

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
/DOD DNGB Michigan National Guard		For period covering October 1, 2015 to September 30, 2016			
<b>PART A Department or Agency Identifying Information</b>	<b>1. Agency</b>		National Guard Bureau		
	1.a. 2nd level reporting component		Joint Force Headquarters Michigan National Guard		
	1.b. 3rd level reporting component				
	1.c. 4th level reporting component				
	<b>2. Address</b>		3411 N. Martin Luther King Jr. BlvdJFHQ-HRO-EEO		
	<b>3. City, State, Zip Code</b>		Lansing	Michigan	48906
	<b>4. Agency Code</b>	<b>5. FIPS code(s)</b>	NGMI	NGMI	
<b>PART B Total Employment</b>	1. Enter total number of permanent full-time and part-time employees			990	
	2. Enter total number of temporary employees			162	
	3. Enter total number employees paid from non-appropriated funds			0	
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			1152	

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For period covering October 1, 2015 to September 30, 2016

**PART C  
Agency  
Official(s)  
Responsible  
For Oversight  
of EEO  
Program(s)**

1. Agency Head

Adjutant General of Michigan Gregory Vadnais

2. Agency Head Designee

Director HRO Alice Niedergall

3. EEO Director

EEO DIRECTOR (SEEM) THAIS TAYLOR

4. Affirmative Employment Manager

Equal Employment Manager THAIS TAYLOR

5. Complaint Processing Manager

Equal Employment Manager THAIS TAYLOR

6. Other EEO Staff

Equal Employment Specialist MICHAEL BECK

7. MD-715 Preparer

8. Diversity and Inclusion Officer

9. Disability Special Emphasis  
Program Manager

10. Hispanic Special Emphasis  
Program Manager

11. Women's Special Emphasis  
Program Manager

12. Anti-Harassment Program  
Manager

13. Reasonable Accommodation  
Program Manager

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<b>PART D</b> <b>List of Subordinate Components Covered in This Report</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	

/DOD DNGB Michigan National Guard

For period covering October 1, 2015 to September 30, 2016

**EXECUTIVE SUMMARY**

FY16 Executive Summary Report Michigan National Guard

This report is prepared in accordance with the Equal Employment Opportunity Commission (EEOC) Management directive (MD-715). The report provides an assessment of the current workforce posture.

The Michigan National Guard (MING) is committed to providing ready forces that are fully capable of meeting global or homeland needs. Our Federal mission is to provide trained units to the United States Army and Air Force in time of war or national emergency as directed by the President. Our State mission is to assist civil authorities protecting life and property and preserving peace, order, and public safety in times of natural or human-caused emergencies, as directed by the Governor. Major General Gregory J. Vadnais is the Adjutant General (TAG) for the Michigan National Guard. MG Vadnais recognizes that diversity is vital to mission readiness and is committed to making Equal Employment Opportunity and Diversity focus areas to positively affect the human relations culture of the organization. By providing unfettered opportunities to all qualified citizens equally, we foster a culture of diversity and inclusion throughout the MING, and leverage improved mission readiness that ultimately enables our ability to successfully perform challenging missions.

Accomplishments. Supervisor and Employee training continues to be a major emphasis during this rating period. The EEO/EO staff have accomplished annual training and diversity events, site visits, orientations, meetings, seminars, and other forums to ensure personnel receive EEO/EO & Diversity training.

The Alternative Dispute Resolution (ADR) process was utilized effectively during this rating period to resolve issue/concerns at lowest level.

Summary of Analysis of Work Force (Self-Assessment)

Essential Element A-Demonstrated commitment from agency leadership. EEO/EO/Diversity policy letters were developed, staffed, and published throughout the organization. The senior leaders advised their subordinate leaders who in turn discussed the policies with all employees. The 2016 policy letters are attached.

It is encouraged that managers and supervisors take an active role in the EEO program.

The State Equal Employment Manager (SEEM) and EEO staff reviews hiring packets and other HR functions to ensure equity in their administration.

Essential Element B – Integration of EEO into the agency's strategic mission. EEOC Form 715-01, EEOC 462 Report, and other EO/EEO reports are appropriately discussed, prepared and submitted timely each year.

