1.42%
Population Change	-15	-11	0	-4
% Population Change*	-1.42%	-1.04%	0.00%	-0.38%

* 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. Consideration are also given to veterans and individuals with disabilities under OPM Hiring Authority Schedule A an excepted service appointing authority. Wounded Warrior Program which is tracked by Department of Veterans Affairs and forward employment data to Civilian Human Resources Agency (CHRA) who in turn forwards it to their regional point of contact. The POC's then forward information down to the individual personnel office.
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) 2012**

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.
6. Pine Bluff Arsenal is committed to providing Reasonable Accommodation to its employees and applicants for employment in order to assure that individuals with disabilities and Disabled Veterans enjoy full access to Equal Employment Opportunity.

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) 2012**

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)).
- 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.

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2012**

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 (JMPB-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 declined due to a decrease 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 Management Directive 715 (MD715) 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
- (6) Wounded Warrior Program

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'
AFFIRMATIVE ACTION
PROGRAM PLAN ACCOMPLISHMENT REPORT
FISCAL YEAR (FY) 2012**

b. **Internal Advancement Opportunities.** The Management Directive 715 (MD715) 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 Management Directive 715 (MD715) 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 Management Directive 715 (MD715) 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.



MD-715

BARRIER ANALYSIS WORKING GROUP

Mid Term FY 2012



MD 715 Barrier Analysis

- **Purpose: To comply with U.S. Army Materiel Command's Fiscal Year (FY) 2012 Federal Agency Annual Equal Employment Opportunity (EEO) Program Status Report**
- **Self-assessment of Women's Program, Hispanic and Targeted Disability Recruitment, Merit Systems Promotion and Career Development programs and procedures are required by Management Directive 715.**
- **Sharing of information in a collaborative process and conducting barrier analysis as a team (i.e., Senior Leadership, CPAC, Manager/Supervisors, and EEO) is critical to mission accomplishment**
- **BAWG initial meeting 26 July 2012**



BAWG Members

EEO Personnel

Angela Gant :: MD-715 Data Analyst
David E. Evans :: EEO Officer
Sharon Bolden :: Complaints Manager

Management

Mr. Larry Wright

Legal Counsel

Mr. Erin Burns
Mr. Geoffrey Thompson

CPAC Personnel

Ms. Kim Malone

Special Emphasis Program Managers

John Bynum :: Disability Program Manager
Larry Harris :: Hispanic Employment
Pat Hopkins :: Federal Women's Program
Robert Harrison :: Asian/Pacific Islanders



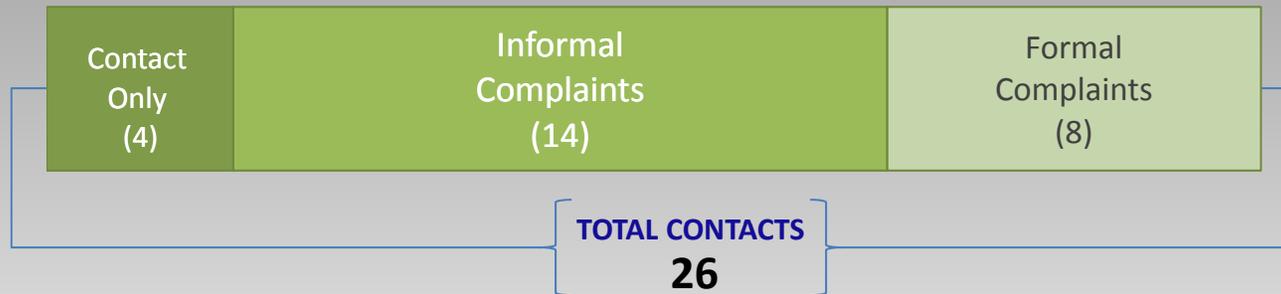
Barrier Identification & Elimination Process

