



# **PINE BLUFF ARSENAL**

MANAGEMENT DIRECTIVE 715 (MD-715)  
FY 2011



*"America's Arsenal"*

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

**Table of Contents**

---

|   |      |
|---|------|
| Part A – Agency Identifying Information .....   | 2    |
| Part B – Total Employment .....   | 2    |
| Part C – Agency Officials Responsible for Oversight of EEO Programs .....                     | 2    |
| Part D – List of Subordinate Components (if applicable) .....                                 | 2    |
| EEO Forms and Documents included with this Report .....                                       | 3    |
| Executive Summary .....   | 4    |
| • <i>Three Year Trend Analysis</i> .....  | 7    |
| • <i>Model EEO Program Analysis</i> .....   | 16   |
| • <i>General Plan for Next Year</i> .....   | 20   |
| Part F – Certification .....  | 21   |
| Part G – Agency Self-Assessment Checklist .....   | 22   |
| Part H – EEO Plan To Attain the Essential Elements of a Model EEO Program .....               | 32   |
| Part I – Plan to Eliminate Identified Barriers .....  | 33   |
| Part J – Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities ..... | 34   |
| Appendix A – Definitions .....  | 36   |
| Appendix B – Data Tables Summary .....  | 40   |
| Appendix C – Supporting Documents .....   | 42   |
| • <i>Organizational Chart</i> .....   | i    |
| • <i>Disabled Veterans Affirmative Action Plan – FY 2011/2012</i> .....                       | ii   |
| • <i>462 EEO Report</i> .....   | iii  |
| • <i>EEO/EO Policy Letter 11-1</i> .....  | iv   |
| • <i>Commander’s Policy on Sexual Harassment</i> .....  | v    |
| • <i>Resolving Employee Disputes Swiftly (REDS)</i> .....                                     | vi   |
| • <i>Commanders Policy for the Prevention of Unlawful Harassment</i> .....                    | vii  |
| • <i>Employment of Individuals with Disabilities and Disabled Veterans</i> .....              | viii |
| • <i>Facility Accessibility Survey</i> .....  | ix   |

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, 2010, to September 30, 2011.                                    |  |               |  |   |
|--|--|---------------|--|---|
| <b>PART A</b><br>Department<br>or Agency<br>Identifying<br>Information                         | <b>1. Agency</b>   |               | <b>U.S. Department of Army</b>                       |   |
|  | 1.a. 2 <sup>nd</sup> level reporting component                       |               | U.S. Army Materiel Command (AMC)                     |   |
|  | 1.b. 3 <sup>rd</sup> level reporting component                       |               | U.S. Army Joint Munitions Command (JMC)              |   |
|  | 1.c. 4 <sup>th</sup> level reporting component                       |               | Pine Bluff Arsenal                                   |   |
|  | 2. Address   |               | 10-020 Kabrich Circle                                |   |
|  | 3. City, State, Zip Code   |               | Pine Bluff AR 71602-9500                             |   |
|  | 4. CPDF Code   | 5. FIPS Codes | ARXQ   | 05069; 05001; 05025; 05039; 05041; 05043;<br>05045; 05053; 05079; 05085; 05117; 05119;<br>05125 |
| <b>PART B</b><br>Total<br>Employment   | 1. Enter total number of permanent full-time and part-time employees |               |  | 1009  |
|  | 2. Enter total number of temporary employees                         |               |  | 86  |
|  | 3. Enter total number employees paid from non-appropriated funds     |               |  | 48  |
|  | <b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>                 |               |  | <b>1,143</b>  |
| <b>PART C</b><br>Agency<br>Official(s)<br>Responsible<br>For Oversight<br>of EEO<br>Program(s) | 1. Head of Agency Official Title                                     |               | COL Franz J. Amann                                   |   |
|  | 2. Agency Head Designee  |               | Mr. Larry Wright                                     |   |
|  | 3. Principal EEO Director/Official<br>Official Title/series/grade    |               | David E. Evans, EEO Officer, GS-0260-12              |   |
|  | 4. Title VII Affirmative EEO Program<br>Official                     |               | Angela Gant  |   |
|  | 5. Section 501 Affirmative Action<br>Program Official                |               | John Bynum   |   |
|  | 6. Complaint Processing Program<br>Manager                           |               | Sharon Bolden  |   |
|  | 7. Other Responsible EEO Staff                                       |               | Ms. Pat Hopkins - Federal Women's Program<br>Manager |   |
| Mr. Larry Harris - Hispanic Program Manager  |  |               |  |   |
| Mr. Robert Harrison - Asian Pacific American Program<br>Manager                                |  |               |  |   |

EEOC FORM  
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

| PART D<br>List of<br>Subordinate<br>Components<br>Covered in<br>This Report | Subordinate Component and Location (City/State)       | CPDF<br>Codes | FIPS<br>Codes   |
|---|---|---------------|-----------------|
|   | <b>Holston Army Ammunition Plant</b><br>Kingsport, TN | ARXQ          | 47073;<br>47163 |
|   | <b>Radford Army Ammunition Plant</b><br>Radford, VA   | ARXQ          | 51121;<br>51155 |

| EEO FORMS and Documents Included With This Report  |   |   |   |
|--|---|---|---|
| *Executive Summary [FORM 715-01 PART E], that includes:  | X | *Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]   | X |
| Brief paragraph describing the agency's mission and mission-related functions                            | X | *EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential   | X |
| Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"                | X | *EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier  | X |
| Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF          | X | *Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J] | X |
| Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies  | X | *Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans   | X |
| Summary of EEO Plan action items implemented or accomplished   | X | *Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.     | X |
| *Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]     | X | *Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects   | X |
| *Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements | X | *2011 Organizational Chart  | X |

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**PINE BLUFF ARSENAL**

for Period Covering October 1, 2010 to September 30, 2011

**EXECUTIVE SUMMARY**

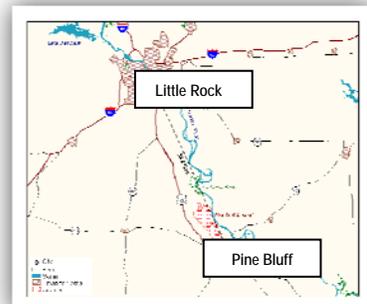
This is the U.S. Army Pine Bluff Arsenal (PBA), subordinate and tenant activities FY 2011 report under EEOC Management Directive (MD) 715.

## 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. In addition, PBA provides specialized training and logistical support for the Department of Homeland Security. 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](http://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 Pine Bluff and White Hall. The city of Pine Bluff boasts one of the busiest ports on the Arkansas River, and serves as a



FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 [www.jmc.army.mil/SpecialStaff/PA/Holston/index.aspx](http://www.jmc.army.mil/SpecialStaff/PA/Holston/index.aspx).

**Radford Army Ammunition Plant (RFAAP):** The Radford Army Ammunition Plant's (RFAAP) mission is to produce munitions and related products for its customers using environmentally responsible practices. RFAAP is government-owned and contractor-operated (GOCO). The ATK Energetic Systems, U.S. Army, the United Steelworkers (USW) Local 8-495, and USW Local 8-00002 are committed to working together to improve and achieve environmentally outstanding results. RFAAP's primary goal is to make itself a world-class operation that preserves and improves the environment. The Radford Army Ammunition Plant (RFAAP) is located in the mountains of southwest Virginia in Pulaski and Montgomery Counties. RFAAP consists of two noncontiguous units: the Main Manufacturing Area and the New River Unit. The Main Manufacturing Area is located approximately 5 miles northeast of the city of Radford, Virginia, which is approximately 10 miles west of Blacksburg and 47 miles southwest of Roanoke. The New River Unit is located about 6 miles west of the Main Manufacturing Area, near the town of Dublin. PBA Federal Information Processing Standards (FIPS) codes are 51121 and 51155. The Radford Army Ammunition Plant web address is [www.radfordaapirp.org](http://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. PBA is a small installation compared to other arsenals/depots within the southern region of the U.S.; with limited advancement opportunities. As individuals seek greater employment and advancement opportunities elsewhere, PBA is constantly challenged to attract and recruit the most qualified workforce across all ethnic and gender groups as well as individuals with disabilities.

## DATABASE INFORMATION

This FY 2011 MD-715 was compiled using Defense Civilian Personnel Data System (DCPDS), Business Objects 11 (BOXi), iComplaints and the MD-715 Reporter. This report covers 1,143 permanent full-time, part-time, temporary and non-appropriated fund civilian employees. Applicant pool data analysis is also included. Statistics alone cannot and do not provide a complete picture of workforce challenges; therefore, we continue to 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 and trend analyses. ***Due to circumstances beyond the agency's control in reference to the DCPDS database, data contained within this report may not be completely accurate.***

### Methodology

This report covers information applicable to the protected EEO categories for PBA employees to include tenant activities serviced by the PBA EEO Office as of 30 September 2011. 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.
- **Local CLF:** The Local CLF (LCLF), 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.

## THREE YEAR WORKFORCE ANALYSIS

### I. Workforce Age Distribution

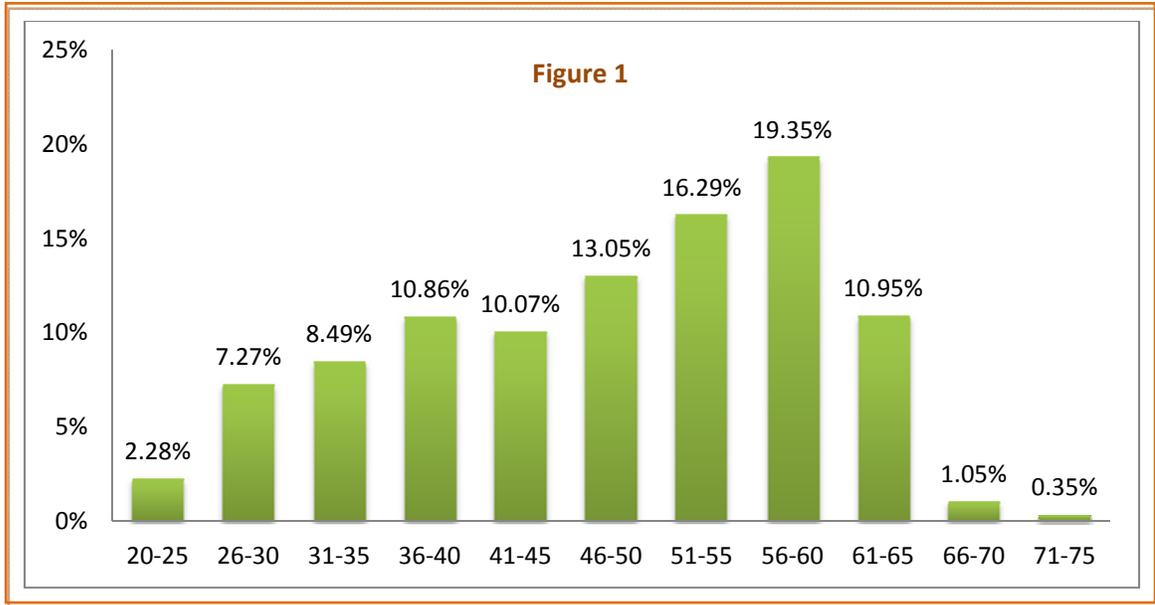
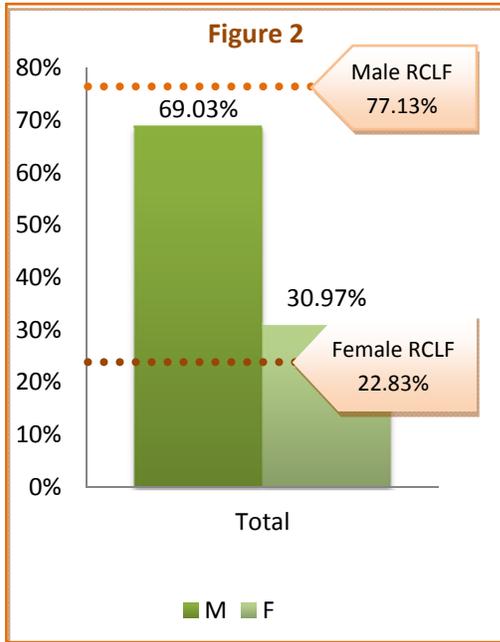


Figure 1 depicts the age distribution of the Pine Bluff Arsenal and serviced workforce during FY 2011. Data shows a slight increasing trend for ages 36-40 in the workforce by 1.8% within one fiscal year. The average age of the PBA workforce is 47. While retirement-eligible employees represent just over 30% of the current workforce, the remaining workforce age distribution has seen minimal change. With the completion of the Pine Bluff Chemical Activity (PBCA) mission affecting PBA jobs that supported its mission, current fiscal year retirements more than doubled that of the previous fiscal year from 41 in FY 2010 to 107 in FY 2011. PBA is working diligently to embrace the current and future workforce composition taking proactive approaches to become a chosen employer for the multiple generations represented in today's workforce.

According to the National Association of Counties (NACo) in Washington, D.C., the proportion of older workers in America's workforce is expected to grow an average of 4% per year between 2000 and 2015 while the proportion of potential younger workers is simultaneously shrinking. In addition, the NACo noted that the government-sector is experiencing the impacts of these trends much sooner than private-sector; thus, the PBA workforce has proportionately fewer workers between 20 and 40 years of age (28.9%) compared to the remaining workforce between 41 and 75 years of age (71.11%) which can be attributed in part to Vietnam Era veteran status. With the upcoming 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.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT



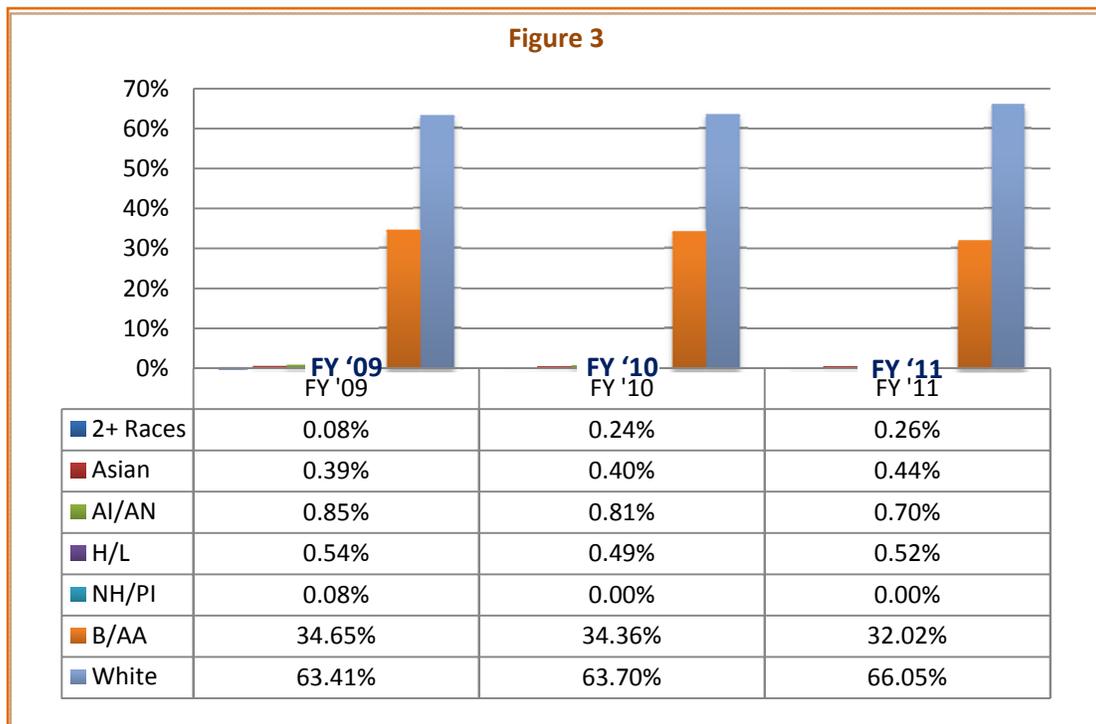
## II. Workforce Gender

Figure 2 depicts the gender distribution of the Pine Bluff Arsenal and serviced workforce during FY 2011. Gender distribution has changed very little over the past three fiscal years. Nearly 60% of the positions at PBA fall within the occupational categories of craft workers, operatives and service workers; all blue collar positions in warehouse-like environments. These positions, typical to both the city of Pine Bluff as well as PBA, have been historically held nationally by male workers.

