



# Marine Corps Air Ground Combat Center (67399)

**MD-715**

***U.S. Equal Employment Opportunity Commission***  
**FEDERAL AGENCY ANNUAL**

**EEO PROGRAM STATUS REPORT**

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[FORM 715-01 PART A: Department or Agency Identifying Information](#)

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[FORM 715-01 PART I: EEO Plan To Eliminate Identified Barrier](#)

[FORM 715-01 PART J: Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities](#)

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<b>EEOC FORM 715-01 PART A - D</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>			
<b>For period covering October 1, 2010 to September 30, 2011</b>				
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. DEPARTMENT OF NAVY</b>	
	1.a. 2 <sup>nd</sup> level reporting component		<u>1. a. U. S. Marine Corps</u>	
	1.b. 3 <sup>rd</sup> level reporting component		<b>1. b. Marine Corps Installation West (MCI-W)</b>	
	1.c. 4 <sup>th</sup> level reporting component		<b>1. c. Marine Corps Air Ground Combat Center (67399)</b>	
	<b>2. Address</b>		<b>2. Box 788120</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Twentynine Palms, California 92278-8100</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4.</b>	<b>5.</b>
<b>PART B</b> Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>			<b>1. 737</b>
	<b>2. Enter total number of temporary employees</b>			<b>2. 6</b>
	<b>3. Enter total number employees paid from non-appropriated funds</b>			<b>3. 1141</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 1878</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		<b>1. BGEN George W. Smith, Jr.</b>	
	<b>2. Agency Head Designee</b>		<b>2. Dr. Candace Williams, EEO Officer, Headquarters Marine Corps</b>	
	<b>3. Principal EEO Director/Official Official Title/series/grade</b>		<b>3. Madhu Panchadsaram, Deputy EEO Officer</b>	
	<b>4. Title VII Affirmative EEO Program Official</b>		<b>4. Madhu Panchadsaram, Deputy EEO Officer</b>	
	<b>5. Section 501 Affirmative Action Program Official</b>		<b>5. Madhu Panchadsaram, Deputy EEO Officer</b>	
	<b>6. Complaint Processing Program Manager</b>		<b>6. Madhu Panchadsaram, Deputy EEO Officer</b>	
	<b>7. Other Responsible EEO Staff</b>		<b>7. Jennifer (Niki) McBain, EEO Counselor (APF) Angeline Cheek, ADR Counselor (APF) Marcie Martin, EEO and ADR Counselor (NAF)</b>	
			<b>8. Patricia Herrick, Assistant to the DEEOO</b>	

EEOC FORM 715-01 PART A - D	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>		
PART D List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	

EEOC FORMS and Documents Included With This Report		
*Executive Summary [FORM 715-01 PART E], that includes: INCLUDED	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G] INCLUDED
Brief paragraph describing the agency's mission and mission-related functions INCLUDED	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement INCLUDED
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements" INCLUDED	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier INCLUDED
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF INCLUDED	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] INCLUDED
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies INCLUDED	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans INCLUDED
Summary of EEO Plan action items implemented or accomplished TO BE DEVELOPED	X	*Organizational Chart INCLUDED
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F] INCLUDED	X	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements INCLUDED	X	



# THE MARINE CORPS AIR GROUND COMBAT CENTER

**The MCAGCC mission** is to conduct relevant live-fire combined arms training, urban operations, and Joint/Coalition level integration training that promotes operational forces readiness as well as to provide the facilities, services, and support responsive to the needs of resident organizations, Marines, Sailors, and their families today and tomorrow.

**EXECUTIVE SUMMARY OF MCAGCC TWENTYNINE PALMS' SELF-ASSESSMENT OF THE  
MD-715 "ESSENTIAL ELEMENTS" FOR A MODEL EEO PROGRAM**

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

**Demonstrated Commitment from Agency Leadership:**

MCAGCC's leadership is totally committed to the essential elements of a Model EEO program by providing unrestricted access to the Commanding General's office to EEO program officials. The Deputy EEO Officer and EEO Counselors meet with various managers and supervisor and provide periodic updates on the complaint status, program updates and training. The Command is committed to providing the EEO counselors with necessary tools and required training.

**Strategic Mission:**

As part of Human Resources (HR) Office (APF) and Personnel Office (NAF) structure, the EEO Office is fully aware of the Strategic Mission of the base. The EEO Offices are active participants in promoting of HR strategies that promote workforce planning, succession planning, training, recruitment strategies and MD 715 program requirements. The EEO Counselors are also members of the Special Emphasis Program Committee chaired by the Installation's Equal Opportunity (EO) Advisor. This committee works closely with various groups to organize individual Special Emphasis Program activities throughout the year.

**Management and Program Accountability:**

Managers and supervisors are evaluated on their effective participation in EEO program principles and their commitment to Affirmative Employment Program on a yearly basis. When finding of discrimination is reported, the Command takes appropriate action against individuals who have found to have discriminated against individual(s). No findings were reported in FY 2011.

**Proactive Prevention:**

The MCAGCC conducts investigation/inquiry into allegations of racial slur and sexual harassment. All managers, supervisors, and employees are provided EEO program updates and training annually.

**Efficiency:**

MCAGCC collects and reviews data on complaint activity and proactive actions are undertaken when needed. Due to commitment and involvement by the managers and supervisors, when possible, the EEO Counselor is trained in ADR techniques and uses those techniques effectively to resolve EEO complaints. The number of formal complaints has steadily declined. The following complaint activity demonstrates the effectiveness of the EEO program.

<b>FY</b>	<b># of Contacts/Informal Complaints</b>	<b># of Formal Complaints</b>
<b>2011</b>	35	6
<b>2010</b>	38	12
<b>2009</b>	36	3
<b>2008</b>	9	2
<b>2007</b>	8	1
<b>2006</b>	9	0
<b>2005</b>	9	2

**Responsiveness and Legal Compliance:**

MCAGCC responds on a timely manner all requests for documentation and compliance orders from higher authority. All the reviews of the complaint decision letters are reviewed by an attorney who does not represent the Command as the agency representative for that particular EEO case.

## Appropriated Fund - Analysis

Table A1 Total Workforce – Distribution by Race/Ethnicity and Sex  
*Comparison between FY 2010 and FY 2011*

The MCAGCC’s overall workforce significantly **decreased** by 10% from 829 (FY10) to 743 (FY11).

Over all for FY 11, there were 565 male participation rate at (75.64%) and 182 female participation rate at (24.36%). The male participation rate is **above** the civilian Labor Force (CLF) rate of 55.10%. Female participation rate is **below** the Civilian Labor Force (CLF) rate of 44.9%.

### *Historical Figures*

	FY08		FY09		FY10		FY11	
	751		791		829		743	
	Male	Female	Male	Female	Male	Female	Male	Female
<b>Local #</b>	548	203	588	203	625	204	562	181
<b>Local %</b>	72.97%	27.03%	74.34%	25.66%	75.39%	24.61%	75.64%	24.36%
<b>CLF %</b>	55.10%	44.90%	55.10%	44.90%	54.70%	45.20%	49.70%	50.30%

The **Hispanic** participation rate for male **decreased** from 60 (7.24%) to 54 (7.19%). The Female rate **increased** from 14 (1.69%) to 16 (2.13%). This is a significant increase meeting/exceeding DON goal. The male participation rate is **below** the Civilian Labor Force (CLF) rate for San Bernardino County, California of 19.75% and female participation rate is also **below** the CLF rate of 19.44%. .

The **White** participation rate for male **decreased** from 457 (55.13%) to 406 (55.13%). Female rate **decreased from** 140 (17.70 %) to 124 (16.64%). The male participation rate is **above** the CLF rate of 21.75%. Female participation rate is **below** the CLF rate of 22.05%.

The **Black** male participation rate for male **decreased** from FY10 - 70 (8.44%) to FY11 – 63 (8.52%). Female rate **decreased** from FY10 with 29 (3.5%) employees to 24 (3.20%) employees in FY11. The Black participation rate is **above** the CLF rate of 4.24% for male and **below** the CLF of 4.39% for female.

The **Asian** participation rate for male **decreased** from FY10 - 21 (2.53%) to 15 (2.0%) in FY11. Female rate **remained the same** in FY10 - 9 (1.09%) to 9 (3.20%) in FY11. The Asian participation rate for male is **below** the CLF rate of 2.13% for male and **above** the CLF rate of 2.39% for females.

The **Native Hawaiian or Other Pacific Islander** (NHOPI) participation rate for male **remained the same** in FY10 7 (0.84%) to 7 (0.93%) in FY11. Female rate **decreased** from 3

(0.36%) to 2 (1.20%) in FY11. Both the male and female participation rate is **above** the CLF at .1%.

The **American Indian or Alaska Native (AIAN)** participation rate for male **remained the same** in FY 10 at 6 (0.72%) and FY11 at 6 (0.80%) respectively. The female rate **decreased** from 5 (0.60%) in FY10 to 4 (1.33%) in FY11. The (AIAN) participation rate for male and female is **above** the CLF rate of 0.29% for male and 0.31% for female.

		FY08		FY09		FY10		FY11	
		751		791		829		747	
		Male	Female	Male	Female	Male	Female	Male	Female
Hispanic	<b>Local #</b>	53	15	63	14	60	14	54	16
	<b>Local %</b>	7.06%	2.00%	7.96%	1.74%	7.24%	1.69%	7.19%	2.13%
	<b>CLF %</b>	19.40%	14.10%	19.40%	14.10%	19.90%	14.60%	19.75%	19.44%
White	<b>Local #</b>	398	145	421	140	457	140	409	125
	<b>Local %</b>	53.00%	19.31%	53.00%	17.70%	55.13%	17.70%	55.13%	6.66%
	<b>CLF %</b>	28.20%	23.40%	28.20%	23.40%	26.50%	22.30%	21.75%	22.05%
Black	<b>Local #</b>	70	27	73	29	70	29	63	24
	<b>Local %</b>	9.32%	3.60%	9.23%	3.70%	8.44%	3.50%	8.52%	1.28%
	<b>CLF %</b>	3.40%	3.60%	3.40%	3.60%	3.90%	4.30%	4.24%	4.39%
Asian	<b>Local #</b>	17	8	19	8	21	9	15	9
	<b>Local %</b>	2.30%	1.10%	2.40%	1.01%	2.53%	1.09%	2.00%	0.48%
	<b>CLF %</b>	2.20%	2.20%	2.20%	2.20%	2.50%	2.40%	2.13%	2.39%
Native Hawaiian or Other Pacific Islander	<b>Local #</b>	2	4	4	3	7	3	7	2
	<b>Local %</b>	0.30%	0.53%	0.51%	0.38%	0.84%	0.36%	0.93%	0.11%
	<b>CLF %</b>	0.10%	0.10%	0.10%	0.10%	0.10%	0.30%	0.14%	0.13%
American Indian or Alaskan Native	<b>Local #</b>	5	3	5	5	6	5	6	4
	<b>Local %</b>	0.67%	0.40%	0.63%	0.63%	0.72%	0.60%	0.80%	0.21%
	<b>CLF %</b>	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.29%	0.31%
Two or More Races	<b>Local #</b>	3	1	3	4	4	3	5	2
	<b>Local %</b>	0.40%	0.13%	0.38%	0.51%	0.48%	0.36%	0.67%	0.27%
	<b>CLF %</b>	Not Reported	Not Reported	Not Reported	Not Reported	1.40%	1.30%	1.37%	1.43%
	<b>Local %</b>	0.40%	0.13%	0.38%	0.51%	0.48%	0.36%	0.67%	0.27%
	<b>CLF %</b>	Not Reported	Not Reported	Not Reported	Not Reported	1.40%	1.30%	1.37%	1.43%

The Marine Corps Air Ground Combat Center (MCAGCC) was under the United States Marine Corps hiring freeze for all of Fiscal Year 2011 as published September 17, 2010. With this in mind, recruitment activities were slim throughout the year. Because of the hiring freeze, MCAGCC recruited 7 general positions, 14 Police Positions hired under MROC Decision Memo 57-2007 in FY11. In all, the command lost 81 APF employees through attrition.