- STEP 1 ✓ Identify Possible Barriers Using a Variety of Sources
- STEP 2 ✓ Investigate to Pinpoint Actual Barriers and Causes
- STEP 3 ✓ Action Plan Creation for Barrier Elimination
- STEP 4 ✓ Evaluate Action Plan Success



EEO Complaint Data

a/o July 2012



Issues
Appointment/Hire
Duty Hours
Harassment (Non-Sexual)
Pay including overtime
Promotion/Non-selection
Letter of Counseling

Bases	
Race(B)	4
Color	5
Religion	1
Gender	3
Age	2
Disability(P)	3
Reprisal	1



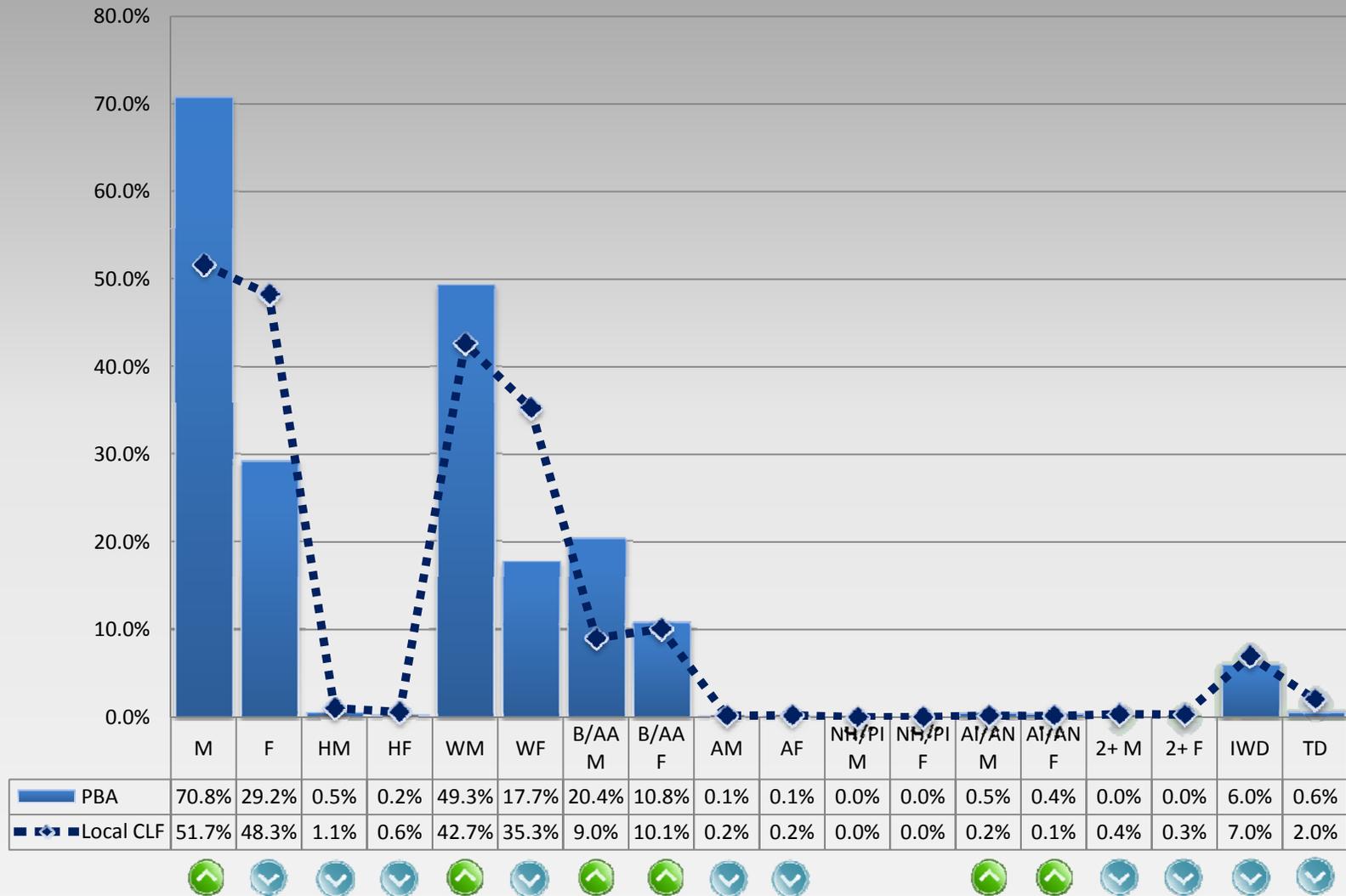
PBA Less Than Expected Rates (FY09 – FY 12)