When comparing PBA’s occupations to relevant occupations in private sector derived from the 2000 Census, the PBA workforce is 8.10% below male PBA RCLF but 8.14% 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



FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Figure 3 depicts workforce distribution by ethnicity within the Pine Bluff Arsenal and serviced workforce during FYs 2009, 2010, and 2011. Figure 4 shows the LCLF and PBA Workforce percentages for each ethnicity. PBA’s employee data is skewed as personnel consciously mischaracterize their ethnicity. Being aware of this challenge, PBA is making the necessary efforts toward correcting this information by means of workforce surveying and increased cultural awareness. Below is an analysis of each ethnic group.

**Two or More Races (2+ Races):** The percentage of employees who have identified themselves in the “Two or More Races” ethnic category is 0.75% below the Local CLF during FY 2011. At 0.26%, the FY 2011 Two or More Races ethnic category is at it’s highest rate of representation; up 0.02% from FY 2010. This increase could be attributed to employees updating personnel records or new employees identifying themselves in plural ethnic categories. Although the option to select more than one race is available to each employee on the SF181 Form, not many individuals are identifying themselves as such. Applicant pool data may better depict reasoning. Recruitment efforts will continue in this area.

**Figure 4 – Local Civilian Labor Force (CLF)**

| Race Category   | LCLF (%) |
|-----------------|----------|
| <b>2+ Races</b> | 1.01%    |
| <b>Asian</b>    | 0.85%    |
| <b>AI/AN</b>    | 0.37%    |
| <b>H/L</b>      | 1.80%    |
| <b>B/AA</b>     | 21.61%   |
| <b>NH/PI</b>    | 0.03%    |
| <b>White</b>    | 74.33%   |
|                 |          |
|                 |          |

**Asian:** The number of employees who identify themselves in the “Asian” ethnic category has not changed by count of employees (5) over the past three fiscal years. The minimal change in percentage is due to total workforce population change. The percentage of Asian identified employees is 0.41% below the Local CLF. All of the Asian employees identified in the PBA total workforce (0.44%) 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 in this area.

**American Indian or Alaskan Native (AI/AN):** The number of employees who identify themselves in the “American Indian or Alaskan Native” ethnic category has decreased by two employees in FY 2011. Though there has been a minimal decrease in the AI/AN population, the percentage of representation is 0.33% above the Local CLF. Due to the location of PBA, the AI/AN population in this region is low. Recruitment efforts will continue in this area.

**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 2011 percentage of representation is 0.56% below the Local CLF. Nationally there are 12.90% of H/L individuals who identify themselves with working in occupations like or related to positions available at PBA while, regionally, there is 1.80% of H/L individuals available. This data could indicate a barrier in the location of PBA or the possibility that there is a significant portion of H/L individuals counted in the Census who are not identified as US citizens which is a requirement for employment at PBA. Applicant pool data may better depict reasoning. PBA will continue to actively recruit within this area.

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 10.41% above the Local CLF during FY 2011. 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%). Applicant pool data may better depict reasonings. PBA will continue to actively recruit within this area.

**Native Hawaiian or Pacific Islander (NH/PI):** The percentage of employees who have identified themselves in the “Native Hawaiian or Pacific Islander” ethnic category is 0.03% below to the Local CLF at 0.00% during FY 2011. Location may be the major contributing factor to low representation. Applicant pool data may better depict reasoning. PBA will continue to actively recruit in this area.

**White:** The percentage of employees who have identified themselves in the “White” ethnic category is 8.28% below the Local CLF during FY 2011. 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 in this area. Applicant pool data will also be analyzed.

#### IV. Individuals with Disabilities and Disabled Veterans

| <b>Figure 5a – Individuals with Disability</b> |                     |                      |                                |                            |
|--|---------------------|----------------------|--------------------------------|----------------------------|
|  | <b>Unidentified</b> | <b>No Disability</b> | <b>Non-Targeted Disability</b> | <b>Targeted Disability</b> |
| <b>FY '09</b>                                  | 1.09%               | 90.85%               | 7.29%                          | 0.78%                      |
| <b>FY '10</b>                                  | 1.05%               | 91.43%               | 6.87%                          | 0.65%                      |
| <b>FY '11</b>                                  | 1.14%               | 90.99%               | 7.17%                          | 0.70%                      |

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 increased 0.30% between FY 2010 and FY 2011 and increased 0.05% in the category of Individuals with Targeted Disabilities. Currently, Individuals with Disabilities (IWDs) represent 7.17% of the PBA workforce and individuals with a targeted disability represent 0.70% of the workforce.

---

<sup>1</sup> IWDs – employees self identified as having a disabling condition

<sup>2</sup> 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

The Department of Defense has established a goal to hire two percent of individuals with targeted disabilities. Currently, PBA is 1.3% below that goal. 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 efforts to address this error, employee education and notification may be required.

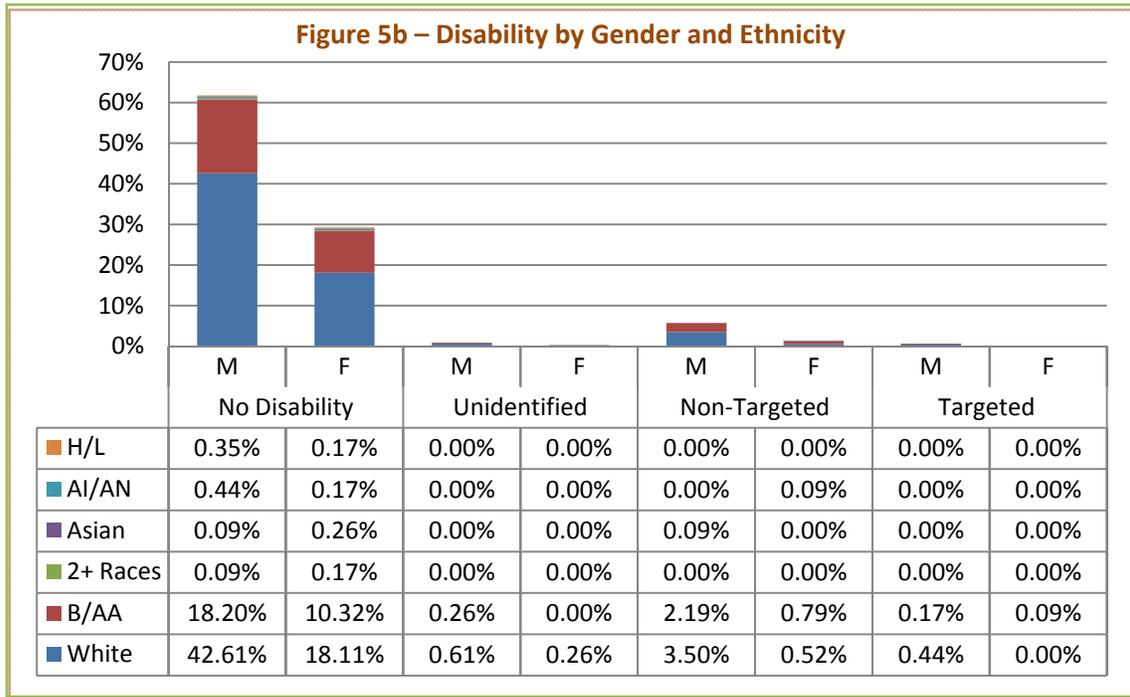


Figure 5b shows the current representation of Individuals with Disabilities categorized by gender and ethnicity. Approximately 7.87% of the workforce has declared themselves as disabled which has increased by 0.35% from 7.52% reported in FY 2010. White males makeup the largest percentage of Individuals with Non-Targeted disabilities (3.50%) and Individuals with Targeted disabilities (0.44%). Data is not yet available regarding the local population.

**Figure 5c – Veteran Appointments by Race/Ethnicity**

| Ethnicity           | 10-POINT COMP/<br>30 PERCENT | 10-POINT/OTHER | 5-POINT       | NONE          |
|---------------------|------------------------------|----------------|---------------|---------------|
| AI/AN               | 0.09%                        | 0.00%          | 0.26%         | 0.35%         |
| 2+ More             | 0.09%                        | 0.00%          | 0.00%         | 0.17%         |
| Asian               | 0.00%                        | 0.00%          | 0.17%         | 0.26%         |
| B/AA                | 4.55%                        | 0.00%          | 8.84%         | 18.64%        |
| H/L                 | 0.00%                        | 0.00%          | 0.26%         | 0.26%         |
| White               | 5.86%                        | 0.09%          | 15.75%        | 44.36%        |
| <b>FY '11 TOTAL</b> | <b>10.59%</b>                | <b>0.09%</b>   | <b>25.28%</b> | <b>64.04%</b> |
| FY '10              | 10.59%                       | 0.16%          | 27.32%        | 61.92%        |
| FY '09              | 8.53%                        | 0.23%          | 29.46%        | 61.78%        |

Figure 5c shows the current representation Veteran Appointments categorized by

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

race/ethnicity. This data indicates an inconsistency since the percentage of representation of IWDs should be at least equal to that of the percentage of representation of DVs. 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 but has found it difficult to attract them due to our rural location. 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.

## V. High Grade Positions

Analysis of EEO groups in High Grade Positions show a significant concentration of White males in high grade GS/WG/WS positions (Figure 6). Black or African American male representation decreased by 0.94% and Black or African American female representation decreased by 0.78% during FY 2011. American Indian/Alaskan Native, Two or More Races, Asian and Hispanic/Latino individuals have not declined count of employee yet the decrease in percentage could be attributed to the change in overall workforce population. Further analysis is needed in this area to identify potential barriers among all groups to include gender.

**Figure 6 – GS/WG/WS Grades 12 and above**

|               | AI/AN | 2+ Races | Asian | H/L   | B/AA   |        | White  |        |
|---------------|-------|----------|-------|-------|--------|--------|--------|--------|
|               | M     | F        | M     | M     | M      | F      | M      | F      |
| <b>FY '09</b> | 0.00% | 0.00%    | 0.00% | 0.00% | 12.31% | 10.77% | 52.31% | 24.62% |
| <b>FY '10</b> | 1.08% | 0.54%    | 1.08% | 1.08% | 9.68%  | 8.06%  | 61.29% | 17.20% |
| <b>FY '11</b> | 0.97% | 0.49%    | 0.97% | 0.97% | 8.74%  | 7.28%  | 64.08% | 16.50% |

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

VI. Major Occupations

Figure 7a – Major Occupations by Race

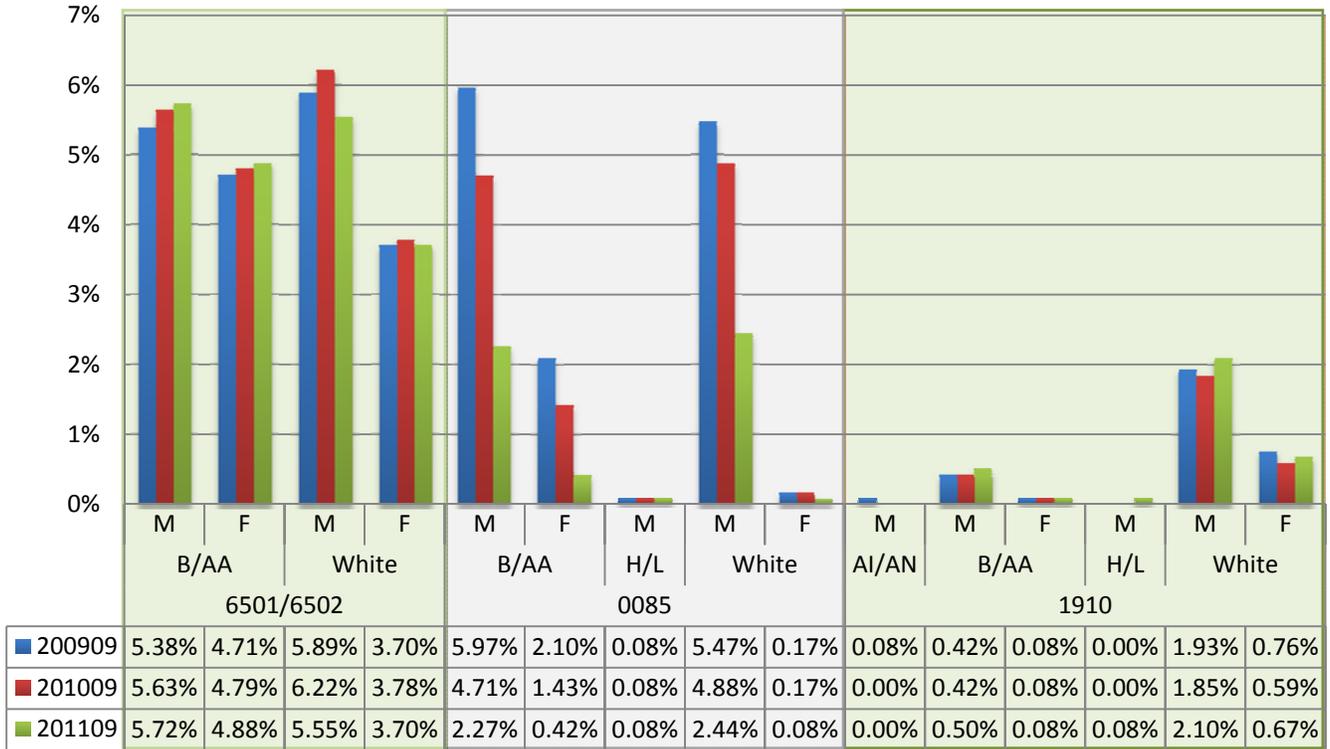


Figure 7b – Major Occupations by Disability Status

|        | 6501/6502     |              |          | 0085         |               |              | 1910          |              |
|--------|---------------|--------------|----------|--------------|---------------|--------------|---------------|--------------|
|        | No Disability | Non-Targeted | Targeted | Unidentified | No Disability | Non-Targeted | No Disability | Non-Targeted |
| FY '09 | 51.72%        | 1.60%        | 0.23%    | 0.23%        | 35.24%        | 2.06%        | 7.78%         | 1.14%        |
| 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%        |

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. Data also shows a significant decrease in overall representation in the 0085 Occupation Series. This is due to the completion of Chemical Mission support of Pine Bluff Chemical Activity which greatly affected the Directorate of Law Enforcement and Security. Black or African American males represent the majority percentage of the 6501/6502 Occupational Series by 0.17% while White Male representation represents

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

the majority percentage of the 0085 Occupational Series by 0.17% and the 1910 Occupational Series by 1.43%. These percentages are not indicative of potential barriers.