Essential Element C – Management and program accountability SEEM or HRO Director and TAG, the agency head, meet on an on-going basis. General updates are provided and meetings are conducted as circumstances require. SEEM and the HRO Director have the ability to meet daily to assess personnel program, policies and procedures to ensure compliance. SEEM also effectively coordinates with the Labor Relations Manager, the Employee Relations Specialist, and other human resource program functions and other management programs to ensure consistency and fair implementation of practices and procedures. Supervisors' initial and refresher training is conducted multiple times throughout the year. Managers are advised of their responsibilities under civil rights laws, and taught the basic principles of ADR and other conflict management tools.

Upon discriminatory findings, appropriate disciplinary action(s) is administered.

Essential Element D – Proactive prevention of unlawful discrimination. Workforce assessments by race, sex, etc., trend analyses of major occupations, grade level distribution, and compensation and reward systems are conducted annually. SEEM provides data and trends to senior leaders who use the data to develop plan objectives in meeting strategic goals. Written policies and compliance procedures of EEO program tenants are briefed to all employees and posted throughout the organization.

ADR processes are encouraged throughout the organization. All personnel, including managers and supervisors, are trained and encouraged to consider ADR in resolving disputes. Recommendations have been made that when ADR is elected by a complainant, management officials must participate.

Essential Element E – Efficiency. The complaint process is administered timely in a fair and impartial manner. The SEEM's office is separate from the legal arm of the agency.

A tracking system is developed so the SEEM is able to identify complaints by location, status, basis, length of time, etc., ensuring timely, efficient complaints processing while adhering to Privacy Act provisions.

Alternative dispute resolution is an integral component of the EEO complaint process and is offered to each complainant as an effective dispute resolution method.

Working with the HRO Staffing Team, a monitoring system has been developed to track applicant data for each hiring selection. However, because demographic data is voluntary on applications, identification by race, national origin and disability are not always readily available.

The SEEM monitors training requirements for all current and newly appointed counselors. All newly appointed counselors

receive 32 hours certification training whereas current counselors receive 8 hours of continuing education each year. Michigan is working diligently with NGB to secure seats in the EEOCC at DEOMI TY 17. Currently, DEOMI is not able to support our requests for MTT's nor alternative possibilities in training from other states. Michigan will continue to explore opportunities to comply with our counselors training, however, budget and seat availability are key factors.

Essential Element F – Responsiveness and Legal Compliance. There has not been an EEOC corrective action issued during this rating period. If corrective action were initiated, the SEEM, Fiscal Officer, Judge Advocate, and other pertinent personnel have a responsibility and would ensure compliance as appropriate.

The MING continues to proactively support the implementation of a model EEO environment. Our goal is to focus on fairness and transparency ensuring all members equity in the administration of programs. We continue to enhance and develop relationships promoting a healthy human relations culture.

#### The Workforce Profile

The Michigan National Guard is committed to addressing the diversity of our workforce. Although the Civilian Labor Force (CLF) is the baseline of civilian employment measurement, a predominantly military workforce relies on an all voluntary workforce that must meet the regulatory guidance of laws and instructions to join the force. The laws also require members to meet physical standards.

The following analysis provides additional details on the diversity and demographic breakdown of the workforce.

Findings in this report are as follows:

A Tables - Michigan National Guard has a total workforce population of 86.02% male and 13.98% female employees. 77.26% are white males; 11.89% are white females; 4.95% are black males; 1.48% are black females; 0.87% are Hispanic males; 0.09% are Hispanic females; 0.43% are Asian males; 0.09% are Asian females; 0.09% are male Native Hawaiian or Other Pacific Islander; 0.00% female Native Hawaiian or other Pacific Islanders; 0.17% are American Indian/Alaska Native males; 0.26% are American Indian/Alaska Native female; 2.26% are two or more races males and 0.17% two or more races females. Although the CLF census data for the state is reflected at 27.64%, the MING full-time minority representation is 10.41%. Noted barriers to increasing the minority representation into the force structure (job positions) is the location of job positions and entry standards into the military.

Occupational categories tables reflect the following for our CLF: 56.46% of our employees are employed in the Crafts, Operatives, Laborers/Helpers, and Service Workers occupational categories. 20.30% of our employees are employed in the Professionals, Technicians, and Administrative Support workers occupational categories and 21.21% are employed in the Officials and Managers occupational categories, which reflect a 9.25% reduction. 2.02% are not categorized

There are 400 permanent General Schedule (GS) employees consisting of 101 Females and 299 Males. White males comprise 65.25% of the total GS workforce. All General Schedule (GS) employees in the MING are in GS-05 graded positions or higher. In this rating period, one Female was listed at the GS-05 level. However, the Female is on grade retention due to a restructuring of the workforce and currently being paid at the WG-9 rate of pay.