Table A3-1 Occupational Categories – Distribution by Race/Ethnicity and Sex

	FY08				FY09				FY10				FY11			
	Male		Female		Male		Female		Male		Female		Male		Female	
<b>Wage Grade Employees/ Total % of Workforce</b>	251	46%	5	2%	356	61%	11	5%	202	32%	5	2%	134	24%	15	8%

There is a significant difference between male and female representation rate in Wage Grade and Other job categories; however FY11 did see a marked **increase** in female participation rate in WG positions, with 5 in FY10 to 15 in FY11.

**Table A4-1 Participation Rates for General Schedule (GS) Grades by Race/Ethnicity and Sex**

*Note: Due to the change from the National Security Personnel System (NSPS) it is difficult to directly correlate positions from NSPS to the General Schedule (GS) therefore not all comparisons are exact for FY10.*

	GS 15		GS 14	
	FY10	FY11	FY10	FY11
<b>Male</b>	1	1	9	9
<b>Female</b>	1	1	2	2
<b>Hispanic</b>	0	0	1	1
<b>White</b>	2	2	9	9
<b>Black</b>	0	0	0	0
<b>Asian</b>	0	0	1	1
<b>Native Hawaiian or Other Pacific Islander</b>	0	0	0	0
<b>American Indian or Alaskan Native</b>	0	0	0	0
<b>Two or More Races</b>	0	0	0	0

For FY 11, there are 15 (2.0%) Asian males and 9 (3.2%) Asian females. Of that population, 6.67% are in Senior Level Positions (Grades 14/15).

For FY 11, there are 54 (7.19%) Hispanic males and 16 (2.13%) Hispanic females. Of the Hispanic population, 1.85% are in Senior Level Positions (Grades 14/15).

Table A6 Participation Rate for Major Occupations– Distribution by Race/Ethnicity and Sex

The highest number of employee in a Major Occupation is Series 0081 (63 male employees and no females). Next is in the Series 0083 (55 male and 1 female employee). Tertiary is Series 1712 with 49 employees (45 male and 4 female.)

Table A8 New Hires by type of Appointment (Permanent Personnel) – Distribution by Race/Ethnicity and Sex

	FY09				FY10				FY11			
	Male		Female		Male		Female		Male		Female	
<b>Hispanic</b>	16	12.60%	1	0.79%	10	6.99%	4	2.80%	2	9.52%	0	0.00%
<b>White</b>	69	54.33%	15	11.81%	92	64.34%	14	9.79%	12	57.14%	2	9.52%
<b>Black</b>	9	7.09%	7	5.51%	10	6.99%	3	2.10%	2	9.52%	0	0.00%
<b>Asian</b>	3	2.36%	1	0.79%	2	1.40%	2	1.40%	0	0.00%	0	0.00%
<b>NOHPI</b>	0	0.00%	1	0.79%	3	2.10%	0	0.00%	1	4.76%	0	0.00%
<b>Am Indian</b>	1	0.79%	2	1.57%	2	1.40%	1	0.70%	2	9.52%	0	0.00%
<b>2 or More Races</b>	2	1.57%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

**Table A13: Employee Recognition and Awards – Distribution by Race/Ethnicity and Sex**

<i>Time Off Award</i> 1-9 hours	FY09		FY10		FY11	
	Male	Female	Male	Female	Male	Female
Hispanic	7	0	0	0	0	0
White	7	8	8	2	11	1
Black	8	8	1	0	0	0
Asian	8	8	0	0	0	0
NOHPI	0	0	0	0	0	0
Am Indian	8	0	0	0	0	0
2 or More Races	8	0	0	0	0	0
Average	7.5 hours		7.5 hours		8.16 hours	

<i>Time Off Award</i> 9+ hours	FY09		FY10		FY11	
	Male	Female	Male	Female	Male	Female
Hispanic	21	20	7	0	11	1
White	23	21	53	14	59	23
Black	23	26	6	1	8	2
Asian	24	0	2	0	3	1
NOHPI	40	0	1	0	0	1
Am Indian	16	24	1	0	1	0
2 or More Races	16	0	2	0	0	0
Average	23 hours		18 hours		19.12 hours	

<i>Cash Awards under \$500</i>	<b>FY11</b>			<i>Cash Awards over \$500</i>	<b>FY11</b>	
	Male	Female			Male	Female
Hispanic	1	3		Hispanic	9	6
White	21	15		White	74	43
Black	2	0		Black	7	6
Asian	1	1		Asian	5	4
NOHPI	0	0		NOHPI	2	0
Am Indian	1	0		Am Indian	2	1
2 or More Races	0	1		2 or More Races	1	0
Average	\$ 411.63			Average	\$ 1,007.69	
Total	\$ 18,935.00			Total	\$ 161,231.00	

<i>QSI</i>	<b>FY11</b>	
	Male	Female
Hispanic	0	0
White	1	0
Black	0	0
Asian	0	0
NOHPI	0	0
Am Indian	0	0
2 or More Races	0	0

Table A14 Separations by Type of Separation – Distribution by Race/Ethnicity and Sex

**FY11:** Overall there were 67 voluntary separations and 14 involuntary separations. 1 Hispanic male was involuntarily separated.

**FY10:** Overall there were 44 voluntary separations and 11 involuntary separations. 1 Hispanic male and 1 Hispanic female were involuntarily separated.

**FY09:** Overall there were 84 voluntary separations and 10 involuntary separations. 1 Hispanic male and 2 Hispanic female were involuntarily separated.

**FY08:** Overall there were 16 voluntary separations and 2 involuntary separations.

Table B1 Total Workforce – Distribution by Disability (OPM Form 256 Self-Identification Codes)

**FY11:** The participation rate for targeted disabilities **declined** to 4 (2 employees with psychiatric disabilities, 1 with missing limbs, and 1 with total paralysis.)

	FY08	FY09	FY10	FY11
<b>3.3 Missing Limbs</b>	0	0	1	1
<b>3.5 Total Paralysis</b>	1	0	1	1
<b>3.8 Psychiatric Disability</b>	2	2	3	2

Table B8 New Hires By Type of Appointment – Distribution by Disability

**FY11:** Of the 21 personnel hired only 1 self-identified as having a disability, 0 identified a targeted disability.

	FY08		FY09		FY10		FY11	
	Perm	Temp	Perm	Temp	Perm	Temp	Perm	Tem
<b>Hired</b>	148	0	129	7	165	24	21	0
<b>With Disabilities</b>	0	0	0	0	0	0	1	0
<b>With Targeted Disabilities</b>	0	0	2	0	2	0	0	0

Table B13 Employee Recognition and Awards – Distribution by Disability

**FY11:** One employee with a targeted disability was given a time off award of 16 hours.

**FY10:** No employees with targeted disabilities were given cash or time off awards.

**FY09:** Two employees with targeted disability were given cash award of \$571.

**FY08:** One employee with targeted disability was given 9+ hours time off award.

## *Non-Appropriated Fund:*

### Table A1 Total Workforce – Distribution by Race/Ethnicity and Sex

#### **FY11:**

The total workforce is 1135 non-appropriated fund employees-**decreased** from 1197. Over all for FY 11, there were 378 male employees, participation rate at (33.30%) and 757 female employees, participation rate at (66.70%). The male participation rate is **below** the CLF rate of 55.10%. Female participation rate is above the CLF rate of 44.90%.

#### **FY10:**

The total workforce is 1197 non-appropriated fund employees- **decreased** from 734. Overall for FY10, there were 396 male employees, participation rate at 33.80% and 801 female employees, participation rate of 66.92%. The male participation rate is **below** the Civilian Labor Force (CLF) rate of 54.7%. Female participation rate is **above** the CLF of 45.2%

#### **FY09:**

The total workforce is 734 non-appropriated fund employees – **decreased** from 988 to 734. Over all for FY 09, there were 253 male employees, participation rate at (34.47%) and 481 female employees, participation rate at (65.53%). The male participation rate is **below** the civilian Labor Force (CLF) rate of 55.10%. Female participation rate is **above** the Civilian Labor Force (CLF) rate of 44.9%.

#### **FY08:**

The total workforce was at 988 non-appropriated fund employees. Over all for FY 08, there were 329 male employees, participation rate at (33.3%) and 659 female employees, participation rate at (66.7%). The male participation rate was **below** the civilian Labor Force (CLF) rate of 55.10%. Female participation rate was **above** the Civilian Labor Force (CLF) rate of 44.9%.

### Participation Rate for FY08 and FY09.

#### *Hispanic*

**FY11:** The Hispanic participation rate for male is at 62 (5.46%). Female rate is at 109 (9.60%). The Hispanic participation rate is still **below** the CLF rate of 19.40% for male and 14.10% for female.

**FY10:** The Hispanic participation rate for male is at 70 (5.85%). Female rate is at 115 (9.61%). The Hispanic participation rate is still **below** the CLF rate of 19.90% for male and 14.6% for female.

**FY09:** The Hispanic participation rate for male is at 49 (6.68%). Female rate is at 73 (9.95%). The Hispanic participation rate is still **below** the CLF rate of 19.40% for male and 14.10% for female.

**FY08:** The **Hispanic** participation rate for male was at 65 (6.58%). Female rate was at 93 (9.41%). The Hispanic participation rate is still **below** the CLF rate of 19.40% for male and 14.10% for female.

### *White*

**FY11:** The White participation rate for male is at 231 (20.35%) and female rate is at 442 (38.94%). The male participation rate is **below** the CLF rate of 28.20%. Female participation rate is **above** the CLF rate of 23.40%.

**FY10:** The White participation rate for male is at 242 (20.22%) and female rate is at 483 (40.35%). The male participation rate is **below** the CLF rate of 26.5%. Female participation rate is **above** the CLF rate of 22.3%.

**FY09:** The White participation rate for male is at 146 (19.89%) and female rate is at 277 (37.74%). The male participation rate is **below** the CLF rate of 28.20%. Female participation rate is **above** the CLF rate of 23.40%.

**FY08:** The White participation rate for male was at 180 (18.22%) and female rate was at 388 (39.27%). The male participation rate is **below** the CLF rate of 28.20%. Female participation rate is **above** the CLF rate of 23.40%.

### *Black*

**FY11:** The Black male participation rate is at 49 (4.32%) and female rate is at 98 (8.63%). The Black participation rate for male and female is **above** the CLF rate of 3.40% for male and 3.60% for female.

**FY10:** The Black male participation rate is at 50 (4.18%) and female rate is at 93 (7.77%). The Black participation rate for male and female is **above** the CLF rate of 3.9 % for male and 4.3% for female.