Figure 7b shows that Individuals with Non-Targeted Disabilities represent 2.94% of the Major Occupational Job Series while Individuals with Targeted Disabilities represent 0.29%. 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**

### - Five Most Populated Occupational Series

| FIVE MAJOR OCCUPATIONS | Applied |        | Referred |        |
|------------------------|---------|--------|----------|--------|
|                        | M       | F      | M        | F      |
| Internal Applicants    | 67.65%  | 32.35% | 56.04%   | 43.96% |
| External Applicants    | 74.78%  | 25.22% | 66.26%   | 33.74% |
| Local CLF              | 51.72%  | 48.28% | 51.72%   | 48.28% |

### - Veteran Appointments

|                  | 10-POINT<br>(COMP/ 30%/<br>DISABILITY/OTHER) | 5-POINT | NONE   |
|------------------|--|---------|--------|
| FY '11 Applicant | 16.16%                                       | 22.63%  | 61.20% |
| FY '11 Workforce | 10.68%                                       | 25.28%  | 64.04% |

### - Women and Hispanics

| Occupational Groups               |   | Total Employees |        | Hispanic<br>or Latino |
|-----------------------------------|---|-----------------|--------|-----------------------|
|                                   |   | Male            | Female |                       |
| Officials and Managers Applicants | % | 68.47%          | 31.52% | 2.59%                 |
| Officials and Managers CLF 2000   | % | 62.60%          | 37.40% | 1.30%                 |
| Professionals Applicants          | % | 91.10%          | 8.89%  | 4.86%                 |
| 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 compared to Local CLF; 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.

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

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

1. **Five Most Populated Occupational Series :** The data chart above shows that applicant rates for the male gender was 15.93% *above* the male CLF for internal male applicants and 23.06% *above* the male CLF for external male applicants. The Female applicant rate was 15.93% *below* the female CLF for internal female applicants and 23.06% *below* the male CLF for external male applicants. Individuals referred for selection was +/- 4.32% for internal applicants by gender and +/- 14.54% for external applicants by gender. Initial assessment shows internally and externally males are applying and being referred at a rate greater than expected when compared to Local CLF while females are applying and being referred at a rate less than expected when compared to Local CLF. Further indepth analysis will be conducted.
  
2. **Veteran Appointments:** The data chart above shows that applicants who were identified in the 10-Point Veteran Appointment category applied at a rate 5.48% above the FY 2011 respective workforce rate; applicants who were identified in the 5-Point Veteran Appointment category applied at a rate 3.05% below the FY 2011 respective workforce rate; and applicants who were self-identified as having no Veteran Appointment applied at a rate 2.84% below the FY 2011 respective workforce rate.
  
3. **Women and Hispanics:** The data chart above shows that applicants who were self-identified as female within the Fed9 category "Officials and Managers" applied at a rate 5.88% below the respective CLF rate while Hispanics within this Fed9 category applied at a rate 1.29% above the respective CLF rate. The data chart above shows that applicants who were self-identified as female within the Fed9 category "Professionals" applied at a rate 50.81% below the respective CLF rate while Hispanics within this Fed9 category applied at a rate 3.66% above the respective CLF rate. Within the "Professionals" category, data for the female applicant rate indicates a potential barrier. Further analysis is needed to determine what may have triggered a low female applicant rate in this category.

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

## 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). EEO Policy is updated annually, enforced by senior management and communicated through the ranks from the top down and are posted on the organization's website. Each policy addresses commitment to the EEO program and supporting individual's rights.
- Adequate fiscal resources are available to administer a comprehensive EEO program for the installation.
- EEO Officer and staff have direct access to commanders and principle senior leaders to address and resolve complaints/workplace issues. The PBA commander has an open-door policy available for employees to discuss workplace issues. The EEO officer and staff have appropriate authority to administer all aspects of the EEO program. Various elements implemented included having resources available for training in conducting effective barrier analysis, and ensuring the professional skills and abilities of the EEO staff are refined.
- In a proactive effort to address workplace issues and/or concerns, management contracted the services of Collaborative Decision Resources (CDR) to conduct a pilot organizational assessment in the Directorate of Chemical and Biological Defense. The results of the assessment were briefed to all employees within the directorate and recommended management and employee training and skill building efforts are currently underway. Senior management fully supported the EEO effort of conducting organization-wide Organizational Health Assessment set to be administered during the first quarter of FY 2012.

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

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

***ELEMENT C - MANAGEMENT AND PROGRAM ACCOUNTABILITY***

- PBA maintains clearly defined, consistently applied and fairly implemented personnel policies, selection and promotion procedures, evaluation procedures, rules of conduct and training systems. The EEO Office works in conjunction with senior staff to ensure compliance with settlement agreements and orders issued by the agency.
- During FY 2011, the agency received one Reasonable Accommodation request. This request was promptly processed and granted.
- 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 are updated annually.
- Policy letters addressing Equal Employment Opportunity, Sexual Harassment, and the Prevention of Unlawful Harassment have been issued to the PBA workforce to include all newly hired employees.
- The EEO Office has conducted mandatory EEO and POSH training for new employees. No FEAR training is being administered to all PBA and tenant activity employee bi-annually as mandated. These actions will continue indefinitely.
- PBA has a process in place to ensure all new hire selections are reviewed by an EEO Official to ensure that all selections are based solely upon merit.

***ELEMENT E - EFFICIENCY***

- 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.
- 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.
- 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.

EEOC FORM  
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- The PBA EEO Office is also utilizing the FileX System created by the Investigation and Resolution Division to expedite the investigation of formal complaints.
- The PBA EEO Office has highly skilled EEO Specialists who are fully proficient in the processing of informal, formal and class complaints. The EEO staff shares best practices with other EEO colleagues to provide assistance to other installations as needed.
- EEO Staff has full access to data collection and analysis systems in order to analyze Applicant Flow Data to better track recruitment efforts.

In FY 2011, EEO had 36 contacts, of which 26 (72.22%) filed informal complaints and of those, 15 (41.67%) filed formal complaints which is 3.57% less than formal complaints filed in FY 2010. 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 20 days and the median processing time was 20 days. The average processing time for formal complaint acceptance/dismissal was 7 days and the median processing time was 4 days.

| Ethnicity/Gender |        | #         | %              |
|------------------|--------|-----------|----------------|
| Black            | Male   | 20        | 55.56%         |
|                  | Female | 8         | 22.22%         |
| White            | Male   | 1         | 2.78%          |
|                  | Female | 6         | 16.67%         |
| 2+ More          | Male   | 1         | 2.78%          |
| <b>TOTALS</b>    |        | <b>36</b> | <b>100.00%</b> |

| Complaint Basis |          | #         | %              |
|-----------------|----------|-----------|----------------|
| Race            | Black    | 6         | 26.09%         |
|                 | White    | 1         | 4.35%          |
| Color           |          | 3         | 13.04%         |
| Sex             | Male     | 2         | 8.70%          |
| Reprisal        |          | 3         | 13.04%         |
| Age             |          | 6         | 26.09%         |
| Disability      | Physical | 2         | 8.70%          |
| <b>TOTAL</b>    |          | <b>23</b> | <b>100.00%</b> |

| Directorates                              | Contacts  | Formal Complaints | % Formal Complaints |
|---|-----------|-------------------|---------------------|
| Chemical Biological Defense               | 10        | 3                 | 18.75%              |
| Law Enforcement and Security              | 6         | 3                 | 18.75%              |
| Ammunition Operations                     | 4         | 3                 | 18.75%              |
| Public Works                              | 2         | 1                 | 6.25%               |
| Holston Ammunition Plant/Environmental    | 1         | 1                 | 6.25%               |
| Contracting                               | 1         | 1                 | 6.25%               |
| Contract Employee (s)                     | 1         | 1                 | 6.25%               |
| Logistics                                 | 1         | 0                 |                     |
| Edgewood Chemical Biological Center       | 3         | 1                 | 6.25%               |
| Civilian Personnel Advisory Center (CPAC) | 1         | 0                 |                     |
| Pine Bluff Chemical Activity              | 2         | 2                 | 12.50%              |
| Material Management                       | 3         | 0                 |                     |
| Cara West                                 | 1         | 0                 |                     |
| <b>TOTALS</b>                             | <b>36</b> | <b>16</b>         | <b>100%</b>         |

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

**Alternative Dispute Resolution (ADR):** ADR was used 19.23% in the informal process, up 6.23% from FY 2010, and of those, 100% were resolved through Negotiated Settlement Agreement (NSA). During the formal process, ADR was elected in 12.50% of the complaints of which 50% 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, policy guidance, and other written instructions. The installation ensures prompt processing all forms of ordered relief. Acceptance and dismissal of complaints are coordinated with the Labor Counselors as prescribed by AR 690-600.

### **Special Emphasis and Community Outreach Programs**

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

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

## **BARRIER IDENTIFICATION and ELIMINATION**

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

- Stagnant proportion of people with targeted disabilities. Individuals with targeted disabilities participation rate of 0.70% is below the Federal high of 2.16%.
- Less than expected representation of American Indian/Alaskan Native, Two or More Races, Hispanic/Latino and Native Hawaiian/Pacific Islander minority groups.
- Applicant rate for Women in Fed9 categories that contain GS 12 pay grades is lower than expected.
- Participation of minorities and women is lower than expected in high level positions.

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

## Form G Summary

| Form G Element | # of FY 2011 Deficiencies | # of FY 2010 Deficiencies | Net Change (#) | Net Change (%) |
|----------------|---------------------------|---------------------------|----------------|----------------|
| <u>A</u>       | 0                         | 0                         | 0              | 0%             |
| <u>B</u>       | 0                         | 0                         | 0              | 0%             |
| <u>C</u>       | 0                         | 1                         | 1              | -100%          |
| <u>D</u>       | 0                         | 0                         | 0              | 0%             |
| <u>E</u>       | 2                         | 2                         | 0              | 0%             |
| <u>F</u>       | 0                         | 0                         | 0              | 0%             |

## GENERAL PLAN FOR NEXT YEAR

Pine Bluff Arsenal 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

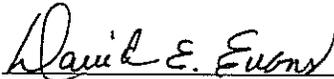
**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT PROGRAMS**

I, David E. Evans - Equal Employment Opportunity Officer am the Principal EEO Director/Official for: Pine Bluff Arsenal to include servicing for Holston Army Ammunition Plant (HSAAP) and Radford Army Ammunition Plant (RFAAP).

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.



David E. Evans, Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program  
Status Report is in compliance with EEO MD-715.

2011121

Date (EEO Signature Date)



Franz J. Amann, Agency Head  
COL, CM  
Commanding  
Certifies that this Federal Agency Annual EEO Program  
Status Report is in compliance with EEO MD-715.

5 DEC 11

Date  
(Agency Head Signature Date)

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**

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

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

|   |  |                             |           |   |
|---|--|-----------------------------|-----------|---|
| 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  |                             |           |   |
| <b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b><br><b>Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.</b>                 |  |                             |           |   |
|  <b>Compliance Indicator</b>   | <b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b> | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | <b>Yes</b>                  | <b>No</b> |   |
| Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§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  |                             |           |   |
| 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  |                             |           |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

|  <b>Compliance Indicator</b>   | <b>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.</b> | Measure has been met |    | <b>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</b> |
|---|--|----------------------|----|---|
|   |  | Yes                  | No |   |
|  <b>Measures</b>   |  |                      |    |   |
| 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                    |    |   |
|  <b>Compliance Indicator</b>   | <b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>  | Measure has been met |    | <b>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</b> |
|  <b>Measures</b>   |  | Yes                  | No |   |
| Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?  |  | X                    |    |   |
| Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?  |  | X                    |    |   |
| Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?  |  | X                    |    |   |
| 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                    |    |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

|  |   |                             |    |   |
|--|---|-----------------------------|----|---|
| 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                           |    |   |
|  <b>Compliance Indicator</b>  | <b>The agency has committed sufficient budget to support the success of its EEO Programs.</b> | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | 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                           |    |   |
| 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                           |    |   |
| <b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b><br><b>This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.</b>  |   |                             |    |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

|   |  |                             |    |   |
|---|--|-----------------------------|----|---|
|  <b>Compliance Indicator</b>   | <b>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.</b>  | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | 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                           |    |   |
|  <b>Compliance Indicator</b>   | <b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR Â§ 1614.102(b)(3)]</b> | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | 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                           |    |   |
|  <b>Compliance Indicator</b>   | <b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>  | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | Yes                         | No |   |
| Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?  |  | X                           |    |   |
| Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?  |  | X                           |    |   |
| Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation. |  | X                           |    |   |
| 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                           |    |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

| <b>Essential Element D: PROACTIVE PREVENTION</b><br>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.   |   |                             |           |   |
|--|---|-----------------------------|-----------|---|
|  <b>Compliance Indicator</b>  | <b>Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  |   | <b>Yes</b>                  | <b>No</b> |   |
|  <b>Measures</b>  |   |                             |           |   |
|  | 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                           |           |   |
|  <b>Compliance Indicator</b>  | <b>The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  |   | <b>Yes</b>                  | <b>No</b> |   |
|  <b>Measures</b>  |   |                             |           |   |
|  | Are all employees encouraged to use ADR?  | X                           |           |   |
|  | Is the participation of supervisors and managers in the ADR process required?   | X                           |           |   |
| <b>Essential Element E: EFFICIENCY</b><br>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process. |   |                             |           |   |
|  <b>Compliance Indicator</b>  | <b>The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.</b>  | <b>Measure has been met</b> |           | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  |   | <b>Yes</b>                  | <b>No</b> |   |
|  <b>Measures</b>  |   |                             |           |   |
|  | 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                           |           |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

|  |   |                             |    |   |
|--|---|-----------------------------|----|---|
| 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                           |    |   |
|  <b>Compliance Indicator</b>  | <b>The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.</b>  | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | Yes                         | No |   |
| Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?                                     |   | X                           |    |   |
| Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?                                   |   | X                           |    |   |
| Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:   |   |                             | X  | The agency does not use contract counselors.  |
| Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?                                     |   | X                           |    |   |
| Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110? |   | X                           |    |   |
|  <b>Compliance Indicator</b>  | <b>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.</b> | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |   | 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  | This process is controlled by the Equal Opportunity Compliance and Complaints Review (EEOCCR) Office.   |
| When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?   |   | X                           |    |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

|   |  |                             |    |   |
|---|--|-----------------------------|----|---|
| 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                           |    |   |
|  <b>Compliance Indicator</b>   | <b>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.</b> | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | 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                           |    |   |
|  <b>Compliance Indicator</b>   | <b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>  | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>   |  | Yes                         | No |   |
| Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?  |  | X                           |    |   |
| Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. Â§ 1614.102(a)(1)?   |  | X                           |    |   |
| Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?                                     |  | X                           |    | However, the agency EEO Office extracts all EEO data needed.  |
| Do the agency's EEO programs address all of the laws enforced by the EEOC?  |  | X                           |    |   |
| Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?  |  | X                           |    |   |
| 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                           |    |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

|  |  |                             |    |   |
|--|--|-----------------------------|----|---|
|  <b>Compliance Indicator</b>  | <b>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.</b> | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |  | 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                           |    |   |
| <b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b><br><b>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>                |  |                             |    |   |
|  <b>Compliance Indicator</b>  | <b>Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.</b>  | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |  | Yes                         | No |   |
| Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?  |  | X                           |    |   |
|  <b>Compliance Indicator</b>  | <b>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.</b>                      | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |  | Yes                         | No |   |
| Does the agency have control over the payroll processing function of the agency?   |  | X                           |    | Requires Defense Finance and Accounting Services (DFAS) coordination.   |
| Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?   |  | X                           |    |   |
| Are procedures in place to promptly process other forms of ordered relief?   |  | X                           |    |   |
|  <b>Compliance Indicator</b>  | <b>Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.</b>   | <b>Measure has been met</b> |    | <b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b> |
|  <b>Measures</b>  |  | 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                           |    |   |