	FY '09	FY '10	FY '11	FY '12 (a/o 30 June)
Targeted Disability	0.78%	0.65%	0.70%	0.62%
Federal Target	2.0%	2.0%	2.0%	2.0%
Difference	-1.22%	-1.35%	-1.3%	-1.38%
Hispanics	0.54%	0.49%	0.52%	0.72%
Local CLF*	1.80%	1.80%	1.80%	1.80%
Difference	-1.26%	-1.31%	-1.28%	-1.08%
Women	30.85%	30.40	30.97%	29.22%
Local CLF*	48.28%	48.28%	48.28%	48.28%
Difference	-17.43%	-17.88%	-17.31%	-19.06%

* Derived from 2000 Census.



PBA vs. Local CLF



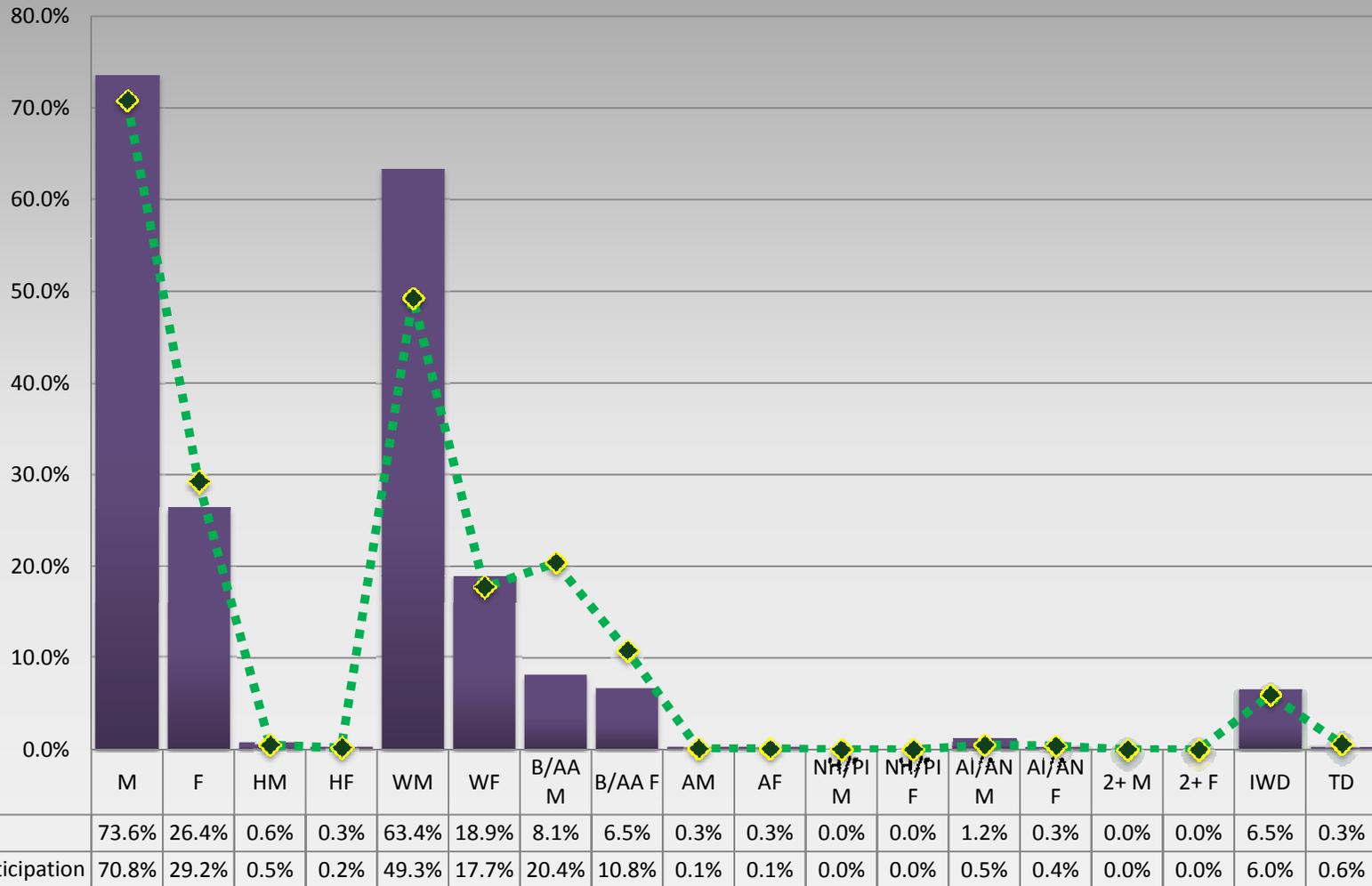


Ethnicity Progress Gap Against Local CLF

		FY 10	FY 11	FY 12 (a/o June)	Current FY 12 Gap Against Local CLF
Hispanic M	%	-0.73%	-0.70%	-0.54%	Narrowing
	#	(4)	(4)	(5)	
Hispanic F	%	-0.42%	-0.41%	-0.37%	Narrowing
	#	(2)	(2)	(2)	
Black M	%	+13.95%	+11.81%	+11.36%	Narrowing (from positive+)
	#	(284)	(238)	(198)	
Black F	%	+1.32%	+1.12%	+0.72%	Narrowing (from positive+)
	#	(141)	(128)	(105)	
Asian M	%	-0.01%	0.00%	-0.07%	Broadening
	#	(2)	(2)	(1)	
Asian F	%	+0.02%	+0.04%	-0.12%	Broadening
	#	(3)	(3)	(1)	
Total		+14.13%	+11.86%	+10.98%	Narrowing (from positive+)
Women	%	-17.88%	-17.31%	-19.06%	Broadening
	#	(376)	(354)	(284)	
Targeted Disabilities	%	-1.35 %	-1.30%	-1.38%	Broadening
	#	(8)	(8)	(6)	



PBA High Grade Analysis (GS-11+)





Targeted Disability

- **Trigger:** PBA participation rates for Individuals With Targeted Disabilities is .62% with a goal of 2% (Fed Target), delta is -1.38%
- **Barriers:** No funding for WRP or MCRP students. Knowledge of utilization of Schedule A hiring authority. Due to PBA mission requirements, most positions have requirements to pass pre-employment physicals.
- **Plan of Action:** Inform all area colleges and universities about enrollment into the WRP database. Educate and inform employee and management about Reasonable Accommodations. Initiate POC in order to utilize Non-Paid Workers Experience (NPWE) Program. Survey workforce to update SF-256s.
- **Quick Wins:**
 - Forecasted authorization needed to use Schedule A
 - Managers trained on Reasonable Accommodations
 - Focused Recruitment (see above)
 - Non-Paid Workers Experience (NPWE) Program (see above)
 - Agency disability data corrected.
- **Responsible officials:** Senior leaders, HR, EEO