**FY09:** The Black male participation rate is at 30 (4.09%) and female rate is at 51 (6.95%). The Black participation rate for male and female is **above** the CLF rate of 3.40% for male and 3.60% for female.

**FY08:** The Black male participation rate was at 49 (4.96%) and female rate was at 76 (7.69%). The Black participation rate is **above** the CLF rate of 3.40% for male and 3.60% for female.

### *Asian*

**FY11:** The Asian participation rate for male is at 21 (1.85%) and the female rate is at 79 (6.96%). The Asian male participation rate is **below** the CLF rate of 2.20% and female is **above** the CLF rate of 2.20%.

**FY10:** The Asian participation rate for male is at 20 (1.67%) and the female rate is at 79 (6.60%). The Asian male participation rate for male is **below** the CLF rate of 2.5% for male and **above** the CLF rate of 2.4% for female.

**FY09:** The Asian participation rate for male is at 16 (2.8%) and the female rate is at 66 (8.99%). The Asian male participation rate for male and female is **above** the CLF rate of 2.20% for male and 2.20% for female.

**FY08:** The Asian participation rate for male was at 16 (1.62%) and the female rate was at 85 (8.6%). The Asian male participation rate is **below** the CLF rate of 2.20% for male and **above** the CLF rate of 2.20% for female.

### *Native Hawaiian or Other Pacific Islander*

**FY11:** The Native Hawaiian or Other Pacific Islander (NHOPI) participation rate for male is at 11 (0.97%) and female at 21 (1.85%). The (NHOPI) participation rate is **above** the CLF rate of 0.10% for male and 0.10% for female.

**FY10:** The Native Hawaiian or Other Pacific Islander (NHOPI) participation rate for male is at 9 (0.75%) and female at 21 (1.75%). The (NHOPI) participation rate is **above** the CLF rate of 0.10% for male and 0.10% for female.

**FY09:** The Native Hawaiian or Other Pacific Islander (NHOPI) participation rate for male is at 3 (0.41%) and female at 8 (1.09%). The (NHOPI) participation rate is **above** the CLF rate of 0.10% for male and 0.10% for female.

**FY08:** The Native Hawaiian or Other Pacific Islander (NHOPI) participation rate for male was at 3 (0.3%) and female was at 11 (1.11%). The (NHOPI) participation rate is **above** the CLF rate of 0.10% for male and 0.10% for female.

*American Indian or Alaska Native*

**FY11:** The American Indian or Alaska Native (AIAN) participation rate for male is at 3 (0.26%) and female at 6 (0.53%). The (AIAN) participation rate for male is **below** and female is **above** the CLF rate of 0.30% for male and 0.30% for female.

**FY10:** The American Indian or Alaska Native (AIAN) participation rate for male is at 8 (0.33%) and female at 8 (0.67%). The (AIAN) participation rate for male and female is **above** the CLF rate of 0.30% for male and 0.30% for female.

**FY09:** The American Indian or Alaska Native (AIAN) participation rate for male is at 7 (0.95%) and female at 5 (0.68%). The (AIAN) participation rate for male and female is **above** the CLF rate of 0.30% for male and 0.30% for female.

**FY08:** **The American Indian or Alaska Native (AIAN)** participation rate for male was at 14 (1.42%) and female was at 4 (0.4%). The (AIAN) participation rate is **above** the CLF rate of 0.30% for male and 0.30% for female.

Table A6 Participation Rate for Major Occupations – Distribution by Race/Ethnicity and Sex

**FY11:** The highest numbers of employee are within the Store Clerk Series 2091 at 29 male and 162 female employees. Next is Education and Training Technician series 1702 at 4 male and 132 female employees.

**FY10:** The highest numbers of employees are within the Store Clerk Series 2091 at 25 male and 163 female employees. Next is Education and Training Technician series 1702 at 4 male and 157 female employees.

**FY09:** The highest numbers of employee are within the Store Clerk Series at 12 male and 99 female employees.

Table A8 New Hires by type of Appointment – distribution by Race/Ethnicity and Sex

**FY11:** New Hires

Total Hired: 390 Full/Part Time: 46 Flex: 344

Male: 100 Female: 290

White Male	64
White Female	184
Black Male	10
Black Female	35
Hispanic Male	19
Hispanic Female	43
Asian Male	3
Asian Female	12

NOHPI Male	4
NOHPI Female	12
AIAN Male	0
AIAN Female	3

**FY10: New Hires**

Total Hired: 488      Full/Part Time: 42      Flex: 446

Male: 136      Female: 352

White Male	75
White Female	235
Black Male	23
Black Female	39
Hispanic Male	25
Hispanic Female	49
Asian Male	6
Asian Female	13
NOHPI Male	6
NOHPI Female	13
AIAN Male	1
AIAN Female	3

**FY09: New Hires**

Total Hired: 271      Full/Part Time: 26      Flex: 245

Male: 75      Female: 196

White Male	36
White Female	116
Black Male	12
Black Female	17
Hispanic Male	19
Hispanic Female	41
Asian Male	2
Asian Female	9
NOHPI Male	1
NOHPI Female	6

**Table A13: Employee Recognition and Awards – Distribution by Race/Ethnicity and Sex**

**FY11: Cash Awards**

60 employees were given \$100-\$500.

20 employees were given \$500+ dollars.

White Male	13	White Female	27
Black Male	5	Black Female	0
Hispanic Male	3	Hispanic Female	9
Asian Male	0	Asian Female	19
NHOPI Male	1	NHOPI Female	3
Two or More Male	0	Two or More Female	0

**FY10: Cash awards**

35 employees were given \$100-\$500.

9 employees were given \$500+ dollars.

White Male	0	White Female	5
Black Male	2	Black Female	0
Hispanic Male	0	Hispanic Female	0
Asian Male	0	Asian Female	1
NHOPI Male	0	NHOPI Female	0
Two or More Male	0	Two or More Female	1

**FY09: Cash awards**

98 times employees were given \$100-\$500.

White Male	16	White Female	42
Black Male	2	Black Female	12
Hispanic Male	6	Hispanic Female	10
Asian Male	0	Asian Female	7
NHOPI Male	3	NHOPI Female	0

26 times employees were given \$500+ dollars.

White Male	1	White Female	6
Black Male	2	Black Female	1
Hispanic Male	2	Hispanic Female	3
Asian Male	4	Asian Female	2
NHOPI Male	1	NHOPI Female	0

**Table A14 Separations by Type of Separation – Distribution by Race/Ethnicity and Sex**

**FY11:** There were 324 voluntary separations and 78 involuntary separations.

Involuntary: Male	24	Female	54
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White Male	15
White Female	27
Black Male	4
Black Female	5
Hispanic Male	4
Hispanic Female	13
Asian Male	0
Asian Female	4

NHOPI Male	1
NHOPI Female	4
AIAN Male	0
AIAN Female	1

**FY10:** Overall there were 264 voluntary separations and 81 involuntary separations.

Involuntary:	Male	27	Female	54
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White Male	14
White Female	39
Black Male	7
Black Female	5
Hispanic Male	5
Hispanic Female	10
Asian Male	0
Asian Female	0
NHOPI Male	0
NHOPI Female	0
AIAN Male	1
AIAN Female	0

**FY09:** Overall there were 3518 voluntary separations and 157 involuntary separations.

Involuntary:	Male	68	Female	89
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White Male	30
White Female	46
Black Male	17
Black Female	10
Hispanic Male	11
Hispanic Female	15
Asian Male	2
Asian Female	12
NHOPI Male	1
NHOPI Female	4

Table B1 Total Workforce – Distribution by Disability (OPM Form 256 Self-Identification Codes)

**FY11:** The participation rate for disability is at 65 (5.73%) and targeted disability is at 4 (0.35%).

**FY10:** The participation rate for disability is at 57 (7.77%) and targeted disability is at 7 (0.71%). The participation rate for targeted disabled **increased** from 5 to 7.

- 1 Deafness
- 2 Partial Paralysis
- 1 Mental Illness

**FY09:** The participation rate for disability is at 57 (7.77%) and targeted disability is at 5 (0.68%). The participation rate for targeted disabled **decreased** from 7 to 5.

**FY08:** The participation rate for disability was at 69 (6.98%) and targeted disability is at 7 (0.71%).

Table B8 New Hires By Type of Appointment – Distribution by Disability

For **FY11**, there were 390 new hires, 10 with disabilities and 1 person with a targeted disability was hired.

For **FY10**, there were 459 new hires, 16 with disabilities and 1 person with targeted disabilities was hired.

For **FY09**, there were 271 new hires, 57 with disabilities and 5 with targeted disabilities was hired.

Table B13 Employee Recognition and Awards – Distribution by Disability

**FY11:** 80 times cash awards were given and none with targeted disabilities was given any awards.

**FY10:** 44 times cash awards were given and none with targeted disability was given any awards.

**FY09:** 124 times cash awards were given and none with targeted disability was given any awards.

**Part E- Executive Summary (Reasonable Accommodation/ Collateral Duty List)**

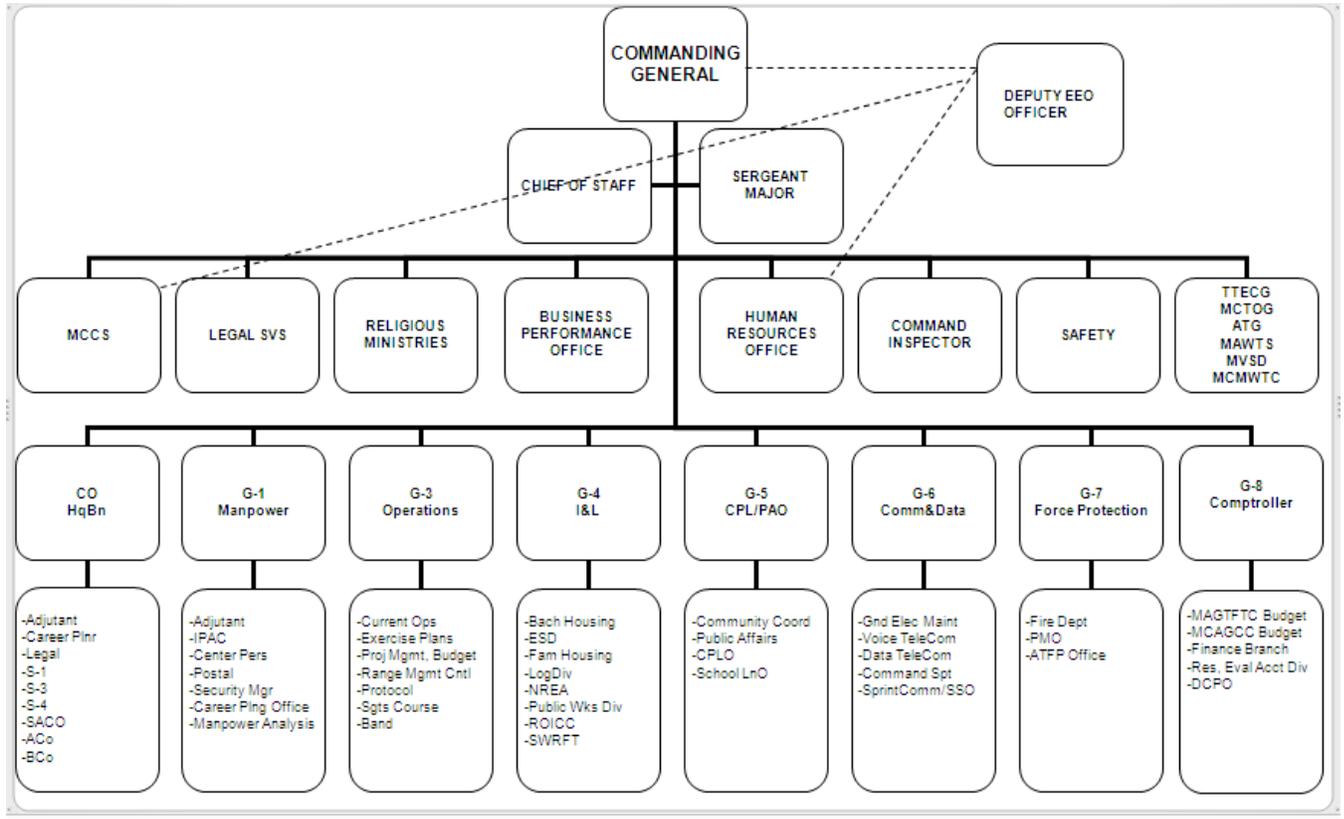
The Marine Corps Air Ground Combat Center utilizes the Department of Navy's Civilian Human Resources Manual (CHRM) Subchapter 1606<sup>1</sup> as the guideline for reasonable accommodation requests. Per this document, the Human Resources Officer, Command Deputy EEO Officer, Office of General Council and the employee's supervisor/ manager shall comprise the team processing the accommodation request.