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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

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 2011 PINEB  |   |
| <b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>  | Employees promoted into the supervisory ranks are not provided a copy of the EEO policy statements upon promotion.                  |
| <b>OBJECTIVE:</b>  | Ensure employees promoted into supervisory ranks are briefed on and provided copies of current EEO policy statement upon promotion. |
| <b>RESPONSIBLE OFFICIAL:</b>   | EEO Officials, HR, Directors  |
| <b>DATE OBJECTIVE INITIATED:</b>   | 06/01/2011  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>  | 04/01/2012  |
| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>  | <b>TARGET DATE (Must be specific)</b>   |
| Coordinate with HR to establish practice of distributing EEO policy during New Supervisor Training Session and discuss during EEO portion of training.                         | 08/20/2011  |
| 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. | 01/01/2012  |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>   | <b>TARGET DATE (Must be specific)</b>   |
| Conducted New Supervisor Training  | 08/17/2011  |

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**

|   |   |
|---|---|
| <b>FY 2011, PINEB :: HISPANIC EMPLOYMENT</b>                              |   |
| <b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> | The FY 2011 percentage of employees who identify themselves in the “Hispanic or Latino” ethnic category is 0.56% below the Local CLF.   |
| <b>BARRIER ANALYSIS:</b>  | 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. |
| <b>STATEMENT OF IDENTIFIED BARRIER:</b>                                   | 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.  |
| <b>OBJECTIVE:</b>   | To improve the representation of qualified Hispanic or Latino employees in the PBA workforce.   |
| <b>RESPONSIBLE OFFICIAL:</b>  | HR, Directors, EEO  |
| <b>DATE OBJECTIVE INITIATED:</b>  | 01/01/2011  |
| <b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>                           | 09/30/2013  |

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

| <b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>   | <b>TARGET DATE<br/>(Must be specific)</b> |
|---|---|
| Appoint collateral duty Hispanic Employment Program Manager   | 03/01/2011                                |
| Develop Hispanic Employment Strategic Plan with buy-in from Senior Management, Human Resources, and EEO.        | 03/30/2012                                |
| Establish relationship with area Hispanic and Latino servicing organizations to increase employment visibility. | 04/30/2012                                |
| <b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>  | <b>TARGET DATE<br/>(Must be specific)</b> |
| Hispanic Program Manager was appointed.   | 03/07/2011                                |

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**

|  |  |  |         |                                |         |                       |         |                      |        |
|--|--|--|---------|--------------------------------|---------|-----------------------|---------|----------------------|--------|
| <b>Part I<br/>Department<br/>of Agency<br/>Information</b>   | 1. Agency  | 1. U.S. Department of Army                   |         |                                |         |                       |         |                      |        |
|  | 1.a. 2 <sup>nd</sup> Level Component   | 1.a. U.S. Army Materiel Command (AMC)        |         |                                |         |                       |         |                      |        |
|  | 1.b. 3 <sup>rd</sup> Level or lower  | 1.b. U.S. Army Joint Munitions Command (JMC) |         |                                |         |                       |         |                      |        |
| <b>Part II<br/>Employment<br/>Trend and<br/>Special<br/>Recruitment<br/>for<br/>Individuals<br/>With<br/>Targeted<br/>Disabilities</b> | Enter Actual Number at the ...   | ... beginning of FY.                         |         | ... end of FY.                 |         | Net Change            |         |                      |        |
|  |  | Number                                       | %       | Number                         | %       | Number                | %       |                      |        |
|  | Total Work Force   | 1,289  | 100.00% | 1,143                          | 100.00% | -146                  | -12.77% |                      |        |
|  | Reportable Disability  | 85   | 6.59%   | 82                             | 7.17%   | -3                    | -3.66%  |                      |        |
|  | Targeted Disability*   | 8  | 0.62%   | 8                              | 0.70%   | 0                     | 0.00%   |                      |        |
|  | * If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below). |  |         |                                |         |                       |         |                      |        |
|  | 1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.  |  |         |                                |         | 72                    |         |                      |        |
|  | * 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                     |         |                      |        |
|  | <b>Part III Participation Rates In Agency Employment Programs</b>  |  |         |                                |         |                       |         |                      |        |
| <b>Other<br/>Employment/Personnel<br/>Programs</b>   | <b>TOTAL</b>   | <b>Reportable<br/>Disability</b>             |         | <b>Targeted<br/>Disability</b> |         | <b>Not Identified</b> |         | <b>No Disability</b> |        |
|  |  | #  | %       | #                              | %       | #                     | %       | #                    | %      |
| 3. Competitive Promotions  | 28   | 2  | 7.14%   | 0                              | 0.00%   | 1                     | 3.57%   | 25                   | 89.29% |
| 4. Non-Competitive Promotions  | 6  | 0  | 0.00%   | 0                              | 0.00%   | 1                     | 16.67%  | 5                    | 83.33% |
| 5. Employee Career Development Programs  | 14   | 2  | 14.29%  | 0                              | 0.00%   | 0                     | 0.00%   | 12                   | 85.71% |
| 5.a. Grades 5 - 12   | 14   | 2  | 14.29%  | 0                              | 0.00%   | 0                     | 0.00%   | 12                   | 85.71% |
| 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   | 1143   | 82   | 7.17%   | 8                              | 0.69%   | 13                    | 1.14%   | 1040                 | 91.00% |
| 6.a. Time-Off Awards (Total hrs awarded)   | 51   | 6  | 11.76%  | 0                              | 0.00%   | 0                     | 0.00%   | 45                   | 88.24% |
| 6.b. Cash Awards (total \$\$\$ awarded)  | 1078   | 74   | 6.87%   | 8                              | 0.74%   | 13                    | 1.21%   | 983                  | 91.20% |
| 6.c. Quality-Step Increase   | 14   | 2  | 14.30%  | 0                              | 0.00%   | 0                     | 0.00%   | 12                   | 85.71% |

EEOC FORM  
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

|   |  |
|---|--|
| EEOC FORM 715-01<br>Part J                                      | <b>Special Program Plan for the Recruitment, Hiring, and Advancement of<br/>Individuals With Targeted Disabilities</b>   |
| <b>Part IV</b><br>Identification and<br>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 0.70%. Possible triggers and/or barriers towards meeting the goal are:</p> <ol style="list-style-type: none"> <li>1. Lack of knowledge from selecting officials of various hiring authorities made available to him/her.</li> <li>2. Employees intentionally identifying disability status incorrectly and/or not updating medical information.</li> <li>3. Location of the installation in reference to the distance to adequate medical and/or rehabilitation facilities is a factor.</li> </ol>  |
| <b>Part V</b><br>Goals for Targeted<br>Disabilities             | <p>Goals:</p> <ol style="list-style-type: none"> <li>1. Establish recruitment teams.</li> <li>2. Share successful recruitment of individuals with targeted disabilities, best practices with other command EEO Offices.</li> <li>3. Improve outreach and access to employment opportunities for individuals with disabilities.</li> <li>4. Contact students with disabilities listed in the Workforce Recruitment Program (WRP) annual on-line recruitment list to encourage students to apply for vacancies and inform them about student employment opportunities.</li> <li>5. Regarding retention, monitor the participation of individuals with targeted disabilities in career development and formal leadership training programs.</li> <li>6. Strengthen the Individuals with Disabilities Special Emphasis Program to provide awareness and education to management and employees on issues relating to employees with disabilities.</li> <li>7. Educate managers on how to make the workplace accessible for individuals with disabilities to perform the essential functions of the job.</li> <li>8. Educate managers (selecting officials) regarding hiring authorities available to them.</li> </ol> |

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 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)

EEOC FORM  
U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- 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 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

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

- parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
  - **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses' aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
  - **Goal :** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
  - **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
  - **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
  - **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29 C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).
  - **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
  - **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
  - **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
  - **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.

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

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

- **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 2011. 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.

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

## **Appendix B :: Data Tables Summary**

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

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Data Table Summary Report For PINEB(FY 2011)**

| Employee Pool                                       | Total #    | Men           | Women         | Hispanics    | Whites        | Blacks        | Asian Americans/<br>Pacific Islanders | American Indians/<br>Alaskan Natives | Individuals with Targeted Disabilities | Total Disability |
|---|------------|---------------|---------------|--------------|---------------|---------------|---------------------------------------|--------------------------------------|--|------------------|
| <b>Current Total Work Force</b>                     | <b>990</b> | <b>71.11%</b> | <b>28.88%</b> | <b>0.50%</b> | <b>66.66%</b> | <b>31.61%</b> | <b>0.20%</b>                          | <b>0.80%</b>                         | <b>6.66%</b>                           | <b>75</b>        |
| Last Year's Work Force                              | 1,213      | 69.41%        | 30.58%        | 0.49%        | 63.72%        | 34.37%        | 0.41%                                 | 0.74%                                | 6.97%                                  | 86               |
| Population Change                                   | -223       | 1.70%         | -1.70%        | 0.01%        | 2.94%         | -2.76%        | -0.21%                                | 0.06%                                | -0.31%                                 | -11              |
| Top 10 Employment Programs:                         |            |               |               |              |               |               |                                       |                                      |  |                  |
| 6501 - MISC AMMO,EXPLOSIVES,& TOXIC MTS WK          | 195        | 54.35%        | 45.64%        | 0.00%        | 45.64%        | 54.35%        | 0.00%                                 | 0.00%                                | 11.11%                                 | 9                |
| 85 - SECURITY GUARD                                 | 62         | 90.32%        | 9.67%         | 0.00%        | 48.38%        | 51.61%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 4                |
| 1910 - QUALITY ASSURANCE                            | 37         | 75.67%        | 24.32%        | 2.70%        | 78.37%        | 18.91%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 4                |
| 6502 - EXPLOSIVES OPERATING                         | 35         | 65.71%        | 34.28%        | 0.00%        | 48.57%        | 51.42%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 0                |
| 4807 - CHEMICAL EQUIPMENT REPAIRING                 | 29         | 96.55%        | 3.44%         | 0.00%        | 72.41%        | 27.58%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 1                |
| 4749 - MAINTENANCE MECHANIC                         | 26         | 100.00%       | 0.00%         | 0.00%        | 100.00%       | 0.00%         | 0.00%                                 | 0.00%                                | 0.00%                                  | 2                |
| 2005 - SUPPLY CLERICAL AND TECHNICIAN               | 24         | 41.66%        | 58.33%        | 0.00%        | 50.00%        | 50.00%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 5                |
| 801 - GENERAL ENGINEERING                           | 23         | 95.65%        | 4.34%         | 4.34%        | 86.95%        | 0.00%         | 0.00%                                 | 8.69%                                | 0.00%                                  | 0                |
| 6907 - MATERIALS HANDLING                           | 22         | 90.90%        | 9.09%         | 0.00%        | 59.09%        | 40.90%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 3                |
| 5401 - MISCELLANEOUS INDUSTRIAL EQUIPMENT OPERATION | 22         | 77.27%        | 22.72%        | 4.54%        | 40.90%        | 54.54%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 0                |
| Senior Executives (ES,ST,IP)                        | 0          | 0.00%         | 0.00%         | 0.00%        | 0.00%         | 0.00%         | 0.00%                                 | 0.00%                                | 0.00%                                  | 0                |
| Grades:   |            |               |               |              |               |               |                                       |                                      |  |                  |
| 15  | 1          | 100.00%       | 0.00%         | 0.00%        | 100.00%       | 0.00%         | 0.00%                                 | 0.00%                                | 0.00%                                  | 0                |
| 14  | 9          | 88.88%        | 11.11%        | 0.00%        | 88.88%        | 0.00%         | 0.00%                                 | 11.11%                               | 0.00%                                  | 0                |
| 13  | 43         | 88.37%        | 11.62%        | 2.32%        | 88.37%        | 4.65%         | 0.00%                                 | 2.32%                                | 33.33%                                 | 3                |
| 12  | 112        | 74.10%        | 25.89%        | 0.89%        | 78.57%        | 19.64%        | 0.89%                                 | 0.00%                                | 0.00%                                  | 10               |
| 11  | 103        | 50.48%        | 49.51%        | 0.97%        | 76.69%        | 21.35%        | 0.97%                                 | 0.00%                                | 0.00%                                  | 10               |
| 10  | 19         | 100.00%       | 0.00%         | 0.00%        | 84.21%        | 15.78%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 2                |
| 9   | 65         | 52.30%        | 47.69%        | 1.53%        | 63.07%        | 30.76%        | 0.00%                                 | 3.07%                                | 28.57%                                 | 7                |
| 8   | 15         | 73.33%        | 26.66%        | 0.00%        | 66.66%        | 26.66%        | 0.00%                                 | 6.66%                                | 0.00%                                  | 2                |
| 7   | 73         | 56.16%        | 43.83%        | 0.00%        | 73.97%        | 26.02%        | 0.00%                                 | 0.00%                                | 12.50%                                 | 8                |
| 6   | 27         | 77.77%        | 22.22%        | 0.00%        | 62.96%        | 33.33%        | 0.00%                                 | 3.70%                                | 0.00%                                  | 4                |
| 5   | 45         | 80.00%        | 20.00%        | 0.00%        | 44.44%        | 55.55%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 4                |
| Pay Bands:  |            |               |               |              |               |               |                                       |                                      |  |                  |
| Fed9:   |            |               |               |              |               |               |                                       |                                      |  |                  |
| Officials and Managers                              | 197        | 57.36%        | 42.63%        | 1.01%        | 73.09%        | 22.84%        | 1.01%                                 | 1.01%                                | 12.50%                                 | 24               |
| Professionals                                       | 145        | 83.44%        | 16.55%        | 0.68%        | 85.51%        | 12.41%        | 0.00%                                 | 1.37%                                | 10.00%                                 | 10               |
| Technicians   | 34         | 85.29%        | 14.70%        | 0.00%        | 82.35%        | 17.64%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 3                |
| Administrative Support Workers                      | 71         | 33.80%        | 66.19%        | 0.00%        | 61.97%        | 33.80%        | 0.00%                                 | 4.22%                                | 0.00%                                  | 9                |
| Craft Workers                                       | 388        | 72.16%        | 27.83%        | 0.00%        | 61.59%        | 38.14%        | 0.00%                                 | 0.25%                                | 6.25%                                  | 16               |
| Operatives  | 90         | 87.77%        | 12.22%        | 1.11%        | 54.44%        | 44.44%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 9                |
| Service Workers                                     | 65         | 89.23%        | 10.76%        | 1.53%        | 49.23%        | 49.23%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 4                |
| External Accessions                                 | 20         | 95.00%        | 5.00%         | 0.00%        | 95.00%        | 5.00%         | 0.00%                                 | 0.00%                                | 0.00%                                  | 0                |
| Separations   | 23         | 69.56%        | 30.43%        | 4.34%        | 52.17%        | 39.13%        | 4.34%                                 | 0.00%                                | 0.00%                                  | 0                |
| Promotions  | 78         | 73.07%        | 26.92%        | 1.28%        | 75.64%        | 23.07%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 0                |
| Most Commonly Received Award: PERFORMANCE AWARD     | 287        | 74.56%        | 25.43%        | 0.34%        | 76.65%        | 21.60%        | 0.00%                                 | 1.04%                                | 5.88%                                  | 17               |
| Special Employment Program                          | 0          | 0.00%         | 0.00%         | 0.00%        | 0.00%         | 0.00%         | 0.00%                                 | 0.00%                                | 0.00%                                  | 0                |
| Top 10 Career Programs:                             |            |               |               |              |               |               |                                       |                                      |  |                  |
| AMMUNITION MANAGEMENT                               | 242        | 57.02%        | 42.97%        | 0.00%        | 45.45%        | 54.13%        | 0.00%                                 | 0.00%                                | 9.09%                                  | 11               |
| MATERIAL MAINTENANCE MANAGEMENT                     | 147        | 91.83%        | 8.16%         | 0.68%        | 75.51%        | 22.44%        | 0.00%                                 | 1.36%                                | 11.11%                                 | 9                |
| ENGINEERS & SCIENTISTS (NON-CONSTRUCTION)           | 90         | 87.77%        | 12.22%        | 1.11%        | 90.00%        | 6.66%         | 0.00%                                 | 2.22%                                | 16.66%                                 | 6                |
| SUPPLY MANAGEMENT                                   | 88         | 67.04%        | 32.95%        | 0.00%        | 53.40%        | 42.04%        | 2.27%                                 | 1.13%                                | 12.50%                                 | 16               |
| ENGINEERS & SCIENTISTS (RESOURCES & CONSTRUCTION)   | 84         | 86.90%        | 13.09%        | 1.19%        | 78.57%        | 19.04%        | 0.00%                                 | 1.19%                                | 0.00%                                  | 2                |
| SECURITY  | 74         | 86.48%        | 13.51%        | 0.00%        | 54.05%        | 45.94%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 8                |
| COMPTROLLER   | 43         | 20.93%        | 79.06%        | 0.00%        | 79.06%        | 18.60%        | 0.00%                                 | 2.32%                                | 0.00%                                  | 3                |
| SAFETY MANAGEMENT                                   | 37         | 91.89%        | 8.10%         | 0.00%        | 86.48%        | 13.51%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 4                |
| QUALITY AND RELIABILITY ASSURANCE                   | 30         | 76.66%        | 23.33%        | 0.00%        | 83.33%        | 16.66%        | 0.00%                                 | 0.00%                                | 0.00%                                  | 3                |
| INFORMATION MISSION AREA (IMA) CAREER PROGRAM       | 27         | 70.37%        | 29.62%        | 0.00%        | 70.37%        | 25.92%        | 0.00%                                 | 3.70%                                | 0.00%                                  | 3                |