Participation Rates for Women

- **Trigger:** PBA participation rates for Women is 29.22%, the Local CLF is 48.28% ; delta is -19.06%. Mid Grade (8-12) Women's participation rate is 26.12% with participation rates at 29.22%, delta is -3.10%. GS13+ Women participation rates are 10.17% with participation rates at 29.22%, delta is -19.05%.
- **Barriers:** Veteran, military/national guard referral population dominates selections. GWOT Schedule A Hiring Authority has been rescinded. Due to PBA's mission, the majority of GS-13+ positions have engineering requirements.
- **Plan of Action:** Work with BAWG to identify need for mentorship programs and succession planning. Promote and advertise use of USAJOBS to institutions with high concentration of engineers.
- **Quick Wins:**
 - Implemented EEO level review of all selections
 - Promoting PBA's family oriented environment and area recreational options on all job announcements
- **Responsible officials:** CPAC, Senior Leadership, HR, EEO



Participation Rates for Hispanic/Latino

- **Trigger:** PBA participation rates for Hispanic men is 0.5%, Local CLF is 1.1% delta -0.6%. Participation rates for Hispanic Women is 0.2%, Local LCF is 0.6%, delta is -0.4%.
- **Barriers:** Veteran, military/national guard referral population dominates selections. Lack of awareness of USAJOBS.
- **Plan of Action:** Promote and advertise USAJOBS to area colleges and universities to include Hispanic Servicing Institutions (HSIs)
- **Quick Wins:**
 - Implemented EEO level review of all selections
 - Developed relationship with the Arkansas Hispanic Consulate through University of Arkansas at Little Rock
 - Promoting PBA's family oriented environment and area recreational options on all job announcements
- **Responsible officials:** Senior Leadership, HR, EEO, HEPM and MCRP SEPM



OHA Identified Potential Barrier Analysis of Personnel Related Practices (Selection Processes, Policies and Procedures)

- **Trigger:** Based upon the PBA Organizational Health Assessment (OHA) data, concerns about the equality of hiring, placement and promotion policies and procedures were identified.
- **Barriers:** Upon initial assessment, organizational communication has been identified for need of improvement.
- **Plan of Action:** CPAC, EEO and senior management are in the process of further analysis to determine root causes, brainstorm improvements and set controls and responsibilities.
- **Quick Wins:**
 - Targeted training (individual skills development and management development) has been initiated
- **Responsible officials:** HR, EEO, management official(s)



OHA Identified Potential Barrier Analysis of Employment Processes (Employee Development and Training Opportunities)

- **Trigger:** Based upon the PBA OHA data, workforce concerns regarding opportunities for development and training were identified.
- **Barriers:** TBD
- **Plan of Action:** HR, EEO and selected management officials are in the process of further analysis to determine root causes, brainstorm improvements and set controls and responsibilities.
- **Quick Wins:**
 - Targeted training (individual skills development and management development) has been initiated
- **Responsible officials:** EEO, HR, Legal Counsel, Management



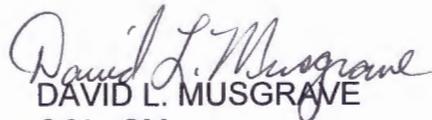
OHA Identified Potential Barrier Trust/Workplace Morale

- **Trigger:** Based upon the PBA OHA data, concerns regarding employee-management/management-employee trust and workplace morale were identified.
- **Barriers:** TBD
- **Plan of Action:** Barrier Analysis Working Group (BAWG), including Employee Assistance Program (EAP), are in the process of further analysis to determine root causes, brainstorm improvements and setting controls.
- **Quick Wins:**
 - Targeted training (individual skills development and management development) has been initiated
- **Responsible officials:** EEO, HR, Management , EAP

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 3 January 2011.


DAVID L. MUSGRAVE
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 high 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 should 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 to take 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 should 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.
7. This letter supersedes Policy Letter 11-2 dated 3 January 2011.