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[http://www.public.navy.mil/donhr/Documents/Civilian%20Human%20Resources%20Manual/1606\\_Procedures\\_for\\_Processing\\_Requests\\_for\\_Reasonable\\_Accommodation.pdf](http://www.public.navy.mil/donhr/Documents/Civilian%20Human%20Resources%20Manual/1606_Procedures_for_Processing_Requests_for_Reasonable_Accommodation.pdf)

**Part E- Executive Summary (Organization Table)**



**Part E- Executive Summary (Policy Statement)**



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CA 92278-8100

IN REPLY REFER TO:  
5354  
CG  
AUG 08 2011

POLICY LETTER 3-11

From: Commanding General  
To: All Hands

Subj: EQUAL OPPORTUNITY POLICY

Equal opportunity is an essential element of mission readiness. Our operational environment requires mutual trust that only exists when everyone is treated with respect and dignity - regardless of race, color, religion, sex, national origin, disability, genetic information, or age. Leaders must lead, not follow, on matters pertaining to equal opportunity. Failure to lead creates opportunities for harassment and discrimination that not only violates who we are and what we stand for as Marines, but also reduces mission effectiveness and erodes the trust Marines have in their chain of command.

I deal with equal opportunity issues in a very deliberate and decisive manner and I charge all officers, SNCOs, and Civilian Supervisors in MAGTFTC and aboard the Combat Center to do the same. I hold leaders fully accountable to my policy that all in their charge be treated consistent with our Corps Values of Honor, Courage, and Commitment. Leaders must assess the risk of harassment and discrimination within their organizations and eliminate environments where they can exist. If a violation of equal opportunity policy is identified, I expect unit leaders to aggressively determine the root cause and to develop a plan to eradicate this depravity from their organization.

Our Nation's most precious asset is entrusted to our care - its young men and women. It is imperative that we remain true to our motto, *Semper Fidelis*, as we leverage the collective strength forged from individual differences to remain America's Expeditionary Force in Readiness.

  
G. W. SMITH, JR.

Pending signature at command deck:

Equal Employment Opportunity (EEO) shall be an essential and integral element of the way we conduct business at the Marine Air Ground Task Force Training Command (MAGTFTC) Marine Corps Air Ground Combat Center (MCAGCC). The absence of EEO in any environment can have a negative impact on morale and productivity. We all benefit by recognizing the unique qualities individuals of different background and cultures bring to the workplace. Discrimination in all employment matters because of race, color, age, religion, gender, national origin, disability (physical or mental), genetic information or reprisal based on past participation/ involvement in the discrimination complaint process is not only illegal, but also promotes waste and inefficiency in the use of personnel resources and will not be tolerated.

All reported work place incidents of harassment will be investigated in a timely manner. Appropriate disciplinary action will be taken against the individual or individuals who were found to have harassed or discriminated against a civilian employee.

I assure you that confidentiality of any individual bringing a claim of harassment or discrimination will be maintained to the fullest extent possible and they will be free from reprisal for raising such an issue. Alternative Dispute Resolution (ADR) options such as mediation or conciliation are available to resolve the conflicts in the workplace.

If you are a civilian employee and believe that you have been discriminated against because of your race, color, religion, sex, age (over 40 years), national origin, disability, GINA or reprisal for prior EEO involvement, you may consult with an EEO counselor to resolve the matter. The matter must be brought to the attention of the EEO counselor within 45 calendar days from the date the alleged act occurred, the effective date of an alleged discriminatory personnel action or the date you knew or reasonably should have known that it occurred. If you wish to raise an issue of harassment, want information regarding the EEO/ discrimination in the workplace and/ or to file an EEO complaint or request ADR, please call:

Appropriated Fund: 760-830-4723 (DSN 230)

Non-Appropriated Fund/ MCCS: 760-830-6807 (DSN 230)

Diversity within the United States Marine Corps contributes to our strength. We must equally recognize and reinforce the value and contributions of everyone within our workforce.

G.W. SMITH, JR.

EEOC FORM 715-01 PART F	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
MCAGCC, Twentynine Palms, CA	<i>For period covering October 1, 2010 to September 30, 2011</i>

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

I,

MADHU PANCHADSARAM

I am the

Deputy Equal Employment Opportunity Officer, MCI-W, Regional EEO Office, GS-12

Principal EEO Director/Official for

MCAGCC Twentynine Palms, CA

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.

[Redacted Signature]

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

[Redacted Date]

Date

[Redacted Signature]

Signature of Agency Head or Agency Head Designee

[Redacted Date]

Date

DON ANNUAL EEO PROGRAM STATUS REPORT

**MAJOR COMMAND/ACTIVITY FY 2011 SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

Essential Element A: DEMONSTRATED COMMITMENT FROM DON LEADERSHIP

Requires the EEOO to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.

Compliance Indicator	<b>EEO policy statements are up-to-date.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
<b>Measures</b>		Yes	No	
1. The EEOO was installed on _____. The EEO policy statement was issued in _____. Was the EEO policy Statement issued within 6 - 9 months of the installation of the EEOO? If no, provide an explanation.			X	Still a draft
2. During the current EEOO's tenure, has the EEO policy Statement been re-issued annually?		X		
3. Are new employees provided copies of the EEO policy statements during orientation?		X		
4. When an employee is promoted into the supervisory ranks, is s/he provided copies of the EEO policy statements?		X		
Compliance Indicator	<b>EEO policy statements have been communicated to all employees.</b>	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
<b>Measures</b>		Yes	No	
5. Has the head of <b>command/activity</b> disseminated and communicated support of all DON EEO policies issued during the current reporting period through the ranks, e.g., SECNAVINST, CHRM ?		X		
6. Has the <b>command/activity</b> 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		
7. Has the <b>command/activity</b> prominently posted such written materials in all personnel offices, EEO offices, and on internal websites? <b>[see 29 CFR §1614.102(b)(5)]</b>		X		

<b>Compliance Indicator</b>	<b>DON EEO policy is vigorously enforced 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</b>
		<b>Yes</b>	<b>No</b>	
<b>Measures</b>				
8. Are managers and supervisors evaluated on their commitment to DON EEO policies and principles, such as:		X		
• resolve problems/disagreements and other conflicts in their respective work environments as they arise?				
• address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?				
• support the command/activity EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?				
• ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?				
• ensure a workplace that is free from all forms of discrimination, harassment and retaliation?				
• 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 ?				
• ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?				
• ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?				
9. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?		X		
10. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees/supervisors by disseminating such procedures during orientation of new employees/supervisors and by making such procedures available electronically?		X		RA process is covered under New Employee Orientation and EEO for Supervisors and Managers
11. Have managers and supervisors been trained on their EEO responsibilities, to include, the procedures for reasonable accommodation?		X		RA process is covered under New Employee Orientation and EEO for Supervisors and Managers

Compliance Indicator	Annual EEO Assessment	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
12. <a href="#">For major command response only.</a> Did the EEOO issue a memorandum announcing the start of the command's annual assessment of its EEO program, to include the identification of roles and responsibilities for its accomplishment and the resultant status report?				NA
13. <a href="#">For major command response only.</a> Did all subordinate activities accomplish an annual assessment for the current reporting period and submit the resultant status report for incorporation into the command's report?				NA

**Essential Element B: Integration of EEO into the COMMAND'S/ACTIVITY'S Strategic Mission**  
**Requires that the Command/Activity EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of its policies, procedures or practices and supports the strategic mission.**

Compliance Indicator	The EEO Program structure provides the CDEEOO with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
<b>Measures</b>				
14. <b>For major command response only.</b> Are the duties and responsibilities of EEO practitioners clearly defined?				NA
15. <b>For major command response only.</b> Do the EEO practitioners have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?				NA
16. <b>For major command response only.</b> Are there organizational charts that clearly define the reporting structure for EEO programs?				NA
17. Does the EEO Office work collaboratively with Human Resources, supervisors/managers, counsel and other appropriate stakeholders to effectively carry out a successful EEO Program?				NA
18. If necessary, does the <b>command/activity</b> , under a regionalized servicing agreement, implement alternative means for establishing, implementing and sustaining their EEO Program?				NA
Compliance Indicator	The CDEEOO/DEEOO and other EEO professional staff responsible for EEO programs have regular and effective means of informing the command/activity head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
19. Does the <b>CDEEOO/DEEOO</b> have a regular and effective means of informing the EEOO and other top management officials of the effectiveness, efficiency and legal compliance of the command's/activity's EEO program?		X		The DEEOO has unrestricted access
20. Following the submission of the prior year's report, did the <b>CDEEOO/DEEOO</b> present to the EEOO and other senior officials the "State of the EEO Program" briefing covering all components of the EEO report, including an assessment of the performance of the command/activity in each of the six elements of the model EEO program and a report on their progress in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
21. Are EEO program officials present during <b>command/activity</b> deliberations prior to decisions regarding strategic workforce planning and recruitment, succession planning, selections for training/career development opportunities, and other workforce changes?		X		
22. Does the <b>command/activity</b> 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		

23. 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? <b>[see 29 C.F.R. § 1614.102(b)(3)]</b>		X		
24. Is the <a href="#">CDEEOO/DEEOO</a> included in the <a href="#">command/activity</a> strategic planning, especially the human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the <a href="#">command/activity</a> strategic mission?		X		
<b>Compliance Indicator</b>	<b>The command/activity has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</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</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
25. Does the <a href="#">command/activity</a> provide sufficient resources and budget to ensure implementation of EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
26. Does the <a href="#">command/activity</a> have sufficient resources to ensure that command/activity self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
27. 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		
• 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 <i>(DEEOO)</i>		
28. Are other 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 command/activity 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</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
29. Are there sufficient resources to enable the <a href="#">command/activity</a> to conduct a thorough barrier analysis of its workforce and its employment practices, polices and procedures?		X		
30. Is official time granted to all employees to utilize, when desired, all EEO programs, including the discrimination complaint processing program, ADR, and to make a request for reasonable accommodation?		X		
31. Is funding available for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		

32. Is the EEO Program allocated sufficient resources to train all employees on all EEO Programs, including administrative and judicial remedial procedures available to employees?	X		
33. Is there sufficient funding to ensure that all employees have access to training and information in compliance with the Rehabilitation Act?	X		
34. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on all of their EEO responsibilities which are:	X		
<ul style="list-style-type: none"> <li>ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?</li> </ul>			
<ul style="list-style-type: none"> <li>to provide religious accommodations?</li> </ul>			
<ul style="list-style-type: none"> <li>to provide disability accommodations in accordance with the DON's written procedures?</li> </ul>			
<ul style="list-style-type: none"> <li>in the EEO discrimination complaint process?</li> </ul>			
<ul style="list-style-type: none"> <li>to participate in ADR?</li> </ul>			

Essential Element C: Management and Program Accountability

This element requires the EEOO to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the DON's EEO Program and Plan.

Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
35. Are regular (monthly/quarterly/semi-annually) EEO updates provided to senior management/supervisory officials by EEO program officials?		X		Annual Updates
36. Do EEO program officials develop and implement EEO Plans, to include barrier analysis efforts, with all appropriate managers to include Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X		
Compliance Indicator	The Human Resources Director and the CDEEOO/DEEOO meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
37. Have time-tables or schedules been established and executed for the command/activity 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		26 October 2011
38. Have time-tables or schedules been established and executed for the command/activity 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		26 October 2011
39. Have time-tables or schedules been established and executed for the command/activity to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	Region must complete September 2012

Compliance Indicator	When findings of discrimination are made, the command/activity explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
40. 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 (DON CHRMs Subchapter 752)?		X		
41. Has the <a href="#">command/activity</a> , when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		
42. Does the <a href="#">command/activity</a> promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
43. Does the <a href="#">command/activity</a> review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		

**Essential Element D: PROACTIVE PREVENTION**

Requires that the command/activity make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
44. Do senior managers meet with and assist the CDEEOO/DEEOO and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity as follows?		X		MD 715 Team
• When barriers are identified, senior managers develop and implement, with the assistance of the EEO office, command/activity EEO Action Plans to eliminate said barriers.				
• Senior managers implement EEO Action Plans and incorporate the Plan Objectives into command/activity strategic plans.				
•				
45. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		
46. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
47. Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
48. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
49. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
50. Are all employees encouraged to use ADR?		X		
51. When a supervisor/manager declines to participate in the ADR process, does the next level of supervision, not involved in the employment dispute, document the reasons for the declination in writing, and forward it to the DON ADR Program ?		X		

**Essential Element E: EFFICIENCY**

**Requires that the command/activity ensure that there are effective systems in place for evaluating the impact and effectiveness of the command's/activity's EEO Programs as well as an efficient and fair dispute resolution process.**

Compliance Indicator	The command/activity has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
52. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
53. <i>For major command response only.</i> Have sufficient resources been provided to conduct effective audits of subordinate activity efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				NA
54. Is there a designated RA POC to coordinate or assist with processing requests for disability accommodations in all commands/activities?		X		Madhu Panchadsaram
55. Are 90% of accommodation requests processed within the time frame set forth in the DON procedures for processing reasonable accommodation?		X		
Compliance Indicator	The DON has an effective complaint tracking and monitoring system in place to increase the effectiveness of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
56. Does the <i>command/activity</i> utilize the information in iComplaints to analyze complaint activity and trends?		X		
57. Does the <i>command/activity</i> utilize contractors to process pre-complaints?			X	
58. Does the <i>command/activity</i> hold contractors accountable for delays in counseling processing times?				NA
59. Does the <i>command/activity</i> utilize collateral duty counselors?			X	
60. Does the <i>command/activity</i> monitor and ensure that new counselors, including contractors, receive the 32 hours of training required in accordance with EEO Management Directive (MD) 110 and DON requirements?		X		
61. Does the <i>command/activity</i> monitor and ensure that experienced counselors, including contractors, receive the 8 hours of refresher training required on an annual basis in accordance with EEO MD-110 and DON requirements?		X		

<b>Compliance Indicator</b>	<b>The command/activity 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</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
	62. Does the <b>command/activity</b> provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?	X		
	63. Does the <b>command/activity</b> ensure that investigations are completed within the applicable prescribed time frame?	X		Whenever Possible
	64. When a complainant requests a hearing, does the <b>command/activity</b> immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?	X		
	65. When a settlement agreement is entered into, does the <b>command/activity</b> timely complete any obligations provided for in such agreements?	X		
	66. Does the <b>command/activity</b> ensure timely compliance with EEOC AJ decisions that are fully implemented by DON and are not the subject of an appeal?	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 command/activity 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</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
	67. Does the <b>command/activity</b> require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the DON's policy in encouraging mutual resolution of disputes at the lowest possible level and the benefits associated with utilizing ADR?	X		
	68. Does the responsible management official directly involved in the dispute have settlement authority?	X		
<b>Compliance Indicator</b>	<b>The command/activity 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</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
	69. Does the <b>command/activity</b> provide reasonable resources for the discrimination complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?	X		
	70. Does the <b>command/activity</b> 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 DON?	X		

71. Does the <a href="#">command/activity</a> EEO program address all of the laws enforced by the EEOC?		X		
72. Does the <a href="#">command/activity</a> identify and monitor significant trends in discrimination complaint processing to determine whether the command/activity is meeting its obligations under Title VII and the Rehabilitation Act?		X		
73. Does the command/activity track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 and DON standards?		X		
<b>Compliance Indicator</b>	<b>The command/activity ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm 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</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	
74. 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 discrimination complaints?		X		
75. Does the <a href="#">command/activity</a> discrimination complaint process ensure a neutral adjudication function?		X		
76. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of discrimination complaints?		X		

**Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE**

This element requires that DON is in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

Compliance Indicator	Command/Activity personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
78. Does the <a href="#">command/activity</a> have a system of management control to ensure that management officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
Compliance Indicator	The command's/activity's system of management controls ensures that the command/activity timely completes all ordered corrective action and submits its compliance report to EEOC OFO within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
79. Does the <a href="#">command/activity</a> timely process (within 150 days) all ordered relief by EEOC or DON?		X		
80. Does the <a href="#">command/activity</a> timely submit compliance reports to EEOC OFO within 30 days of completion? If not able to immediately complete all ordered corrective action, does the command/activity submit interim status reports every 30 days until all corrective action are fully implemented?		X		
Compliance Indicator	Command/Activity personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
81. Is compliance with EEOC orders encompassed in the performance standards of any command/activity employees?		X		
82. Does the <a href="#">command/activity</a> promptly provide to the DON EEO Program Office and EEOC the following documentation for completing compliance, as it applies, such as:		X		
<ul style="list-style-type: none"> <li>Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate official, or payment order dating the dollar amount of attorney fees paid?</li> </ul>				
<ul style="list-style-type: none"> <li>Awards: A narrative statement by an appropriate official stating the dollar amount and the criteria used to calculate the award?</li> </ul>				
<ul style="list-style-type: none"> <li>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 official of total monies paid?</li> </ul>				

<ul style="list-style-type: none"> <li>• Compensatory Damages: The final agency decision and evidence of payment, if made?</li> </ul>			
<ul style="list-style-type: none"> <li>• Training: Attendance roster at training session(s) or a narrative statement by an appropriate official confirming that specific persons or groups of persons attended training on a date certain?</li> </ul>			
<ul style="list-style-type: none"> <li>• Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s</li> </ul>			
<ul style="list-style-type: none"> <li>• 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.</li> </ul>			
<ul style="list-style-type: none"> <li>• 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 command's/activity's transmittal letter).</li> </ul>			
<ul style="list-style-type: none"> <li>• Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.</li> </ul>			
<ul style="list-style-type: none"> <li>• Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.</li> </ul>			
<ul style="list-style-type: none"> <li>• Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.</li> </ul>			
<ul style="list-style-type: none"> <li>• Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.</li> </ul>			

<b>EEOC FORM 715-01 PART H</b>	<b><i>U.S. Equal Employment Opportunity Commission</i></b> <b>FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>MCAGCC, Twentynine Palms, CA</b>		<i>For period covering October 1, 2011 to September 30, 2012</i>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Marine Corps Community Services activity will review the Employee Development Program.	
OBJECTIVE:	Establish time-tables and schedules.	
RESPONSIBLE OFFICIAL:	Mr. Hal Neiger, Ms. Kimberly Martinez, and Ms. Madhu Panchadsaram	
DATE OBJECTIVE INITIATED:	Dec 2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 Sep 12	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Brief the Command of the Deficiency	
Once DON procedures are issued, prepare and disseminate training materials to all employees, supervisors and managers		
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>MCAGCC, Twentynine Palms, CA</b>		<i>For period covering October 1, 2010 to September 30, 2011</i>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Time tables or schedules have not been established and executed for the command/ activity to review its APF Merit Promotion Program Policy, APF Employee Recognition Awards Program and APF Employee Development Policy.	
OBJECTIVE:	Establish time-tables and schedules.	
RESPONSIBLE OFFICIAL:	Ms. Kimberly Martinez, Ms. Angeline Cheek, and Ms. Madhu Panchadsaram	
DATE OBJECTIVE INITIATED:	Dec 2010	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 Sep 11	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Brief the Command of the Deficiency	
Once DON procedures are issued, prepare and disseminate training materials to all employees, supervisors and managers		
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p>Combat Center Order 12335.1E Merit Staffing was published 14 July 2011.</p> <p>Combat Center Order 12410.2D Civilian Marine Training Policy was published September 2, 2011.</p> <p>Combat Center Order 12451.3E Incentive Awards Program for Appropriated Fund Employees was reviewed and determined to meet current needs January 2011.</p> <p><b>REPORT OF COMPLETION</b> Completed September 2, 2011</p>		

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>MCAGCC, Twentynine Palms, CA</b>		<i>For period covering October 1, 2009 to September 30, 2010</i>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	EEO Office not identified in MCAGCC Organizational Chart.	
OBJECTIVE:	Identify EEO Staff in MCAGCC's Organizational Chart per EEOC MD-715 requirement.	
RESPONSIBLE OFFICIAL:	Ms. Kimberly Martinez and Ms. Madhu Panchadsaram	
DATE OBJECTIVE INITIATED:	Oct 08	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	Sep 10	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Brief the Command of the Deficiency	
Once DON procedures are issued, prepare and disseminate training materials to all employees, supervisors and managers	Correct the MCAGCC's Organizational Chart	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <p>The EEO Counselor and the HRO Manager were notified of the deficiency and the need to complete the action prior to FY10 report was emphasized.</p> <p><b>REPORT OF COMPLETION</b></p> <p>This was successfully completed October 2010.</p>		