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

## **Appendix C :: Supporting Documents**



ELECTRONIC MAIL  
NIPRNET Addresses are  
@US.ARMY.MIL

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

30 JUNE 2011

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

|                                      |      |
|--------------------------------------|------|
| <b>COMMANDER (JMPB-CO)</b>           |      |
| COL Franz J. Amann.....              | 3003 |
| <b>SECRETARY</b>                     |      |
| Ms. Elizabeth E. Thomas .....        | 3003 |
| <b>EXECUTIVE ASSISTANT (JMPB-XO)</b> |      |
| Mr. Larry E. Wright .....            | 3004 |
| <b>BUSINESS &amp; COMMAND ASST</b>   |      |
| Ms. Beverly Tucker .....             | 3004 |

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



TELEPHONE:  
870-540-XXXX  
966-XXXX DSN

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

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

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

|  |      |
|--|------|
| <b>DIRECTORATE OF INFORMATION MANAGEMENT</b> |      |
| DIRECTOR (IM) 10-020                         |      |
| Mr. William R. Johnson.....                  | 3224 |
| CUSTOMER SUPPORT DIVISION (IMC) 10-040       |      |
| Ms. Amanda Kight .....                       | 3651 |
| ADMINISTRATIVE SUPPORT DIVISION (IMR) 16-040 |      |
| Ms. Paula M. Stain .....                     | 3424 |

|   |      |
|---|------|
| <b>RESIDENT OFFICE</b>                        |      |
| <b>RESEARCH DEVELOPMENT &amp; ENGINEERING</b> |      |
| <b>COMMAND ACQUISITION CENTER</b>             |      |
| PINE BLUFF CONTRACTING DIVISION (AMSRD-ACC-P) |      |
| Ms. Pam Burton .....                          | 4074 |

|  |      |
|--|------|
| <b>RESIDENT OFFICE</b>                         |      |
| <b>CIVILIAN PERSONNEL ADVISORY CENTER</b>      |      |
| CIVILIAN PERS ADVISORY CTR (PECP-SWR-C) 10-020 |      |
| Ms. Kim S. Malone .....                        | 3077 |
| FECA PROGRAM MANAGER (PECP-SWR-C-W) 10-020     |      |
| Ms. Pam J. Clark.....                          | 4098 |

|  |      |
|--|------|
| <b>DIRECTORATE OF CHEMICAL &amp; BIOLOGICAL DEFENSE OPERATIONS</b> |      |
| DIRECTOR (CB) 10-020   |      |
| Mr. Phillip J. Vick .....  | 3622 |
| PLANS & PROGRAMS DIVISION (CBB) 10-020                             |      |
| Mr. David J. Hudman .....  | 3657 |
| MOBILE & POWERED SYSTEMS DIVISION (CBM)                            |      |
| Mr. James Reed .....   | 3910 |
| CB PRODUCTION DIVISION (CBP)                                       |      |
| Mr. Tom A. Grossman .....  | 3037 |
| SURVEILLANCE & TESTING DIVISION (QEP) 34-161                       |      |
| Mr. Terry L. Hardin .....  | 3624 |
| QUALITY MANAGEMENT DIVISION (CBQ) 10-020                           |      |
| Mr. John Burkhead .....  | 3111 |
| CML BIO SERVICES Branch (CBS) 32-100                               |      |
| Mr. David Cummings .....   | 3115 |

|  |      |
|--|------|
| <b>DIRECTORATE OF PUBLIC WORKS</b>           |      |
| DIRECTOR (PW) 34-970                         |      |
| Mr. Michael McCormack.....                   | 3301 |
| ENGINEERING PLANS & SVCS DIV (PWE) 34-980    |      |
| Mr. Ray Fish .....                           | 3254 |
| CONTRACT CONSTRUCTION COOR DIV (PWC) 34-910  |      |
| Ms. Connie Boutwell.....                     | 3323 |
| OPERATIONS & MAINTENANCE DIV (PWM) 34-910    |      |
| Mr. Mark Thronberry.....                     | 3244 |
| FIRE AND EMERGENCY SERVICES DIV (PWF) 10-050 |      |
| Mr. Jackie W. Doherty.....                   | 3508 |
| WASTE MGT & RECLAMATION DIV (PWI) 42-965     |      |
| Mr. Joel S. Marriott .....                   | 3399 |

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

|   |      |
|---|------|
| <b>DIRECTORATE OF FAMILY MORALE, WELFARE AND RECREATION</b> |      |
| DIRECTOR (PA) 10-020  |      |
| Ms. Melissa Brodnax.....                                    | 3198 |
| CHILD AND YOUTH SERVICES (PAY) 16-050                       |      |
| Ms. Debbie Johnson.....                                     | 3612 |
| ARMY COMMUNITY SERVICES (PAF) 16-270                        |      |
| Mr. Jerry J. Pye .....                                      | 3588 |
| LODGING MANAGER (PAL) 15-330                                |      |
| Ms. Gloria L. Davis .....                                   | 3008 |
| COMMUNITY RECREATION CTR (PAR) 16-310                       |      |
| Ms. Carla J. Easterling .....                               | 3779 |

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

|  |      |
|--|------|
| <b>DIRECTORATE OF ENGINEERING AND TECHNOLOGY</b> |      |
| DIRECTOR (ET) 23-370                             |      |
| Mr. Emami E. Esmailpour .....                    | 2911 |
| SYSTEMS ENGINEERING DIV (ETS) 23-370             |      |
| Mr. Mark L. Springer .....                       | 2960 |
| ENGINEERING DEVELOPMENT DIV (ETD) 32-520         |      |
| Mr. Tony Davenport .....                         | 2909 |
| Capital Investment Program Manager (ET) 23-370   |      |
| Ms. Deanne Starks.....                           | 2937 |

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

|  |      |
|--|------|
| <b>DIRECTORATE OF BUSINESS OPERATIONS AND PLANNING</b> |      |
| DIRECTOR (BOP)10-020                                   |      |
| Mr. Roger Johnson.....                                 | 2946 |
| TRAINING COORDINATOR (BOP-T) 24-610                    |      |
| Ms. Gail N. Bickley .....                              | 3092 |
| CORPORATE QUALITY (BOP-C) 10-020                       |      |
| Ms. Nancy G. Owen.....                                 | 3052 |

|   |      |
|---|------|
| <b>DIRECTORATE OF RISK MGT &amp; REGULATORY AFFAIRS</b> |      |
| DIRECTOR/ENVIRON COORD (RR) 10-030                      |      |
| Mr. Charlie Neel (acting).....                          | 2804 |
| MONITORING DIV (RRL) 32-140                             |      |
| Mr. Eddie G. Robinson .....                             | 2809 |
| ENVIRONMENTAL DIV (RRE) 10-030                          |      |
| Mr. Doug McKim (acting).....                            | 2807 |
| SAFETY DIV (RRS) 10-030                                 |      |
| Mr. Stephen D. Redman.....                              | 3048 |

|  |      |
|--|------|
| <b>INTERNAL REVIEW AND AUDIT COMPLIANCE OFFICE</b> |      |
| CHIEF (IA) 10-020                                  |      |
| Ms. Jacquelyn L. Flowers.....                      | 3226 |

PROPONENT OF THIS STAFF DIRECTORY IS  
JMPB-RMM. ADDITIONS, DELETIONS  
OR CORRECTIONS SHOULD BE FORWARDED TO  
THIS OFFICE OR MADE BY PHONE:  
870-540-3228  
966-3228 DSN

THIS IS NOT AN OFFICIAL ORGANIZATION CHART



**Annual Disabled Veteran  
Affirmative Action Program (DVAAP)  
Plan Certification for Fiscal Year (FY) 2011**

**IDENTIFYING INFORMATION**

A. Name and Address of Agency:

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

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

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

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

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

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

COMMANDER'S SIGNATURE:

  
Franz J. Amann  
COL, CM  
Commanding

Date: 30 Aug 11

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'  
AFFIRMATIVE ACTION  
PROGRAM PLAN ACCOMPLISHMENT REPORT  
FISCAL YEAR (FY) 2011**

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

**Analysis of Permanent Workforce:**

An analyses of data in this report shows that the percentage of representation of Disabled Veterans at PBA increased from 10.42% for FY 2010 to 11.13% for FY 2011. The percentage of representation for 30% Disabled Veterans increased from 6.09% FY 2010 to 7.00% for FY 2011.

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 FY10          | (1248) |             |           |             |
| Prior FY10 Disabled Veteran (DV)   | 130    | 88          | 5         | 37          |
| % Prior FY10 Representation        | 10.42% | 7.05%       | 0.40%     | 2.96%       |
| Total Population For FY11          | (1186) |             |           |             |
| Current FY11 Disabled Veteran (DV) | 132    | 92          | 5         | 35          |
| % Current FY11 Representation      | 11.13% | 7.76%       | 0.42%     | 2.95%       |
| Population Change                  | 2      | 4           | 0         | -2          |
| % Population Change*               | 0.17%  | 0.34%       | 0.00%     | -0.17%      |

| Categories                    | Professional | Admin | Technical | Clerical | Other  | Blue Collar |
|-------------------------------|--------------|-------|-----------|----------|--------|-------------|
| Prior FY10 Disabled Veteran   | 6            | 40    | 19        | 2        | 26     | 37          |
| % Prior FY10 Representation   | 0.48%        | 3.21% | 1.52%     | 0.16%    | 2.08%  | 2.96%       |
| Current FY11 Disabled Veteran | 4            | 45    | 22        | 3        | 23     | 35          |
| % Current FY11 Representation | 0.34%        | 3.79% | 1.85%     | 0.25%    | 1.94%  | 2.95%       |
| Population Change             | -2           | 5     | 3         | 1        | -3     | -2          |
| % Population Change*          | -0.17%       | 0.42% | 0.25%     | 0.08%    | -0.25% | -0.17%      |

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'  
AFFIRMATIVE ACTION  
PROGRAM PLAN ACCOMPLISHMENT REPORT  
FISCAL YEAR (FY) 2011**

| Categories                         | Total | 30% DVGS/GM<br>02-12 | 30% DV GS/GM<br>13+ | 30% DV<br>Wage System |
|------------------------------------|-------|----------------------|---------------------|-----------------------|
| Prior FY10 30% Disabled Veteran    | 76    | 53                   | 3                   | 20                    |
| Prior FY10 30% DV Representation   | 6.09% | 4.25%                | 0.24%               | 1.60%                 |
| Current FY11 30% Disabled Veteran  | 83    | 60                   | 4                   | 19                    |
| Current FY11 30% DV Representation | 7.00% | 5.06%                | 0.34%               | 1.60%                 |
| Population Change                  | 7     | 7                    | 1                   | -1                    |
| % Population Change*               | 0.59% | 0.59%                | 0.08%               | -0.08%                |

\* 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) 2011**

**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) 2011**

**II. DEFINITIONS.**

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

**III. POLICY.**

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

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

**IV. PROGRAM RESPONSIBILITY.**

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

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'  
AFFIRMATIVE ACTION  
PROGRAM PLAN ACCOMPLISHMENT REPORT  
FISCAL YEAR (FY) 2011**

- b. The DA designated official for the DVAAP is the Director, Program for Individuals with Disabilities (PIWD). The PIWD is on the staff of the Equal Employment Opportunity Office.
- c. The PBA designated official for the DVAAP is the Individual for Disabilities Program Manager (IWDPM). The IWDPM is a manager in the PBA EEO Office (SJMPB-EO).

**V. STATUS OF DISABLED VETERANS.**

- a. Analyses of work force data and guidance provided by PBA determine the need for and level of support of the DVAAP required to supplement the PBA plan.
- b. The use of non-competitive appointing authority to hire disabled veterans is monitored. The authority provides an excellent mechanism for improving employment of disabled veterans, including 30 percent or more disabled veterans, in areas of deficiency. Activities are encouraged to increase their use of this authority for that purpose.
- c. The assessment contained in the accomplishment report is based upon a review of information obtained. Based on available data, the percentage of representation of disabled veterans in the PBA civilian labor force has remained due to an increase in total workforce. Disabled Veterans representation on PBA is considered above the goal set by Department Of Defense.