Three Females and 3 Males are GS-06; 14 Females and 32 males are GS 7; 5 Females and 4 Males are GS 8; 42 Females and 55 Males are GS 9; 3 Females and 11 Males are GS 10; 17 Females and 101 Males are GS 11; 12 Females and 56 males are GS 12; 4 Females and 25 Males are GS 13; 0 Females and 11 Males are GS 14; and 0 Females and 1 Male are GS 15.

There are 590 Permanent Wage Grade Positions, consisting of 29 Females. Of the 29 Females, there is one Black Female and one Hispanic or Latino Female. There are 8 Hispanic Males, 20 Black Males, 2 Asian Males, 2 American Indian Males, 16 Multiracial Males, with the remaining 513 (86.95%) Wage Grade employees being White Males.

Our major occupations are Surface Maintenance Repairer, Aircraft Mechanic, Information Technology Specialist, Production Controller, and Electronics Mechanic. Participations in these occupations are comprised primarily of White Males at 86.27%.

During this rating period, there were 117 voluntary and involuntary separations. Of the 117 separations, 42 were voluntary separations comprised of voluntary retirements, resignations, and transfers to private firms or federal agencies.

Of the 75 involuntary separations, 27 were hires that were for temporary employment and 40 were for separations due to military disability (failure to meet the physical standards of military service). Of those 40 separations due to military disability, 2 were minority females and 4 were minority males.

Four separations were for failure to complete the mandatory probationary service of which 1 was a minority male. The 4 remainder separations were for retirements due to military board actions of which two were minority males.

B Tables - The majority of full-time positions in the MING must be held by Dual-Status Technicians which requires membership in the Michigan National Guard. Military membership requires fitness standards, thus individuals with disabilities are not typically recruited into the Armed Services. We are seeking to implement the Department of Defense initiative to employ wounded warriors which has the potential to support efforts to increase numbers of individuals with disabilities within the organization.

The MING continues to interact with community partners in an effort to offer membership opportunities.

<b>EEOC FORM 715-01 PART F</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>
<b>/DOD DNGB Michigan National Guard</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>

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

I, EEO DIRECTOR (SEEM) THAIS TAYLOR am the

(Insert name above) (Insert official  
title/series/grade above)

Principal EEO Director/Official for Joint Force Headquarters Michigan National Guard

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

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

Signature of Agency Head or Agency Head Designee

Date

Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.					
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Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
The Agency Head was installed on <u>01/04/2011</u> The EEO policy statement was issued on <u>03/23/2015</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.		X			
Are new employees provided a copy of the EEO policy statement during orientation?		X			
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X			
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X			
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X			
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X			

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Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			
address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?		X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?		X			
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?		X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?		X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?		X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?		X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?		X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.		X			
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X			
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?		X			



<b>Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION</b> Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.					
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Compliance Indicator	<b>The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.</b>	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)		X			
Are the duties and responsibilities of EEO officials clearly defined?		X			
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			
If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X			
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting		X			
If not, please describe how EEO program authority is delegated to subordinate reporting components.		X			
Compliance Indicator	<b>The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.</b>	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X			
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X			
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections		X			

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Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?		X			
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X			
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure		X			
<b>Compliance Indicator</b>	<b>The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X			
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X			
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently		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			
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X			
<b>Compliance Indicator</b>	<b>The agency has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	

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Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems	X			
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			
Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X			
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X			
in the EEO discrimination complaint process?	X			
to participate in ADR?	X			

**Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY**

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

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<b>Compliance Indicator</b>	<b>EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?		X			
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?		X			
<b>Compliance Indicator</b>	<b>The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X			
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X			
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X			
<b>Compliance Indicator</b>	<b>When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			

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Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?			X	
If so, cite number found to have discriminated and list penalty /disciplinary action				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??	X			

<b>Essential Element D: PROACTIVE PREVENTION</b> <b>Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.</b>					
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Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?		X			
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X			
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X			
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X			
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X			
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X			
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X			
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X			
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are all employees encouraged to use ADR?		X			
Is the participation of supervisors and managers in the ADR process required?		X			