EEOC FORM 715-01 PART I	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
MCAGCC, Twentynine Palms, CA	<i>For period covering October 1, 2011 to September 30, 2012</i>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	Appropriated Fund and Non-Appropriated Fund employees with targeted disabilities were not hired.	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p><b><u>AF:</u></b> For <b>FY11</b>, there were 21 new hires with 1 employee with a disability hired. There were no employees with targeted disabilities hired. For <b>FY10</b>, there were 143 new hires and 2 employees with disabilities that were hired. None of these had targeted disabilities. Participation Rate remained the same at 5.</p> <hr/> <p><b><u>NAF:</u></b> For <b>FY11</b>, there were 390 new hires, 10 with disabilities and 1 person with a targeted disability was hired. For <b>FY10</b>, there were 459 new hires, 16 with disabilities and 1 person with targeted disabilities was hired.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<b>AF:</b> Centralized recruitment efforts by the DON's Human Resources Service Center coupled with the United States Marine Corps Hiring Freeze as of September 2010.	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	Recruit well qualified individuals with targeted disabilities who will be competitive with current applicants.	
<b>RESPONSIBLE OFFICIAL:</b>	Managers/Supervisors/APF HRO/ NAF Personnel	
<b>DATE OBJECTIVE INITIATED:</b>	Jan 2008	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	Review September 30, 2012	

EEOC FORM 715-01 PART I	EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Carry out Special Recruitment efforts to hire people with targeted disabilities. APF: Review positions that are eligible for recruitment to see if position can be filled through non-competitive hiring of Disabled Veterans.	September 30, 2012	
Train Managers and Supervisors on advantages to hiring people with targeted disabilities and the resources available to assist them in this process.	September 30, 2012	
Recruit individuals with targeted disabilities through information handouts at community job fairs and through information at the front desk of the Personnel and HR Offices.	September 30, 2012	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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

<b>PART I Department or Agency Information</b>	1. Agency	1. United States Marine Corps					
	1.a. 2 <sup>nd</sup> Level Component	1.a. MCI-West					
	1.b. 3 <sup>rd</sup> Level or lower	1.b. MCAGCC					
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	1893	100.00%	1893	100.00%		
	Reportable Disability	91	4.59%	127	6.71%		
	Targeted Disability*	9	0.45%	8	0.42%		
	* 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.						Unknown- not tracked
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.						0	

<p>EEOC FORM <b>715-01</b> Part J</p>	<p>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</p>
<p><b>Part IV</b>  Identification and Elimination of Barriers</p>	<p>Agencies with 1,000 or more permanent employees <b>MUST</b> conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities <b>using FORM 715-01 PART I</b>. Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.</p>
<p><b>Part V</b>  Goals for Targeted Disabilities</p>	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>

<b>DEPARTMENT OF THE NAVY</b>	
<b>SPECIAL PROGRAM PLAN FOR THE RECRUITMENT, PLACEMENT AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES</b>	
<b>CERTIFICATION of ESTABLISHMENT and MAINTENANCE of a CONTINUING SPECIAL PROGRAM and PLAN FOR THE RECRUITMENT, PLACEMENT AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES</b>	
I, <b>Madhu Panchadsaram</b> , am the Deputy EEO Officer for <b>Marine Corps Air Ground Combat Center (MCAGCC), Twentynine Palms, California.</b>	
The <b>MCAGCC</b> has a Special Program and Plan for the Recruitment, Placement and Advancement of Individuals with Targeted Disabilities, to include identified strategies and activities, in place.	
The <b>MCAGCC</b> has conducted an annual self-assessment of its Section 501 programs against the essential elements of a model Special Program as outlined in DON PART J-1 and EEO Management Directive (MD) 715. If our program and/or plan was not fully compliant with an essential element(s), a DON PART J-2 EEO Plan(s) for Attaining the Essential Elements of a model Special program, is included in the command's/activity's Annual EEO Program Status Report.	
The <b>MCAGCC</b> has analyzed its workforce profiles for individuals with targeted disabilities, DON PART J-3, and barrier analyses efforts aimed at detecting whether any management or personnel policy, practice or procedure is operating to disadvantage individuals with targeted disabilities are on-going. DON PART J-5 EEO Plan/s to Eliminate Identified Barriers, if needed, is/are included with the command's/activity's Annual EEO Program Status Report.	
I certify that proper documentation of this assessment is in place and is being maintained for DON and/or EEOC review upon request.	
_____ Signature of Deputy EEO Officer	_____ DATE
Certifies that this Annual EEO Program Status Report is in compliance with DON guidance/EEO MD-715.	
_____ Signature of Command/Activity EEO Officer	_____ DATE

<b>DEPARTMENT OF THE NAVY</b>				
<b>ANNUAL ASSESSMENT OF THE COMMAND'S/ACTIVITY'S INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM (IWTD)</b>				
<b>PART J-1</b>				
<b>COMMAND/ACTIVITY: MCAGCC, Twentynine Palms, California</b>			<b>FY- 11</b>	
<b>1. Demonstrated Commitment from Command/Activity Leadership</b>			<b>Measurement Met</b>	
			Yes	No
Each question marked with a no response requires completion of a Form PART J-2.				
a.	Have you communicated your commitment to create/further employment opportunities for IWTD within your command and subordinate activities?		X	
b.	Are new supervisors briefed on your command's/activity's IWTD Program and Plan upon promotion into the supervisory ranks?		X	
c.	Is information on the command/activity IWTD Program and Plan communicated and made available to all employees?		X	
d.	Are managers and supervisors evaluated on their commitment to your command's/activity's IWTD policies, program and plan to include:		X	
		The recruitment, placement and advancement of individuals with targeted disabilities?	X	
		Ensuring that the Reasonable Accommodation POC is involved in all requests for disability accommodation?	X	
		Reasonable accommodation requests are processed in accordance with applicable law, rule and DON instructions.	X	
<b>2. Integration of EEO into the Command's/Activity's Strategic Mission</b>				
a.	Are the duties and responsibilities of your IWTD Program Manager (at the command and activity levels) clearly defined?		X	
b.	Does the IWTD Program Manager have the knowledge, skills, and abilities to carry out the duties and responsibilities of your program?		X	
c.	Are you and other senior management officials regularly briefed on the status of your organization's IWTD Program and Plan?		X	
d.	Do you and/or senior management officials consider the possible impact on your IWTD workforce prior to the implementation of a newly established employment process, procedure or policy?		X	
e.	Are management/personnel policies, procedures and practices, e.g., recruitment, hiring, promotion, training, discipline, retention, examined on a regular schedule to assess if there are any barriers to equality of opportunity for IWTD?		X	

f.	Are sufficient personnel resources allocated to the IWTD program to ensure that your command and subordinate activities annually conduct the self-assessments and self-analyses required by EEO MD-715 and the DON?	X	
g.	Are accessibility studies of your command/activity facilities conducted on a regular cycle?	X	
	Are identified accessibility issues brought to the attention of the facility's point of contact to ensure the timely implementation of corrective action?	X	
	Are major building accessibility issues brought to the attention of the appropriate point of contact to ensure the timely implementation of corrective action?	X	
h.	Does your command/activity have a sufficient budget to ensure that approved reasonable accommodation requests are fully implemented?	X	
<b>3. Management and Program Accountability</b>			
a.	Are you and your subordinate management/supervisory officials provided regular (annually) EEO updates by EEO program officials to include the status of your command's/activity's IWTD program, plan, issues and initiatives?	X Annual	
b.	Are appropriate managers at your command/subordinate activities included as collaborative partners in the on-going development and implementation of PARTs J-2 and J-5 EEO Plans?	X	
c.	Are the reviews of your command/activity recruitment, hiring and placement, promotion, award, training, discipline programs performed at regular intervals to determine if there are any systemic barriers that may impede the full participation of IWTD?	X	
d.	Have all your employees, supervisors and managers been informed of the penalties for findings of discrimination resulting from discriminatory behavior or personnel actions (to include decisions regarding reasonable accommodation requests) based upon an individual's disability status?	X	
e.	Has your command/activity, when appropriate, disciplined managers/supervisors or employees found to have discriminated on the basis of disability over the past two years?		No Findings
	If yes, cite the number of discriminatory findings and describe the corrective/disciplinary action for each violation.		
f.	Does your command/activity promptly (within the established time frame) comply with third party decision/orders on disability based claims?	X	
g.	After a review of your command's/activity's disability accommodation decisions/actions to ensure compliance with written procedures and an analysis of information tracked for trends, problems, etc., is corrective action, if appropriate, promptly initiated and implemented?	X	

<b>4. Proactive Prevention</b>			
a.	Do senior managers meet with and assist the EEO Officer and/or other EEO Program officials in the identification of barriers that may be impeding the realization of equality of opportunity for IWTD?	X	
b.	When barriers are identified for IWTD, do senior managers develop and implement, with the assistance of the servicing EEO office, PART J-5 EEO Plans to eliminate identified barriers?	X	
c.	Do senior managers successful implement PARTs J-2 and J-5 EEO Plans and incorporate Plan Objectives into command/activity strategic plans?	X	
d.	Are the results of trend analysis of workforce profiles, by disability, tracked, monitored and a more in-depth analysis accomplished when triggers for potential barriers are identified?	X	
e.	Are the results of trend analyses of the workforce's major occupations, by disability, tracked, monitored and a more in depth analysis accomplished when triggers for potential barriers are identified?	X	
f.	Are the results of trend analyses of the workforce's grade level distribution, by disability, tracked, monitored and a more in depth analysis accomplished when triggers for potential barriers are identified?	X	
g.	Are the results of trend analyses of the workforce's compensation and award distribution, by disability, tracked, monitored and a more in depth analysis accomplished when triggers for potential barriers are identified?	X	
h.	Are all employees encouraged to use ADR during the reasonable accommodation process, as needed?	X	
<b>5. Efficiency</b>			
a.	Does your servicing EEO Office employ personnel with adequate training and experience to conduct the disability analyses required by MD-715 and DON instructions?	X	
b.	Has your command/activity implemented an adequate data collection and analysis systems that permit tracking of the disability information required by MD-715 and DON instructions?	X	
c.	Has the designated Reasonable Accommodation point of contact been provided adequate training and has the experience to assist in processing reasonable accommodation requests in accordance with DON instructions?	X	
d.	Does your command/activity have an adequate process/system for tracking/monitoring the timely processing of reasonable accommodation requests?	X	
e.	Does your command/activity conduct an appropriate analysis of disability complaints and implement recommendations for corrective action, if needed?	X	
f.	Are complaints of discrimination raising the basis of disability processed within the guidelines and timeframes identified in the DON Discrimination Complaints Manual?	X	

<b>6. Responsiveness and Legal Compliance</b>			
a.	Does your command/activity submit timely and complete responses to the DON with respect to reporting requirements, data calls, request for information, etc., regarding the IWTD Program and Plan?	X	
b.	Is your command's/activity's IWTD Program and Plan established and maintained in accordance with law, EEOC and DON guidance/instructions?	X	

<b>DEPARTMENT OF THE NAVY</b>	
<b>EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM</b>	
<b>PART J-2</b>	
<b>COMMAND/ACTIVITY: MCAGCC, Twentynine Palms, California</b>	<b>FY -11</b>
<b>STATEMENT OF IWTD PROGRAM DEFICIENCY:</b>	Reasonable Accommodation Education is not provided for 100% of supervisors and managers.
<b>OBJECTIVE:</b>	Conduct Reasonable Accommodations Education and supply written materials to all supervisors and managers.
<b>RESPONSIBLE OFFICIAL(S):</b>	HRO/EEO Office
<b>DATE OBJECTIVE INITIATED:</b>	January 2012
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	August 2012
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (MUST BE SPECIFIC)</b>
Print materials for distribution for all supervisors and managers.	3-Feb-12
Incorporate RA Training into Mandatory EEO Training for all supervisors and managers.	3-March-12
Provide RA Training to all supervisors and managers.	30-June-12
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>	

**DEPARTMENT OF THE NAVY**

**WORKFORCE ANALYSIS OF INDIVIDUALS WITH TARGETED DISABILITIES**

**PART J-3**

**COMMAND/ACTIVITY: MCAGCC, Twentynine Palms, California**

**FY-11**

**Section 1:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD overall workforce as compared to the previous year, e.g., did the IWTD overall workforce numbers increase or decrease from the previous year.