**VI. PROGRAM PLAN.**

- a. **Recruiting Methods.** Recruiting methods to be used in seeking out disabled veteran candidates are outlined in the accomplishment report. Additional methods are included as part of the AAP for the Hiring, Placement and Advancement of Individuals with Disabilities (IWD). Activities/methodology used as recruitment incentives/sources include, but are not limited to, the following:
  - (1) Leadership training for managers and supervisors.
  - (2) Selective Placement Program.
  - (3) EEO Special Emphasis Programs.
  - (4) Use of the Veterans' Recruitment Appointment (VRA)
  - (5) Workforce Recruitment for College Students with Disabilities

**U.S. ARMY PINE BLUFF ARSENAL DISABLED VETERANS'  
AFFIRMATIVE ACTION  
PROGRAM PLAN ACCOMPLISHMENT REPORT  
FISCAL YEAR (FY) 2011**

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

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

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

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

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

**VII. LABOR-MANAGEMENT RELATIONS.**

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

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)  
Total Elapsed Time: 00:00:31

**AGENCY OR DEPARTMENT: Pine Bluff Arsenal**      **REPORTING PERIOD: 10/01/2010 – 09/30/2011**

**Part I – Pre-Complaint Counseling**

**EEO Counselor**

|   | Counselings | Individuals |
|---|-------------|-------------|
| A. Total Completed/Ended Counselings                                | 25          | 20          |
| 1. Counseled Within 30 Days   | 20          | 15          |
| 2. Counseled Within 31 to 90 Days                                   | 5           | 5           |
| a. Counseled Within Written Extension Period No Longer Than 60 Days | 0           | 0           |
| b. Counseled Within 90 Days Where Individual Participated in ADR    | 4           | 4           |
| c. Counseled Within 31-90 Days That Were Untimely                   | 1           | 1           |
| 3. Counseled Beyond 90 Days   | 0           | 0           |
| 4. Counseled Due to Remands   | 0           | 0           |

**ADR Intake Officer**

|   | Counselings | Individuals |
|---|-------------|-------------|
| B. Total Completed/Ended Counselings                                | 0           | 0           |
| 1. Counseled Within 30 Days   | 0           | 0           |
| 2. Counseled Within 31 to 90 Days                                   | 0           | 0           |
| a. Counseled Within Written Extension Period No Longer Than 60 Days | 0           | 0           |
| b. Counseled Within 90 Days Where Individual Participated in ADR    | 0           | 0           |
| c. Counseled within 31-90 days that were untimely                   | 0           | 0           |
| 3. Counseled beyond 90 days   | 0           | 0           |
| 4. Counseled Due to Remands   | 0           | 0           |

**Combined Total**

|   | Counselings | Individuals |
|---|-------------|-------------|
| C. Total Completed/Ended Counselings                                | 25          | 20          |
| 1. Counseled Within 30 Days   | 20          | 15          |
| 2. Counseled Within 31 to 90 Days                                   | 5           | 5           |
| a. Counseled Within Written Extension Period No Longer Than 60 Days | 0           | 0           |
| b. Counseled Within 90 Days Where Individual Participated in ADR    | 4           | 4           |
| c. Counseled Within 31-90 Days That Were Untimely                   | 1           | 1           |
| 3. Counseled Beyond 90 Days   | 0           | 0           |
| 4. Counseled Due to Remands   | 0           | 0           |

**Counseling Activities**

|   | Counselings | Individuals |
|---|-------------|-------------|
| D. Pre-Complaint Activities   |             |             |
| 1. Counseling On Hand at the Beginning of the Reporting Period  | 2           | 2           |
| 2. Initiated during the Reporting Period  | 25          | 19          |
| 3. Completed Counseling   | 25          | 20          |
| a. Settlements (Monetary and Non-Monetary)  | 5           | 5           |
| b. Withdrawal/No Complaint Filed  | 4           | 4           |
| c. Counseling Completed/Ended in Reporting Period that Resulted in Complaint Filing in Reporting Period | 16          | 14          |
| d. Decision to File Complaint Pending at the End of the Reporting Period                                | 0           | 0           |
| 4. Counselings Pending at the End of the Reporting Period   | 2           | 2           |

**Non-ADR Settlements with Monetary Benefits**

|   | Counselings | Individuals | Amount |
|---|-------------|-------------|--------|
| E. Non-ADR Settlements with Monetary Benefits | 0           | 0           | \$0.00 |
| 1. Compensatory Damages                       | 0           | 0           | \$0.00 |
| 2. Backpay / Frontpay                         | 0           | 0           | \$0.00 |
| 3. Lump Sum                                   | 0           | 0           | \$0.00 |
| 4. Attorney's Fees and Costs                  | 0           | 0           | \$0.00 |
| 5. Other (Other)                              | 0           | 0           | \$0.00 |

**Non-ADR Settlements With Non-Monetary Benefits**

|   | Counselings | Individuals |
|---|-------------|-------------|
| F. Total Non-ADR Settlements With Non-Monetary Benefits | 0           | 0           |
| 1. Hires  | 0           | 0           |
| a. Retroactive  | 0           | 0           |
| b. Non-Retroactive                                      | 0           | 0           |
| 2. Promotions   | 0           | 0           |
| a. Retroactive  | 0           | 0           |
| b. Non-Retroactive                                      | 0           | 0           |
| 3. Expungements   | 0           | 0           |
| 4. Reassignments  | 0           | 0           |
| 5. Removals Rescinded                                   | 0           | 0           |
| a. Reinstatements                                       | 0           | 0           |
| b. Voluntary Resignations                               | 0           | 0           |
| 6. Accommodations                                       | 0           | 0           |
| 7. Training   | 0           | 0           |
| 8. Apology  | 0           | 0           |
| 9. Disciplinary Actions                                 | 0           | 0           |
| a. Rescinded  | 0           | 0           |
| b. Modified   | 0           | 0           |
| 10. Performance Evaluation Modified                     | 0           | 0           |
| 11. Leave Restored                                      | 0           | 0           |
| 12. Other   | 0           | 0           |

**ADR Settlements with Monetary Benefits**

|   | Counselings | Individuals | Amount     |
|---|-------------|-------------|------------|
| G. ADR Settlements with Monetary Benefits | 3           | 3           | \$2,100.00 |
| 1. Compensatory Damages                   | 0           | 0           | \$0.00     |
| 2. Backpay / Frontpay                     | 0           | 0           | \$0.00     |
| 3. Lump Sum                               | 3           | 3           | \$2,100.00 |
| 4. Attorney's Fees and Costs              | 0           | 0           | \$0.00     |
| 5. Other (Other)                          | 0           | 0           | \$0.00     |

**ADR Settlements With Non-Monetary Benefits**

|   | Counselings | Individuals |
|---|-------------|-------------|
| H. Total ADR Settlements With Non-Monetary Benefits | 2           | 2           |
| 1. Hires  | 0           | 0           |
| a. Retroactive                                      | 0           | 0           |
| b. Non-Retroactive                                  | 0           | 0           |
| 2. Promotions                                       | 0           | 0           |
| a. Retroactive                                      | 0           | 0           |
| b. Non-Retroactive                                  | 0           | 0           |
| 3. Expungements                                     | 0           | 0           |
| 4. Reassignments                                    | 0           | 0           |
| 5. Removals Rescinded                               | 0           | 0           |
| a. Reinstatements                                   | 0           | 0           |
| b. Voluntary Resignations                           | 0           | 0           |
| 6. Accommodations                                   | 0           | 0           |
| 7. Training   | 1           | 1           |
| 8. Apology  | 0           | 0           |
| 9. Disciplinary Actions                             | 1           | 1           |
| a. Rescinded  | 1           | 1           |
| b. Modified   | 0           | 0           |
| 10. Performance Evaluation Modified                 | 0           | 0           |
| 11. Leave Restored                                  | 0           | 0           |
| 12. Other   | 0           | 0           |

**NON-ADR SETTLEMENTS**

|  | Counselings | Individuals |
|--|-------------|-------------|
|  |             |             |

|                        |   |   |
|------------------------|---|---|
| I. NON-ADR SETTLEMENTS | 0 | 0 |
|------------------------|---|---|

AGENCY OR DEPARTMENT: Pine Bluff Arsenal

REPORTING PERIOD: 10/01/2010 – 09/30/2011

## Part II – Formal Complaint Activities

|   |    |
|---|----|
| A. Complaints on Hand at the Beginning of the Reporting Period  | 20 |
| B. Complaints Filed During the Reporting Period   | 16 |
| C. Remands (sum of lines C1 + C2 + C3)  | 0  |
| C.1 Remands (Not Included in A or B)  | 0  |
| C.2 Remands (Included in A or B)  | 0  |
| C.3 Number of additional remands in this reporting period that are not captured in C.1. or C.2. above | 0  |
| C.4 Additional closures in this reporting period not reflected in F. or H. that resulted from remands | 0  |
| D. Total Complaints   | 36 |
| E. Complaints in Line D that were NOT Consolidated  | 28 |
| F. Complaints in Line E that were Closed During the Reporting Period                                  | 17 |
| G. Complaints in Line D that WERE Consolidated  | 8  |
| H. Complaints in Line G that were Closed During the Reporting Period                                  | 6  |
| I. Complaints On Hand at the end of the Reporting Period (Line D - (F + H) + [(C2 + C3) - C4])        | 13 |
| J. Individuals Filing Complaints During the Reporting Period  | 14 |
| K. Number of Joint Processing Units from Consolidation of Complaints                                  | 1  |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal      REPORTING PERIOD: 10/01/2010 – 09/30/2011

Part III – Agency Resources, Training, Reporting

A. Agency Resources

|                                  | Agency |         | Contract |         |
|----------------------------------|--------|---------|----------|---------|
|                                  | Number | Percent | Number   | Percent |
| <b>1. Work Force</b>             |        |         |          |         |
| a. Total Work Force              | 0      |         |          |         |
| b. Permanent Employees           | 0      |         |          |         |
| <b>2. Counselor</b>              | 0      |         | 0        |         |
| a. Full-Time                     | 0      | 0       | 0        | 0       |
| b. Part-Time                     | 0      | 0       | 0        | 0       |
| c. Collateral Duty               | 0      | 0       | 0        | 0       |
| <b>3. Investigator</b>           | 0      |         | 0        |         |
| a. Full-Time                     | 0      | 0       | 0        | 0       |
| b. Part-Time                     | 0      | 0       | 0        | 0       |
| c. Collateral Duty               | 0      | 0       | 0        | 0       |
| <b>4. Counselor/Investigator</b> | 0      |         | 0        |         |
| a. Full-Time                     | 0      | 0       | 0        | 0       |
| b. Part-Time                     | 0      | 0       | 0        | 0       |
| c. Collateral Duty               | 0      | 0       | 0        | 0       |

B. Staff Training

|  | Counselor |          | Investigator |          | Counselor/Investigator |          |
|--|-----------|----------|--------------|----------|------------------------|----------|
|  | Agency    | Contract | Agency       | Contract | Agency                 | Contract |
| <b>1. New Staff – Total</b>  | 0         | 0        | 0            | 0        | 0                      | 0        |
| a. Staff Receiving Required 32 or more hours                           | 0         | 0        | 0            | 0        | 0                      | 0        |
| b. Staff Receiving 8 or more hours, usually given to experienced staff | 0         | 0        | 0            | 0        | 0                      | 0        |
| c. Staff Receiving no training at all                                  | 0         | 0        | 0            | 0        | 0                      | 0        |
| <b>2. Experienced Staff – Total</b>                                    | 0         | 0        | 0            | 0        | 0                      | 0        |
| a. Staff Receiving Required 32 or more hours                           | 0         | 0        | 0            | 0        | 0                      | 0        |
| b. Staff Receiving 8 or more hours, usually given to experienced staff | 0         | 0        | 0            | 0        | 0                      | 0        |
| c. Staff Receiving no training at all                                  | 0         | 0        | 0            | 0        | 0                      | 0        |

C. Reporting Line

|   |                   |
|---|-------------------|
| 1. EEO Director's Name:   |                   |
| 1a. Does the EEO Director Report to the Agency Head? (Yes/No)   | NO                |
| 2. If no, who does the EEO Director Report to?  | Person:<br>Title: |
| 3. Who is responsible for the day-to-day operation of the EEO program in your Department/Agency/organization? | Person:<br>Title: |
| 4. Who does that person report to?  | Person:<br>Title: |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal REPORTING PERIOD: 10/01/2010 – 09/30/2011

Part IV – Bases and Issues Alleged in Complaints Filed

| Issues of Alleged Discrimination       | Bases of Alleged Discrimination |          |  |                          |          |                   |          |          |          |          |                 |          |                   |          |            |          |          |          |          |          | Total bases by issue | Total complaints by issue | Total complainants by issue |   |   |
|--|---------------------------------|----------|--|--------------------------|----------|-------------------|----------|----------|----------|----------|-----------------|----------|-------------------|----------|------------|----------|----------|----------|----------|----------|----------------------|---------------------------|-----------------------------|---|---|
|  | Race                            |          |  |                          |          |                   |          | Sex      |          |          | National Origin |          | Equal Pay Act     |          | Disability |          |          |          |          |          |                      |                           |                             |   |   |
|  | Amer. Indian / Alaskan Native   | Asian    | Native Hawaiian / Other Pacific Islander | Black / African American | White    | Two or More Races | Color    | Religion | Reprisal | Male     | Female          | PDA      | Hispanic / Latino | Other    | Male       | Female   | Age      | Mental   | Physical | GINA     |                      |                           |                             |   |   |
| Appointment/Hire                       | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Assignment of Duties                   | 0                               | 0        | 0  | 2                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 2                         | 2                           | 2 | 2 |
| Awards                                 | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Conversion to Full Time                | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Demotion                               | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Reprimand                              | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 1        | 0        | 0        | 0        | 0                    | 1                         | 1                           | 1 | 1 |
| Suspension                             | 0                               | 0        | 0  | 1                        | 0        | 0                 | 1        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 2                         | 1                           | 1 | 1 |
| Removal                                | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Duty Hours                             | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Evaluation/Appraisal                   | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Examination/Test                       | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Non-Sexual                             | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 1        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 1                         | 1                           | 1 | 1 |
| Sexual                                 |                                 |          |  |                          |          |                   |          |          | 0        | 0        | 0               |          |                   |          |            |          |          |          |          |          |                      | 0                         | 0                           | 0 | 0 |
| Medical Examination                    | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Pay Including Overtime                 | 0                               | 0        | 0  | 1                        | 0        | 0                 | 0        | 0        | 1        | 1        | 0               | 0        | 0                 | 0        | 0          | 0        | 3        | 0        | 0        | 0        | 0                    | 6                         | 5                           | 4 | 4 |
| Promotion/Non Selection                | 0                               | 0        | 0  | 2                        | 1        | 0                 | 2        | 0        | 0        | 1        | 0               | 0        | 0                 | 0        |            |          | 1        | 0        | 0        | 0        | 0                    | 7                         | 3                           | 3 | 3 |
| Denied                                 | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Directed                               | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Reasonable Accommodation               |                                 |          |  |                          |          |                   | 0        | 0        |          |          |                 |          |                   |          |            |          | 0        | 0        |          |          |                      | 0                         | 0                           | 0 | 0 |
| Reinstatement                          | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Retirement                             | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 1        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 1                         | 1                           | 1 | 1 |
| Termination                            | 0                               | 0        | 0  | 1                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 1        | 0        | 2        | 0        | 0                    | 4                         | 2                           | 2 | 2 |
| Terms/Conditions of Employment         | 0                               | 0        | 0  | 1                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 1                         | 1                           | 1 | 1 |
| Time and Attendance                    | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Training                               | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Other                                  | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Non-Extension of Overseas Tour         | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| Other                                  | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 1        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 1                         | 1                           | 1 | 1 |
| Termination/RIF                        | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| User Defined #3                        | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| User Defined #4                        | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| User Defined #5                        | 0                               | 0        | 0  | 0                        | 0        | 0                 | 0        | 0        | 0        | 0        | 0               | 0        | 0                 | 0        |            |          | 0        | 0        | 0        | 0        | 0                    | 0                         | 0                           | 0 | 0 |
| <b>Total Issues by Basis</b>           | <b>0</b>                        | <b>0</b> | <b>0</b>                                 | <b>8</b>                 | <b>1</b> | <b>0</b>          | <b>3</b> | <b>0</b> | <b>3</b> | <b>2</b> | <b>1</b>        | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>   | <b>0</b> | <b>6</b> | <b>0</b> | <b>2</b> | <b>0</b> |                      |                           |                             |   |   |
| <b>Total Complaints Filed by Basis</b> | <b>0</b>                        | <b>0</b> | <b>0</b>                                 | <b>6</b>                 | <b>1</b> | <b>0</b>          | <b>3</b> | <b>0</b> | <b>3</b> | <b>2</b> | <b>1</b>        | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>   | <b>0</b> | <b>6</b> | <b>0</b> | <b>2</b> | <b>0</b> |                      |                           |                             |   |   |
| <b>Total Complainants by Basis</b>     | <b>0</b>                        | <b>0</b> | <b>0</b>                                 | <b>6</b>                 | <b>1</b> | <b>0</b>          | <b>3</b> | <b>0</b> | <b>3</b> | <b>2</b> | <b>1</b>        | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>   | <b>0</b> | <b>6</b> | <b>0</b> | <b>2</b> | <b>0</b> |                      |                           |                             |   |   |