<p align="center"><b>Essential Element E: EFFICIENCY</b>  <b>Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.</b></p>					
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Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X			
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X			
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X			
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?				X	
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?				X	
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?				X	
If yes, briefly describe how:					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			

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Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			
<b>Compliance Indicator</b>	<b>The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X			
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			
Does the agency complete the investigations within the applicable prescribed time frame?				X	Investigations are assigned by NGB-CMAD
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?				X	FAD are issued at NGB-CMAD.
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
<b>Compliance Indicator</b>	<b>There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		X			
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X			



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Does the agency ensure that the responsible management official directly involved in the dispute does not have settlement authority?		X			
<b>Compliance Indicator</b>	<b>The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the		X			
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102		X			
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?		X			
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			
<b>Compliance Indicator</b>	<b>The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.</b>	<b>Measure has been met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
<b>Measures</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO		X			
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			

<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b> This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.						
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Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X				
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X				
Are procedures in place to promptly process other forms of ordered relief?		X				
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Is compliance with EEOC orders encompassed in the performance standards of any agency employees?				X		
If so, please identify the employees by title in the comments section, and state how performance is measured.						
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?		X				
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.						
Have the involved employees received any formal training in EEO compliance?		X				

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

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28

<b>EEOC FORM 715-01 PART H-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB Michigan National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:		
OBJECTIVE:		
RESPONSIBLE OFFICIAL:		
DATE OBJECTIVE INITIATED:		
TARGET DATE FOR COMPLETION OF OBJECTIVE:		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE		

<b>EEOC FORM 715-01 PART I-1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>/DOD DNGB Michigan National Guard</b>	<b>For period covering October 1, 2015 to September 30, 2016</b>	
<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?		
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.		
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		
<b>RESPONSIBLE OFFICIAL:</b>		
<b>DATE OBJECTIVE INITIATED:</b>		
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		
<b>EEOC FORM 715-01 PART I-1</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE</b> (Must be specific)
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART J</b>	<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</b>
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<b>PART I Department or Agency Information</b>	1. Agency	1. National Guard Bureau
	1.a. 2nd Level Component	1. a. Joint Force Headquarters Michigan National Guard
	1.b. 3rd Level or lower	1. b.

<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	1004	100%	1152	100%	148	14.7 %
	Reportable Disability	14	1.4 %	10	0.9 %	-4	-28.6 %
	Targeted Disability*	0	0.0 %	0	0.0 %	0	0.0 %
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					0	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					0	

**PART III Participation Rates In Agency Employment Programs**

Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
Competitive Promotions	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
Non-Competitive Promotions	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
Employee Career Development Programs	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
a. Grades 5 - 12	54	2	3.7 %	0	0.0 %	1	1.9 %	51	94.4 %
b. Grades 13 - 14	17	0	0.0 %	0	0.0 %	0	0.0 %	17	100.0 %
c. Grade 15/SES	1	0	0.0 %	0	0.0 %	0	0.0 %	1	100.0 %
Employee Recognition and Awards	0	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %
a. Time-Off Awards (Total hrs awarded)	10285	110	1.1 %	0	0.0 %	40	0.4 %	10135	98.5 %
b. Cash Awards (total \$\$\$ awarded)	29296	0	0.0 %	0	0.0 %	0	0.0 %	29296	100.0 %
c. Quality-Step Increase	55443	0	0.0 %	0	0.0 %	0	0.0 %	55443	100.0 %

<b>EEOC FORM 715-01</b>	<b>Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities</b>	
<b>/DOD DNGB Michigan National Guard</b>		<b>For period covering October 1, 2015 to September 30, 2016</b>
<b>Part IV Identification and Elimination of Barriers</b>	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I. 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.	
<b>Part V Goals for Targeted Disabilities</b>	<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>	
Established a Numerical Goal?	No	
Goal		
Strategies	The majority of full-time positions in the MING must be held by Dual-Status Technicians, and a dual-status employee is a member of the military. Military membership requires fitness standards and individuals with disabilities are not typically in the Armed Services. We are currently seeking to implement the Department of Defense initiative to employ wounded warriors into our established programs. This has the potential to support efforts to increase numbers of individuals with disabilities within the organization.	
Objectives	Employ Wounded Warriors	
Accomplishments	This accomplishment will be need to be supportive of DoD and NGB.	