**1. B1 Table**

	Total Workforce	FY08	FY09	FY10	FY11
APF	757	3	2	4	4
NAF	1135	3	3	3	4

Participation rate for IWTD **stayed the same** for APF employees and has **increased** by 1 for NAF employees

**Section 2:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD workforce by occupational groups, e.g., what is the participation rate of IWTD in the different occupational groups in comparison to their representation in the overall workforce.

**2. IWTD by Occupational Group:**

**APF:**

MCAGCC APF currently employs 757 employees of which 3 have self-identified targeted disabilities. Of these, 1 employee (0.13% of the workforce) is in the Officials/ Managers category with a psychiatric disability, 2 employees (0.26% of the workforce) are in the Professional category, one with missing limbs and one with a psychiatric disability. There is also 1 employee (0.13% of the workforce) who has total paralysis that is employed in the Office/ Clerical category.

	Total Workforce		Targeted Disability Workforce	
Officials/ Managers	213	28.14%	1	0.13%
Professionals	140	18.49%	2	0.26%
Technicians	46	6.08%	0	0.00%
Office/ Clerical	116	15.32%	1	0.13%
Craft Workers	95	12.55%	0	0.00%
Operatives	18	2.38%	0	0.00%
Laborers	11	1.45%	0	0.00%
Service Workers	108	14.27%	0	0.00%

**NAF:**

Other Officials and Managers	1 (Mental Illness)
Professionals	1 (Blindness)
Non-Supervisory Worker	1 (Partial Paralysis)
Craft and Trades Worker	1 (Deafness)

**Section 3:** Provide a brief narrative summary of the analysis of the command/activity's IWTD workforce by grade levels, i.e., NSPS, GS, WG, Demo, e.g., what is the participation rate of IWTD in the different grade groups in comparison to their representation in the overall workforce.

**3. B-4/5 Table**

Of the MCAGCC APF employees with targeted disabilities, 1 is a GS04 (100% of the GS-04 employees), 1 is a GS-06 (9.09% of the GS-06 population), 1 is a GS-09 and 1 is a GS-11. In all, employees with targeted disabilities account for 0.53% of the workforce (0.68% of all GS employees).

	Total Workforce		Targeted Disability Workforce		
	#	% of All Employees	# Employees	% of All Employees	% of Employees in this Grade
GS-03	1	0.13%	0	0.00%	0.00%
GS-04	11	1.45%	1	0.13%	9.09%
GS-05	34	4.49%	0	0.00%	0.00%
GS-06	37	4.89%	1	0.13%	2.70%
GS-07	108	14.27%	0	0.00%	0.00%
GS-08	23	3.04%	0	0.00%	0.00%
GS-09	118	15.59%	1	0.13%	0.85%
GS-10	13	1.72%	0	0.00%	0.00%
GS-11	128	16.91%	1	0.13%	0.78%
GS-12	75	9.91%	0	0.00%	0.00%
GS-13	27	3.57%	0	0.00%	0.00%
GS-14	11	1.45%	0	0.00%	0.00%
GS-15	1	0.13%	0	0.00%	0.00%
	587	77.54%	4	0.53%	0.68%

**NAF:**

- NF-4 1 (Mental Illness)
- NF-3 1 (Blindness)
- NF-1 1 (Partial Paralysis)
- NA-3 1 (Deafness)

**Section 4:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD workforce by major occupations, e.g., what is the participation rate of IWTD in the major occupations.

**4. B-6 Table (Series):**

The major occupation series for APF are 0081 (with 63 employees), 0083 (with 56 employees), and 1712 (with 49 employees). Of these only 1712 has any employees with targeted disabilities( 1 employee accounting for 7.69% of the total series workforce.)

Series	Total # of Employees	Total # of Employees with Targeted Disabilities	% of Total Employees
0080	5	1	20.00%
1702	13	1	7.69%
1712	49	1	2.04%
2005	15	1	6.67%

**NAF:**

- \* 1 (Mental Illness)
- \* 1 (Blindness)
- 2091 1 (Partial Paralysis)
- \* 1 (Deafness)

\*= Unidentified series table, not in the top 5.

**Section 5:** Provide a brief narrative summary of the analysis of the command's/activity's applicant flow data for major occupations specific to IWTD, e.g., is the applicant pool sufficiently diverse to include IWTD.

**5. B7 table** - Data not available in DCPDS.

**Section 6:** Provide a brief narrative summary of the analysis of the command/activity's IWTD accessions, e.g., number of accessions, number of accessions by series/occupational groups, compare accession rate to separation rate, use of Schedule A appointments.

**6. B8 Table** - In FY11, No individuals with Targeted Disability were hired by either the Non-Appropriated Fund Instrumentality or the Appropriated Fund.

**Section 7:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD selection rate for merit promotions for major occupations e.g., number of IWTD selections, is there a sufficient number of IWTD applying for these positions.

**7. B9 Table** – Data not available in DCPDS

**Section 8:** Provide a brief narrative summary of the analysis of the participation rate of IWTD for the command's/activity's career development/training programs, e.g., identify different career development programs, IWTD application/participation rates.

<p>8. <b>B12 Table</b> – Data not available in DCPDS.</p>
<p><b>Section 9:</b> Provide a brief narrative summary of the analysis of the participation rate of IWTD with respect to employee recognition and awards, e.g., how do IWTD fare in the receipt of awards when compared to their representation in the workforce.</p>
<p><b>9. B-13 – Awards</b>  Of the 2,202 hours provided in time-off awards, 1 APF employee who has a self-identified psychiatric disability received a 16 hour time-off award for FY11. There were no cash awards provided to individuals with targeted disabilities in FY11.</p> <p><b>NAF:</b>  There were no NAF employees with targeted disabilities who received awards during FY 11.</p>
<p><b>Section 10:</b> Provide a brief narrative summary of the analysis of the separation rate of IWTD, e.g., is the separation rate for IWTD higher than the ratio for employees with no disabilities, is the IWTD separation rate higher than their accessions.</p>
<p><b>10. B14 – Separations:</b></p> <p>1 IWTD separated from APF service. This accounted for 1.39% of all APF losses for FY11. No NAF individuals with Targeted Disability were separated.</p>
<p><b>Section 11:</b> Provide a brief narrative summary of the analysis of the command's/activity's recruitment efforts, e.g., have these efforts resulted in a sufficiently diverse applicant pool to include IWTD.</p>
<p><b>11. Recruitment Efforts</b></p> <p>The Human Resources Office (APF) participated in 3 career fairs and was actively engaged with Marine Corps Community Services (MCCS) Career Resources Program, MCCS Educational Programs, Marine for Life, and the Wounded Warrior Program. Activities included providing resume guidance through one-on-one sessions and through 8 community classes, interviewing techniques, and temporary duty assignments for separating Marines, Sailors and Wounded Warriors within the command's federal workforce.</p> <p>MCCS (NAF) participated in various job fairs throughout the year and particularly the DOD Sponsored "Hiring Heroes" job fair targeting the disabled veterans. MCAGCC will continue to concentrate on improving the representation rate of employees with targeted disabilities.</p>
<p><b>Other Reviews:</b> Identify and provide a brief narrative summary of other employment processes that were reviewed and analyzed.</p>
<p>None</p>

<b>DEPARTMENT OF THE NAVY</b>			
<b>STRATEGIES AND ACTIVITIES UNDERTAKEN TO MAINTAIN A SPECIAL PROGRAM FOR THE RECRUITMENT, EMPLOYMENT AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES</b>			
<b>PART J-4</b>			
<b>COMMAND/ACTIVITY: MCAGCC, Twentynine Palms, California</b>			<b>FY-11</b>
<b>Section 1:</b> Describe the command's/activity's special recruitment program and plan for IWTD, e.g. how and where recruitment executed, what are the expected results of these efforts, are recruiters provided a copy of the plan, describe progress of program/plan compared to the previous reporting period(s).			
Total Workforce MCAGCC	FY09 3	FY10 3	FY11 4
Participation rate for IWTD APF employees increased from FY10 to FY11. Marine Corps' goal for FY2010 is to increase the IWTD workforce to 1% of the total workforce. MCAGCC's participation rate for IWTD is .37%. Participation rate decreased for FY11. It is .35% of the total workforce.			
<b>Section 2:</b> Describe the command's/activity's special employment program and plan for IWTD, e.g. what special hiring authorities will be used, what are the expected results of employment efforts, description of the command's/activity's plan to achieve the DON goal of an IWTD workforce representation of at least 2%, how is the plan communicated to selecting officials, describe progress of program/plan compared to the previous reporting period(s).			
The brochure for "How to Recruit People with Targeted Disabilities" will be distributed to all the managers and supervisors to help with the recruitment and retention of IWTD.			
<b>Section 3:</b> Describe the command's/activity's special advancement program and plan for IWTD, e.g. how will IWTD be placed in such a way to improve possibilities for career development, what is the plan for the promotion of IWTD, how is the plan communicated to supervisors/managers, describe progress of program/plan compared to the previous reporting period(s).			
Work with the Workforce Development Office to identify IWTD and provide mentors to assist/guide/advise them on career development.			

## How to Hire People with Disabilities

People with disabilities can be a good source of qualified applicants for managers and supervisors to hire quickly.

### How is a person with a disability defined?

- A person who has a permanent, severe, physical or mental impairment that substantially limits one or more of his/her major life activities.
- A person who has a history of such an impairment.
- Disabilities may include mental retardation, psychiatric disorders, muscular or neurological limitations, and invisible (hidden) disabilities such as lupus, fibromyalgia, AIDS, diabetes, epilepsy, heart disease, and asthma.

Targeted Disabled - targeted disabilities -- blindness, deafness, complete or partial paralysis, mental illness, mental retardation, convulsive disorders and distortion of the limbs or spine.

### Filling Jobs

Federal agencies fill jobs two ways, competitively and noncompetitively. Persons with disabilities may apply for jobs filled either way. Jobs filled competitively are advertised through vacancy announcements. Jobs that are filled noncompetitively do not have to be advertised. Instead, a selecting official can select a person with a disability who has a **Schedule A certification** and is qualified for the job. People who are selected for jobs must meet the qualification requirements for the jobs and be able to perform the essential duties of the jobs with or without reasonable accommodation.

### What is the Schedule A hiring authority?

Schedule A is a specialized hiring authority that allows Federal hiring officials to appoint qualified people with disabilities non-competitively. In order to appoint a candidate under Schedule A, the hiring office must have an approved position description and the candidate must meet all job qualifications. Prior to appointment, the candidate must furnish the Department with a Schedule A certification letter. The letter must state the individual has a disability and is eligible for hiring under this authority. Candidates may obtain such letters from their local vocational rehabilitation agency.