Part IVA – Bases of Discrimination in Findings and Alleged in Settlements

| Findings/Allegations in:                                   | Part IVA – Bases of Discrimination in Findings and Alleged in Settlements |          |  |                          |          |                   |           |          |          |          |                 |          |                   |          |            |          |          |          |          |          |          |          |          |          |   |
|--|---|----------|--|--------------------------|----------|-------------------|-----------|----------|----------|----------|-----------------|----------|-------------------|----------|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---|
|  | Race  |          |  |                          |          |                   |           | Sex      |          |          | National Origin |          | Equal Pay Act     |          | Disability |          |          |          |          |          |          |          |          |          |   |
|  | Amer. Indian / Alaskan Native   | Asian    | Native Hawaiian / Other Pacific Islander | Black / African American | White    | Two or More Races | Color     | Religion | Reprisal | Male     | Female          | PDA      | Hispanic / Latino | Other    | Male       | Female   | Age      | Mental   | Physical | GINA     |          |          |          |          |   |
| 1. Counseling Settlement Allegations                       | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 2        | 1        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0 |
| 1a. Number of Counselings Settled                          | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 2        | 1        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0 |
| 1b. Number of Counselings Settled With                     | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 2        | 1        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | 0        | 0 |
| 2. Complaint Settlement Allegations                        | 0   | 0        | 0  | 9                        | 1        | 0                 | 10        | 0        | 2        | 1        | 12              | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 5        | 0        | 0        | 0        | 0 |
| 2a. Number of Complaint Settled                            | 0   | 0        | 0  | 4                        | 1        | 0                 | 5         | 0        | 2        | 1        | 5               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 3        | 0        | 0        | 0        | 0 |
| 2b. Number of Complainants Settled                         | 0   | 0        | 0  | 3                        | 1        | 0                 | 4         | 0        | 1        | 1        | 3               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 3        | 0        | 0        | 0        | 0 |
| 3. Final Agency Decision Findings                          | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| 3a. Number of FADs With Findings                           | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| 3b. Number Complainants Issued FAD Findings                | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| 4. AJ Decision Findings                                    | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| 4a. Number AJ Decisions With Findings                      | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| 5. Final Agency Order Findings Implemented                 | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| 5a. Number of Final Orders With Findings Implemented       | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| 5b. # of Complainants Issued FOs With Findings Implemented | 0   | 0        | 0  | 0                        | 0        | 0                 | 0         | 0        | 0        | 0        | 0               | 0        | 0                 | 0        | 0          | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0 |
| <b>TOTAL SETTLEMENT ALLEGATIONS</b>                        | <b>0</b>  | <b>0</b> | <b>0</b>                                 | <b>9</b>                 | <b>1</b> | <b>0</b>          | <b>10</b> | <b>0</b> | <b>4</b> | <b>2</b> | <b>12</b>       | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>6</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |   |
| <b>TOTAL FINAL ACTION FINDINGS</b>                         | <b>0</b>  | <b>0</b> | <b>0</b>                                 | <b>0</b>                 | <b>0</b> | <b>0</b>          | <b>0</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>        | <b>0</b> | <b>0</b>          | <b>0</b> | <b>0</b>   | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |   |

Part IVB – Issues of Discrimination in Findings and Alleged in Settlements

| Findings/<br>Allegations in:   | Part IVB – Issues of Discrimination in Findings and Alleged in Settlements |                         |        |                               |                     |           |            |         |               |                    |               |                |        |                 |                  |                                |              |          |                      |                    |
|--|--|-------------------------|--------|-------------------------------|---------------------|-----------|------------|---------|---------------|--------------------|---------------|----------------|--------|-----------------|------------------|--------------------------------|--------------|----------|----------------------|--------------------|
|  | Appointment/<br>Hire   | Assignment<br>of Duties | Awards | Conversion<br>to Full<br>Time | Disciplinary Action |           |            |         | Duty<br>Hours | Eval/<br>Appraisal | Exam/<br>Test | Harassment     |        | Medical<br>Exam | Pay/<br>Overtime | Promotion/<br>Non<br>Selection | Reassignment |          | Reasonable<br>Accomm | Rein-<br>statement |
|  |  |                         |        |                               | Demotion            | Reprimand | Suspension | Removal |               |                    |               | Non-<br>Sexual | Sexual |                 |                  |                                | Denied       | Directed |                      |                    |
| 1. Counseling<br>Settlement<br>Allegations                             | 0  | 0                       | 2      | 0                             | 0                   | 1         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 1a. Number<br>of<br>Counselings<br>Settled                             | 0  | 0                       | 2      | 0                             | 0                   | 1         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 1b. Number<br>of<br>Counselings<br>Settled With                        | 0  | 0                       | 2      | 0                             | 0                   | 1         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 2. Complaint<br>Settlement<br>Allegations                              | 0  | 0                       | 1      | 0                             | 0                   | 0         | 1          | 0       | 0             | 4                  | 0             | 2              | 0      | 0               | 2                | 3                              | 0            | 1        | 0                    | 0                  |
| 2a. Number<br>of Complaint<br>Settled                                  | 0  | 0                       | 1      | 0                             | 0                   | 0         | 1          | 0       | 0             | 4                  | 0             | 2              | 0      | 0               | 2                | 3                              | 0            | 1        | 0                    | 0                  |
| 2b. Number<br>of<br>Complainants<br>Settled                            | 0  | 0                       | 1      | 0                             | 0                   | 0         | 1          | 0       | 0             | 3                  | 0             | 2              | 0      | 0               | 1                | 3                              | 0            | 1        | 0                    | 0                  |
| 3. Final Agency<br>Decision<br>Findings                                | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 3a. Number<br>of FADs With<br>Findings                                 | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 3b. Number<br>Complainants<br>Issued FAD<br>Findings                   | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 4. AJ Decision<br>Findings   | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 4a. Number<br>AJ Decisions<br>With Findings                            | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 5. Final Agency<br>Order Findings<br>Implemented                       | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 5a. Number<br>of Final<br>Orders With<br>Findings<br>Implemented       | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| 5b. # of<br>Complainants<br>Issued FOs<br>With Findings<br>Implemented | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |
| TOTAL<br>SETTLEMENT<br>ALLEGATIONS                                     | 0  | 0                       | 3      | 0                             | 0                   | 1         | 1          | 0       | 0             | 4                  | 0             | 2              | 0      | 0               | 2                | 3                              | 0            | 1        | 0                    | 0                  |
| TOTAL FINAL<br>ACTION<br>FINDINGS                                      | 0  | 0                       | 0      | 0                             | 0                   | 0         | 0          | 0       | 0             | 0                  | 0             | 0              | 0      | 0               | 0                | 0                              | 0            | 0        | 0                    | 0                  |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal

REPORTING PERIOD: 10/01/2010 – 09/30/2011

## Part V – Summary of Closures by Statute

| A. Statute                  | (If a single complaint has multiple statutes record each on the appropriate line.) |
|-----------------------------|--|
| 19                          | 1. Title VII   |
| 0                           | 1a. Pregnancy Discrimination Act (PDA)   |
| 8                           | 2. Age Discrimination in Employment Act (ADEA)                                     |
| 2                           | 3. Rehabilitation Act  |
| 0                           | 4. Equal Pay Act (EPA)   |
| 0                           | 5. Genetic Information Nondiscrimination Act of 2008 (GINA)                        |
| <b>B. Total by Statutes</b> |  |
| 29                          | (Note: this number may be larger than the total number of complaints closed)       |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal

REPORTING PERIOD: 10/01/2010 – 09/30/2011

## Part VI – Summary of Closures

|  | Total Number | Total Days  | Average Days  |
|--|--------------|-------------|---------------|
| <b>A. Total Number of Closures (1 + 2 + 3)</b>   | <b>23</b>    | <b>9487</b> | <b>412.48</b> |
| 1. Withdrawals (a + b)   | 4            | 889         | 222.25        |
| a. Non-ADR Withdrawals   | 4            | 889         | 222.25        |
| b. ADR Withdrawals   | 0            | 0           | 0.00          |
| 2. Settlements (a + b)   | 9            | 5631        | 625.67        |
| a. Non-ADR Settlements   | 9            | 5631        | 625.67        |
| b. ADR Settlements   | 0            | 0           | 0.00          |
| 3. Final Agency Decisions (B + C)  | 10           | 2967        | 296.70        |
| <b>B. Final Agency Decisions WITHOUT an ADMINISTRATIVE JUDGE Decision (1 + 2 + 3)</b>          | <b>7</b>     | <b>762</b>  |               |
| 1. Finding Discrimination  | 0            | 0           | 0.00          |
| 2. Finding No Discrimination   | 2            | 724         | 362.00        |
| 3. Dismissal of Complaints   | 5            | 38          | 7.60          |
| <b>C. Final Agency Actions WITH an ADMINISTRATIVE JUDGE Decision (1 + 2)</b>                   | <b>3</b>     | <b>2205</b> |               |
| 1. AJ Decision Fully Implemented (A + B + C)   | 3            | 2205        |               |
| (A) Finding Discrimination   | 0            | 0           | 0.00          |
| (B) Finding No Discrimination  | 3            | 2205        | 735.00        |
| (C) Dismissal of Complaints  | 0            | 0           | 0.00          |
| 2. AJ Decision NOT Fully Implemented (A + B + C)   | 0            | 0           | 0.00          |
| (A) Finding Discrimination (i + ii + iii)  | 0            | 0           | 0.00          |
| i. Agency Appealed Finding But Not Remedy  | 0            | 0           | 0.00          |
| ii. Agency Appealed Remedy But Not Finding   | 0            | 0           | 0.00          |
| iii. Agency Appealed Finding And Remedy  | 0            | 0           | 0.00          |
| (B) Finding No Discrimination  | 0            | 0           | 0.00          |
| (C) Dismissal of Complaints  | 0            | 0           | 0.00          |
| <b>D. Final Agency Merit Decisions (FAD) Issued (1 + 2 + 3 + 4)</b>                            | <b>2</b>     | <b>141</b>  | <b>70.50</b>  |
| 1. Complainant Requested Immediate FAD (1a + 1b)   | 0            | 0           | 0.00          |
| a. Agency Timely Issued FAD (within 60 days of receipt of FAD request)                         | 0            | 0           | 0.00          |
| b. Agency Untimely Issued FAD (more than 60 days after receipt of FAD request)                 | 0            | 0           | 0.00          |
| 2. Complainant Did Not Elect Hearing or FAD (2a + 2b)  | 1            | 70          | 70.00         |
| a. Agency Timely Issued FAD (within 60 days of end of 30-day election period)                  | 0            | 0           | 0.00          |
| b. Agency Untimely Issued FAD (more than 60 days after end of 30-day election period)          | 1            | 70          | 70.00         |
| 3. Hearing requested, Administrative Judge (AJ) Remanded for FAD Without AJ Decision (3a + 3b) | 1            | 71          | 71.00         |
| a. Agency Timely Issued FAD (within 60 days of receipt of AJ order for FAD issuance)           | 0            | 0           | 0.00          |
| b. Agency Untimely Issued FAD (more than 60 days after receipt of AJ order for FAD issuance)   | 1            | 71          | 71.00         |
| 4. Final Agency Decision Issued On A Mixed Case (4a + 4b)                                      | 0            | 0           | 0.00          |
| a. Agency Issued FAD Within 45 Days After Investigation  | 0            | 0           | 0.00          |
| b. Agency Issued FAD More Than 45 Days After Investigation                                     | 0            | 0           | 0.00          |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal

REPORTING PERIOD: 10/01/2010 – 09/30/2011

## Part VII – Summary of Complaints Closed with Corrective Action

|   | Number | Amount     |
|---|--------|------------|
| A. Total number of complaints closed with corrective action | 9      |            |
| B. Closures with monetary benefits                          | 6      | \$3,900.00 |
| 1. Back Pay/Front Pay                                       | 0      | \$0.00     |
| 2. Lump Sum Payment   | 1      | \$500.00   |
| 3. Compensatory Damages                                     | 0      | \$0.00     |
| 4. Attorney's fees and costs awarded                        | 5      | \$3,400.00 |
| D. Intentionally Left Blank                                 |        |            |
| E. Closures with non-monetary benefits                      | 5      |            |

|                                     | Number with monetary awards | Number without monetary awards |
|-------------------------------------|-----------------------------|--------------------------------|
| F. Types of corrective action       |                             |                                |
| 1. Hire                             | 0                           | 0                              |
| a. Retroactive                      | 0                           | 0                              |
| b. Non-Retroactive                  | 0                           | 0                              |
| 2. Promotion                        | 0                           | 0                              |
| a. Retroactive                      | 0                           | 0                              |
| b. Non-Retroactive                  | 0                           | 0                              |
| 3. Expungements                     | 0                           | 0                              |
| 4. Reassignment                     | 1                           | 0                              |
| 5. Removal Rescinded                | 0                           | 0                              |
| a. Reinstatement                    | 0                           | 0                              |
| b. Voluntary Resignations           | 0                           | 0                              |
| 6. Accommodation                    | 0                           | 0                              |
| 7. Training                         | 1                           | 0                              |
| 8. Apology                          | 0                           | 0                              |
| 9. Disciplinary Action              | 0                           | 0                              |
| a. Rescinded                        | 0                           | 0                              |
| b. Modified                         | 0                           | 0                              |
| 10. Performance evaluation modified | 0                           | 0                              |
| 11. Leave Restored                  | 0                           | 0                              |
| 12. <a href="#">Other (Other)</a>   | 0                           | 4                              |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal

REPORTING PERIOD: 10/01/2010 – 09/30/2011

## Part VIII – Summary of Pending Complaints By Category

|   | Number Pending | Number of Days | Average Days | Number of Days Pending for Oldest Case |
|---|----------------|----------------|--------------|--|
| A. Total Complaints Pending (Same as part II line I) (1+1a+2+3+4)   | 13             | 7843           |              |  |
| 1. Complaints Pending Written Notification (Acknowledgement Letter) | 0              | 0              | 0.00         | 0                                      |
| 1a. Complaints Pending a Decision to Accept/Dismiss                 | 0              | 0              | 0.00         | 0                                      |
| 2. Complaints Pending Investigation                                 | 4              | 549            | 137.00       | 198                                    |
| 3. Complaints In Hearing  | 8              | 6535           | 817.00       | 1584                                   |
| 4. Complaints Pending A Final Agency Action                         | 1              | 759            | 759.00       | 759                                    |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal

REPORTING PERIOD: 10/01/2010 – 09/30/2011

## Part IX – Summary Investigations Completed

|   | Cases      | Total Days | Average Days |
|---|------------|------------|--------------|
| A. Investigations Completed During Reporting Period | 4          |            |              |
| 1. Investigations Completed by Agency Personnel     | 4          | 1243       | 310.75       |
| a. Investigations Completed in 180 Days or Less     | 0          | 0          | 0.00         |
| b. Investigations Completed in 181 to 360 Days      | 3          | 795        | 265.00       |
| 1. Timely Completed Investigations                  | 0          | 0          | 0.00         |
| 2. Untimely Completed Investigations                | 3          | 795        | 265.00       |
| c. Investigations Completed in 361 or More Days     | 1          | 448        | 448.00       |
| 2. Cost of Agency Investigations                    | \$5,148.34 |            |              |
| 3. Investigations Completed by Contractors          | 0          | 0          | 0            |
| a. Investigations Completed in 180 Days or Less     | 0          | 0          | 0.00         |
| b. Investigations Completed in 181 to 360 Days      | 0          | 0          | 0.00         |
| 1. Timely Completed Investigations                  | 0          | 0          | 0.00         |
| 2. Untimely Completed Investigations                | 0          | 0          | 0.00         |
| c. Investigations Completed in 361 or More Days     | 0          | 0          | 0.00         |
| 4. Cost of Contractor Investigations                | \$0.00     |            |              |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal

REPORTING PERIOD: 10/01/2010 – 09/30/2011

Part X – Summary of ADR Program Activities  
Informal Phase (Pre-Complaint)

|   | Counselings | Individuals | Days | Average Days |
|---|-------------|-------------|------|--------------|
| <b>A. Intentionally Left Blank</b>  |             |             |      |              |
| <b>B. ADR Actions in Completed/Ended Counselings</b>  |             |             |      |              |
| 1. ADR Offered  | 10          | 10          |      |              |
| 2. Rejected By Complainant  | 4           | 4           |      |              |
| 3. Rejected By Agency   | 0           | 0           |      |              |
| 4. Total Accepted Into ADR  | 6           | 6           |      |              |
| <b>C. ADR Resources Used in Completed/Ended Counselings</b>   | 5           | 5           |      |              |
| 1. Inhouse  | 0           | 0           |      |              |
| 2. Another Federal Agency   | 4           | 4           |      |              |
| 3. Private Organizations, Contractors, Bar Associations, Individual, Volunteers or College/University Personnel | 0           | 0           |      |              |
| 4. Multiple Resources Used  | 0           | 0           |      |              |
| 5. <u>Other</u>   | 1           | 1           |      |              |
| <b>D. ADR Attempts in Completed/Ended Counselings</b>   | 5           | 5           | 138  | 27.60        |
| 1. Mediation  | 5           | 5           | 138  | 27.60        |
| 2. Settlement Conferences   | 0           | 0           | 0    | 0.00         |
| 3. Early Neutral Evaluations  | 0           | 0           | 0    | 0.00         |
| 4. Fact Finding   | 0           | 0           | 0    | 0.00         |
| 5. Facilitation   | 0           | 0           | 0    | 0.00         |
| 6. Ombudsman  | 0           | 0           | 0    | 0.00         |
| 7. Peer Review  | 0           | 0           | 0    | 0.00         |
| 8. Mini Trial   | 0           | 0           | 0    | 0.00         |
| 9. Multiple Techniques  | 0           | 0           | 0    | 0.00         |
| <b>E. Status of Cases</b>   |             |             |      |              |
| 1. Total ADR Closed   | 6           | 6           | 158  | 26.33        |
| a. Settlements with Benefits (Monetary & Non-monetary)  | 5           | 5           | 138  | 27.60        |
| b. No Formal Complaint Filed  | 0           | 0           | 0    | 0.00         |
| c. Complaint Filed  |             |             |      |              |
| i. No Resolution  | 0           | 0           | 0    | 0.00         |
| ii. No ADR Attempt (aka Part X.E.1.d)   | 1           | 1           | 20   | 20.00        |
| e. Decision to File Complaint Pending at the End of the Reporting Period  | 0           | 0           | 0    | 0.00         |
| 2. Intentionally Left Blank   |             |             |      |              |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal      REPORTING PERIOD: 10/01/2010 – 09/30/2011

**Part XI – Summary of ADR Program Activities  
Formal Phase**

|   | Complaints | Complainants | Days | Average Days |
|---|------------|--------------|------|--------------|
| A. Intentionally Left Blank   |            |              |      |              |
| B. ADR Actions in Complaint Closures  |            |              |      |              |
| 1. ADR Offered  | 10         | 9            |      |              |
| 2. Rejected By Complainant  | 8          | 7            |      |              |
| 3. Rejected By Agency   | 0          | 0            |      |              |
| 4. Total Accepted Into ADR  | 2          | 2            |      |              |
| C. ADR Resources Used in Complaint Closures   | 1          | 1            |      |              |
| 1. Inhouse  | 0          | 0            |      |              |
| 2. Another Federal Agency   | 1          | 1            |      |              |
| 3. Private Organizations, Contractors, Bar Associations, Individual, Volunteers or College/University Personnel | 0          | 0            |      |              |
| 4. Multiple Resources Used  | 0          | 0            |      |              |
| 5. Other  | 0          | 0            |      |              |
| D. ADR Attempts in Complaint Closures   | 1          | 1            | 57   | 57.00        |
| 1. Mediation  | 1          | 1            | 57   | 57.00        |
| 2. Settlement Conferences   | 0          | 0            | 0    | 0.00         |
| 3. Early Neutral Evaluations  | 0          | 0            | 0    | 0.00         |
| 4. Fact Finding   | 0          | 0            | 0    | 0.00         |
| 5. Facilitation   | 0          | 0            | 0    | 0.00         |
| 6. Ombudsman  | 0          | 0            | 0    | 0.00         |
| 7. Peer Review  | 0          | 0            | 0    | 0.00         |
| 8. Mini Trial   | 0          | 0            | 0    | 0.00         |
| 9. Multiple Techniques  | 0          | 0            | 0    | 0.00         |
| E. Status of Cases  |            |              |      |              |
| 1. Total ADR Closed   | 2          | 2            | 57   | 28.50        |
| a. Settlements with Benefits (Monetary & Non-monetary)  | 0          | 0            | 0    | 0.00         |
| b. Withdrawn from EEO Process   | 0          | 0            | 0    | 0.00         |
| c. No Resolution  | 1          | 1            | 57   | 57.00        |
| d. No ADR Attempt   | 1          | 1            | 0    | 0.00         |
| 2. Intentionally Left Blank   |            |              |      |              |

|                                    | Complaints | Complainants | Amount |
|------------------------------------|------------|--------------|--------|
| F. Benefits Received               |            |              |        |
| 1. Monetary                        | 0          | 0            | \$0.00 |
| a. Compensatory Damages            | 0          | 0            | \$0.00 |
| b. Backpay/Frontpay                | 0          | 0            | \$0.00 |
| c. Lump Sum                        | 0          | 0            | \$0.00 |
| d. Attorneys Fees and Costs        | 0          | 0            | \$0.00 |
| e. (Other) Other                   | 0          | 0            | \$0.00 |
| 2. Non-Monetary                    | 0          | 0            |        |
| a. Hires                           | 0          | 0            |        |
| i. Retroactive                     | 0          | 0            |        |
| ii. Non-Retroactive                | 0          | 0            |        |
| b. Promotions                      | 0          | 0            |        |
| i. Retroactive                     | 0          | 0            |        |
| ii. Non-Retroactive                | 0          | 0            |        |
| c. Expungements                    | 0          | 0            |        |
| d. Reassignments                   | 0          | 0            |        |
| e. Removals Rescinded              | 0          | 0            |        |
| i. Reinstatements                  | 0          | 0            |        |
| ii. Voluntary Resignations         | 0          | 0            |        |
| f. Accommodations                  | 0          | 0            |        |
| g. Training                        | 0          | 0            |        |
| h. Apology                         | 0          | 0            |        |
| i. Disciplinary Actions            | 0          | 0            |        |
| i. Rescinded                       | 0          | 0            |        |
| ii. Modified                       | 0          | 0            |        |
| j. Performance Evaluation Modified | 0          | 0            |        |
| k. Leave Restored                  | 0          | 0            |        |
| l. (Other) Other                   | 0          | 0            |        |

AGENCY OR DEPARTMENT: Pine Bluff Arsenal      REPORTING PERIOD: 10/01/2010 – 09/30/2011

**Part XII – Summary of EEO ADR Program Activities  
Training and Resources**

| EEO ADR Resources  | Number | Trained |
|--|--------|---------|
| A. No Longer Collected   |        |         |
| B. Employees that can participate in EEO ADR   | 0      |         |
| C. Resources that manage ADR program (does not include neutrals as reported in parts X & XI) | 0      |         |
| 1. In-House Full Time (40 Hours EEO ADR Only)  | 0      |         |
| 2. In-House Part Time (32 Hours EEO ADR Only)  | 0      |         |
| 3. In-house Collateral Duty (Others/Non-Contract)  | 0      |         |
| 4. Contract (Another Federal Agency/Private Organizations)                                   | 0      |         |

**Part XII – D. ADR Funding Spent**

|                      | Amount |
|----------------------|--------|
| D. ADR Funding Spent | \$0.00 |

**Part XII – E. ADR Contact Information**

|   |  |
|---|--|
| 1. Name of Agency-Wide ADR Program Director / Manager |  |
| 2. Title  |  |
| 3. Telephone Number                                   |  |
| 4. Email  |  |

**Part XII – F. ADR Program Information**

|  | YES | NO |
|--|-----|----|
| 1. Does the agency require the alleged responsible management official to participate in ADR? (If NO, add comment) |     |    |
| 1a. If so, is there a written policy requiring the participation?  |     |    |
| 2. Does the alleged responsible management official have a role in deciding if the case is appropriate for ADR?    |     |    |

**Certification and Contact Information**

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, 2010 through September 30, 2011 are accurate and complete.

Typed Name and Title of Certifying Official:

Signature of Certifying Official: (Enter PIN here to serve as your electronic signature)

Date and Telephone Number:

Email:

Typed Name and Title of Preparer:

Signature of Preparer:

Date and Telephone Number:

Email:

This report is due to the following address on or before October 31st.

U.S. Equal Employment Opportunity Commission  
Office of Federal Operations  
Federal Sector Programs  
1801 L. Street, NW  
Washington, D.C. 20507

## MEMORANDUM FOR PBA Employees

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

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



FRANZ J. AMANN  
COL, CM  
Commanding

## MEMORANDUM FOR All PBA Employees (Military and Civilians)

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

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

SJMPB-EO

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

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

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

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

  
FRANZ J. AMANN  
COL, CM  
Commanding

## MEMORANDUM FOR Pine Bluff Arsenal EMPLOYEES

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

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

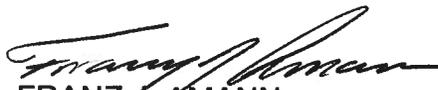


FRANZ J. AMANN  
COL, CM  
Commanding

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

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

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

  
FRANZ J. AMANN  
COL, CM  
Commanding

3 January 2011

MEMORANDUM FOR All Supervisors

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

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

  
FRANZ J. AMANN  
COL, CM  
Commanding

**PINE BLUFF ARSENAL AND PINE BLUFF CHEMICAL ACTIVITY  
BUILDING ACCESSIBILITY SURVEY FOR 2011**

| BLDG NO. AND NAME                          | WORK ORDER NO. | DOORWAYS YES/NO | RESTROOMS YES/NO | PARKING SPACE YES/NO | RAMP ACCESS YES/NO | 2D FLOOR ACCESS YES/NO | SIGNAGE YES/NO | DOOR HANDLES YES/NO | WATER FOUNTAIN YES/NO | FIRE ALARM YES | COUNTERS YES/NO | TOTAL |
|--|----------------|-----------------|------------------|----------------------|--------------------|------------------------|----------------|---------------------|-----------------------|----------------|-----------------|-------|
| 1. 10-020 ADMINSTRATION HEADQUARTERS       | None           | Yes             | Yes              | Yes                  | Yes                | No                     | No             | Yes                 | Yes                   | Yes            | N/A             | N/A   |
| 2. 10-030 ENVIRONMENTAL RISK MANAGEMENT    | None           | Yes             | No #1            | No                   | Yes                | N/A                    | No             | No #2               | No                    | Yes            | Yes             | N/A   |
| 3. 10-075 GOLF PRO SHOP                    | None           | Yes             | No               | Yes                  | Yes                | N/A                    | Yes            | Yes                 | No                    | No             | Yes             | N/A   |
| 4. 11-080 TRAFFIC                          | None           | Yes             | No #3            | Yes                  | No                 | N/A                    | No             | Yes                 | No                    | Yes            | N/A             | N/A   |
| 5. 13-040 HEALTH CLINIC                    | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | No                    | No             | No              | N/A   |
| 6. 15-210 COMMUNITY CENTER                 | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | No                    | Yes            | Yes             | N/A   |
| 7. 16-050 CHILD DEVELOPMENT CENTER         | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | Yes            | Yes                 | Yes                   | Yes            | Yes             | N/A   |
| 8. 16-310 PHYSICAL FITNESS CENTER          | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | Yes                   | No             | N/A             | N/A   |
| 9. 16-340 POST EXCHANGE                    | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | Yes            | Yes                 | Yes                   | Yes            | Yes             | N/A   |
| 10. 23-370 ENGINEERING AND TECHNOLOGY      | None           | Yes             | No               | No                   | No                 | N/A                    | No             | No                  | No                    | No             | N/A             | N/A   |
| 11. 24-610 CLARA BARTON RED CROSS CENTER   | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | Yes            | Yes                 | Yes                   | Yes            | N/A             | N/A   |
| 12. 34-970 PUBLIC WORKS                    | 60103          | Yes             | Yes              | Yes                  | Yes                | N/A                    | Yes            | Yes                 | Yes                   | Yes            | Yes             | N/A   |
| 13. 44-300 PBA CONFERENCE CENTER           | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | Yes            | Yes                 | Yes                   | Yes            | Yes             | N/A   |
| 14. 51-420 PBCA ADMINSTRATION HEADQUARTERS | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | Yes                   | Yes            | N/A             | N/A   |
| 15. 60-020 SECURITY HEADQUARTERS           | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | Yes                   | Yes            | N/A             | N/A   |
| 16. 17-110 EEO CREASY AUDITORIUM COMPLEX   | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | Yes                   | Yes            | Yes             | N/A   |
| 17. 17-120 CONTRACTING CREASY COMPLEX      | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | Yes                   | Yes            | No #4           | N/A   |
| 18. 17-130 PASS AND ID CREASY COMPLEX      | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | No             | Yes                 | Yes                   | Yes            | Yes             | N/A   |
| 19. 23-350 GENERAL PHYSICS                 | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | Yes            | Yes                 | Yes                   | Yes            | N/A             | N/A   |
| 20. 23-390 PROPERTY                        | None           | Yes             | Yes              | No                   | Yes                | N/A                    | Yes            | Yes                 | Yes                   | Yes            | N/A             | N/A   |
| 21. 16-450 CREDIT UNION BLD.               | None           | Yes             | Yes              | Yes                  | Yes                | N/A                    | Yes            | Yes                 | N/A                   | Yes            | No              |       |

**KEYED**

- 1. Urinal Height.
  - 2. Entry Door Has Knobs.
  - 3. Water Closet Clearance.
  - 4. Entry Counter Height.
- Search term: "ADAAG"