DAVID L. MUSGRAVE
COL, CM
Commanding

MEMORANDUM FOR Pine Bluff Arsenal Employees

SUBJECT: Alternate Dispute resolution (ADR) Policy Letter 11-6

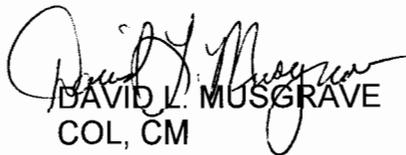
1. The purpose of this letter is to establish ADR policy and provide guidance regarding the ADR program at Pine Bluff Arsenal (PBA). ADR should be used to resolve disputes, informal or formal EEO complaints, at the earliest opportunity. The selected ADR technique is mediation.
2. The Commander or his/her designee will determine which management official will participate in the mediation. In accordance with Army Regulation (AR) 690-600 Chapter 2, the use of mediation is not appropriate in every case. Should the employee request mediation, the Commander or designee, after coordinating with the EEO office, will decide on a case-by-case basis whether it is appropriate for the Agency to mediate the case.
3. The EEO Officer oversees and implements the ADR program. The ADR Team will be comprised of the EEO Officer, the local Labor Counsel and the CPAC Director. The EEO Officer will appoint a POC for ADR 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 ADR to all parties involved and provide administrative support.
4. Mediators will be enlisted from other Army Installation or the Investigation Resolution Division (IRD). Mediation may take place at any time. Employees who wish to reserve continuation rights while they attempt to reach agreement should consult with the ADR POC as to whether or not their original action may be held in abeyance pending a resolution attempt. Whether or not one uses ADR, the same time limits must be followed for EEO complaints. If mediation fails, processing the complaint may be resumed. All participants in ADR will respect total confidentiality of all parties involved.
5. Pamphlets and information on the ADR program are available in the EEO office.
6. This letter supersedes Policy Letter 11-6, dated 3 January 2011.
7. POC for this policy letter is Mr. David Evans, ext 3096.


DAVID L. MUSGRAVE
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 before it becomes severe or pervasive. 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 3 January 2011.


DAVID L. MUSGRAVE
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 participate in an interactive process and may make reasonable adjustments in the work situation to facilitate assimilation of the disabled into the organization. Any reasonable accommodation requests will be coordinated through the Disability Program Manager.
2. Every reasonable accommodation will be made to permit disabled individuals to accept positions for which they are otherwise qualified. 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 3 January 2011.

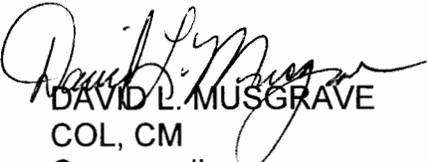


DAVID L. MUSGRAVE
COL, CM
Commanding

MEMORANDUM FOR All Directors and Office Chiefs

SUBJECT: Procedures for Referral and Selection Notifications to the Pine Bluff Arsenal EEO Office, Policy Letter 690-23

1. The purpose of this Policy Letter is to establish policy and procedures for notifying the EEO Office of merit candidate referrals and selections for civilian employees serviced by the Pine Bluff Arsenal EEO Office.
2. The Management Directive MD 715-0, states that the EEO Officer will monitor the process for all merit based candidate selections. The objectives are to improve the merit selection process, to increase the involvement of the EEO Office in complaint resolution, and to avoid the implication of discrimination. In support of this directive, the Pine Bluff CPAC will provide an electronic copy of all referral lists to the Pine Bluff Arsenal EEO Office. The selecting official(s) will inform the EEO point of contact of their intended selection *prior to selection* and provide an email copy of the web based referral list response via email to sharon.j.bolden.civ@mail.mil.
3. The role of the EEO Office in this process is to advise the selecting official(s) and make recommendations when necessary.
4. Point of contact for this Policy Letter is Ms. Sharon Bolden, extension 3205.
5. This Policy Letter supersedes Procedures for Referral and Selection Notifications to the Pine Bluff Arsenal EEO Office, Policy Letter 690-23, dated 5 January 2010.


DAVID L. MUSGRAVE
COL, CM
Commanding