### Jobs Filled Noncompetitively

People who are disabled and have a certification letter from a State Vocational Rehabilitation Office or the Department of Veterans Affairs may apply for noncompetitive appointment through the Schedule A hiring authority. Applicants with certification letters may apply directly to agencies' Selective Placement Coordinators or their equivalent to be considered for jobs. Managers can contact the agency's Selective Placement Coordinator or human resources office or their equivalent to obtain more information about sources for applicants with disabilities.

### Appointment Authorities

The Federal Government has special appointing authorities for persons with disabilities. To be eligible for these noncompetitive, Schedule A appointments, a person must meet the definition for being disabled. The person must have a severe physical, cognitive, or emotional disability; have a history of having such disability; or be perceived as having such disability. In addition, the person must obtain a certification letter from a State Vocational Rehabilitation Office or the Department of Veterans Affairs to be eligible for appointment under these special authorities.

Disabled veterans may also be considered under special hiring programs for disabled veterans with disability ratings from the Department of Veterans Affairs of 30% or more. Managers and supervisors can contact the agency's human resources office or Selective Placement Coordinator or their equivalent to obtain more information on appointment authorities.

### Recruitment Sources

There are many organizations that can serve as sources of candidates with disabilities who are ready to work. When agencies are working with these organizations to identify candidates, agencies should clearly identify the qualifications needed for the jobs they are filling. Agencies should inform the organization that a person with a disability must receive a certification of

disability from the State Vocational Rehabilitation Agency or the Department of Veterans Affairs to receive a Schedule A appointment leading to a continuing position. This section describes recruiting sources for candidates with disabilities.

## **Wounded Warrior Battalion-West**

### **State Vocational Rehabilitation Agencies**

The Department of Education's [Rehabilitation Services Administration \(RSA\)](#) oversees formula and discretionary grant programs that help individuals with physical or mental disabilities obtain employment and live more independently through the provision of such supports as counseling, medical and psychological services, job training and other individualized services. RSA's major Title I formula grant program provides funds to state vocational rehabilitation agencies to provide employment-related services for individuals with disabilities.

### **Department of Veterans Affairs**

The essence of the Department of Veterans Affairs, [Vocational Rehabilitation and Employment \(VR&E\)](#) program is to assist those veterans who have incurred injuries during active duty in the military to obtain and maintain suitable employment.

To support this mission, the VR&E program has initiated the Employment Specialist (ES) program. The ES works directly with prospective employers and VR&E case managers in an effort to cultivate partnerships and most importantly, identify career opportunities for veterans that exist when they complete their program of rehabilitation. The ES serves employers by acting as a human resource consultant, matching their labor demands with skilled, well-trained veteran-employees.

### **The Employer Assistance Referral Network**

The U.S. Department of Labor's [Office of Disability Employment Policy \(ODEP\)](#) has implemented a free nationwide employer service to increase the representation of people with disabilities in the workforce. The [Employer Assistance Referral Network \(EARN\)](#) became available to the public March 1, 2001 and is designed to assist employers in locating and recruiting qualified workers with disabilities.

### **Workforce Recruitment Program**

The [Workforce Recruitment Program \(WRP\)](#) can provide agencies with a list of students with disabilities who are interested in employment. Coordinated by the Department of Labor's Office of Disability Employment Policy and the U.S. Department of Defense, the WRP aims to provide summer work experience, and in some cases permanent employment, for college students and recent graduates with disabilities. The program partners with other Federal agencies, each of which makes a commitment to provide summer jobs.

### **Colleges and Universities**

Many colleges and universities have career centers and/or disability resource centers that work with students with disabilities. Agencies can work with the centers to find qualified students with disabilities who are interested in Federal employment and can contribute to the work of the agency.

## **Telework**

[Telework](#) provides employees additional flexibility by allowing them to work at a geographically convenient alternative worksite, such as home or a telecenter, on an average of at least one day per week.

Please Contact HRO for assistance with the recruitment of People with disability and targeted disability.

<b>DEPARTMENT OF THE NAVY</b>	
<b>EEO PLAN TO ELIMINATE IDENTIFIED BARRIER FOR INDIVIDUALS WITH TARGETED DISABILITIES</b>	
<b>PART J-5</b>	
<b>COMMAND/ACTIVITY: MCAGCC 29 Palms</b>	<b>FY-11</b>
<p>If a trigger(s) for a potential barrier(s) is identified after an analysis of the data in MD-715 Workforce Data Tables B, PART J-3, PART J-4, command/activity employment policies, practices and procedures and/or any other relevant data/information, an investigation to pinpoint actual barriers and root causes must be undertaken. If a barrier(s) to equality of opportunity for IWTD is identified, the command/activity must report their barrier analysis efforts, plans to eliminate identified barriers and accomplishments toward completion of objectives in this PART.</p>	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b> Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?</p>	<p>Employees with targeted disabilities were not hired.</p>
<p><b>BARRIER ANALYSIS:</b> Provide a description of the steps taken and data analyzed to determine the cause of the condition.</p>	<p>APF Total Workforce 757 FY11 – 4 (0.35%) FY10 – 3 FY09 – 3</p> <p>NAF Total Workforce FY11 – 4 (0.35%) FY10 – 7 FY09 - 5</p> <p><b>Participation rate for IWTD decreased.</b> Marine Corps' goal for FY2011 is to increase the IWTD workforce to 1% of the total workforce.</p>
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the command/activity policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>For APF: Centralized recruitment efforts by the DON's Human Resources Service Center coupled with the hiring freeze which began in September 2010.</p>

<b>OBJECTIVE:</b> State the alternative or revised command/activity policy, procedure or practice to be implemented to correct the undesired condition.	Continue to recruit and hire people with targeted disabilities to meet USMC goal of 1% and DON goal of 2%.	
<b>RESPONSIBLE OFFICIAL(S):</b>	Managers/Supervisors, HRO and EEO	
<b>DATE OBJECTIVE INITIATED:</b>	January 2012	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	December 2012	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b> (Must be specific)	
Carry out Special Recruitment efforts to hire people with targeted disabilities. APF: Review positions that are eligible for recruitment to see if position can be filled through non-competitive hiring of Disabled Veterans.	September 30, 2012	
Train Managers and Supervisors on advantages to hiring people with targeted disabilities and the resources available to assist them in this process.	September 30, 2012	
Recruit individuals with targeted disabilities through information handouts at community job fairs and through information at the front desk of the Personnel and HR Offices	September 30, 2012	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>		

<b>PART K</b>		
<b>DEPARTMENT OF NAVY HISPANIC EMPLOYMENT PROGRAM ANNUAL STATUS REPORT</b>		
<b>PART I Command Information</b>	1. <b>Command</b> Marine Corps Installations-West	1a. Marine Corps Air Ground Combat Center (MCAGCC) (UIC 67399) / Mountain Warfare Training Center (MWTC) (UIC 67399)  UIC: 67399

(W=White, B= Black, H= Hispanic, A= Asian/ Pacific Islander, N= All Others)

**PART II                      Command Workforce Profile                      APF**

UIC 67399	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	743	406	124	63	24	54	16	15	9	18	8
Command %	100%	56%	17%	8%	3%	7%	2%	2%	1%	2%	1%
San Bernardino County CLF	7666 67	151892	134735	18174	20027	110294	79260	14137	12947	128413	96788

**PART III                      Command Major Occupations (top 5) (00243)                      APF**

0081 (374)	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	64	56	1	1	0	3	0	0	0	3	0
Command %	100%	88%	2%	2%	0%	5%	0%	0%	0%	5%	0%
San Bernardino County CLF	1172	950	4	20	0	135	10	10	0	43	0

0083 (385)	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	56	46	0	3	0	5	1	0	0	1	0
Command %	100%	82%	0%	5%	0%	9%	2%	0%	0%	2%	0%
San Bernardino County CLF	3022	1550	304	295	70	490	120	48	20	95	30

0301 (073)	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	26	17	1	1	2	2	1	2	0	0	0
Command %	100%	65%	4%	4%	8%	8%	4%	8%	0%	0%	0%
San Bernardino County CLF	731	140	190	59	35	155	104	29	4	0	15

1712 (234)	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	49	38	4	4	0	3	0	0	0	0	0
Command %	100%	78%	8%	8%	0%	6%	0%	0%	0%	0%	0%
San Bernardino County CLF	2540	420	915	48	110	179	509	90	165	35	69

6912 (562)	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	28	14	0	6	0	4	0	3	0	1	0
Command %	100%	50%	0%	21%	0%	14%	0%	11%	0%	4%	0%
San Bernardino County CLF	7383	1875	1194	470	210	1875	1285	204	79	98	93

**PART IV Command High-Grade Profile APF**

	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
<b>GS-13</b>	26	19	7	0	0	0	0	0	0	0	0
%	1	73%	27%	0%	0%	0%	0%	0%	0%	0%	0%
<b>GS-14</b>	9	7	2	0	0	0	0	0	0	0	0
%	1	78%	22%	0%	0%	0%	0%	0%	0%	0%	0%
<b>GS-15</b>	1	0	1	0	0	0	0	0	0	0	0
%	1	0%	100%	0%	0%	0%	0%	0%	0%	0%	0%

**PART II Command Workforce Profile NAF**

	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	1135	231	442	49	98	62	109	32	100	3	6
Command %	100	20.35	38.94	4.32	8.63	5.46	9.60	2.82	8.81	.26	.53
National Series CLF											

**PART III Command Major Occupations (top 5) NAF**

<b>2091</b>	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	191	22	96	3	15	2	33	2	16	0	2
Command %	100	11.52	50.26	1.57	7.85	1.05	17.28	1.05	8.38	0	1.05
National Series CLF											

<b>1702</b>	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	135	2	63	1	34	1	19	0	13	0	1
Command %	100	1.48	46.67	0.74	25.19	0.74	14.07	0	9.63	0	0.74
National Series CLF											

<b>1101</b>	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	115	27	54	1	8	3	10	1	8	1	0
Command %	100	23.48	46.96	0.87	6.96	2.61	8.70	0.87	6.96	0.87	0
National Series CLF											

<b>7408</b>	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	87	20	27	1	7	3	6	2	21	0	0
Command %	100	22.99	31.03	1.15	8.05	3.45	6.90	2.30	24.14	0	0
National Series CLF											

<b>0189</b>	Total	WM	WF	BM	BF	HM	HF	AM	AF	NM	NF
Command #	81	20	21	8	6	13	2	7	3	1	0
Command %	100	24.69	25.93	9.88	7.41	16.05	2.47	8.64	3.70	1.23	0
National Series CLF											

**PART IV Command High-Grade Profile NAF**

	<b>Total</b>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>	<b>NM</b>	<b>NF</b>
NF5 Supv.	10	5	3	2	0	0	0	0	0	0	0
%	100	50	30	20	0	0	0	0	0	0	0
NF4 Supv.	52	17	23	1	4	4	1	0	1	1	0
%	100	32.69	44.23	1.92	7.69	7.69	1.92	0	1.92	1.92	0
NF3 Supv.	63	11	27	1	10	0	6	2	6	0	0
%	100	17.46	42.86	1.59	15.87	0	9.52	3.18	9.52	0	0
NF3 – NF5 Non- Supv	142	21	77	6	9	1	16	0	10	0	0
%	<b>100</b>	<b>14.79</b>	<b>54.23</b>	<b>4.23</b>	<b>6.34</b>	<b>0.70</b>	<b>11.27</b>	<b>0</b>	<b>7.05</b>	<b>0</b>	<b>0</b>