

DOD DNGB Washington State National Guard

For period covering October 1, 2019 to September 30, 2020

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>	<b>1.</b> DOD DNGB Washington State National Guard
	<b>1.a</b> 2nd level reporting component	
	<b>2. Address</b>	<b>2.</b> Camp Murray
	<b>3. City, State, Zip Code</b>	<b>3.</b> Tacoma, WA 98430
	<b>4. Agency Code</b>   <b>5. FIPS code(s)</b>	<b>4.</b> NGWA   <b>5.</b> 53

<b>PART B</b> Total Employment	<b>1.</b> Enter total number of permanent full-time and part-time employees	<b>1.</b> 522
	<b>2.</b> Enter total number of temporary employees	<b>2.</b> 195
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>4.</b> 717

<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
		Head of Agency	Bret D. Daugherty
	Head of Agency Designee	Anthony T. Lieggi	Director, Human Resources Office
	Principal EEO Director/Official	Tareca S. Choi	State Equal Employment Manager
	Complaint Processing Program Manager	Tareca S. Choi	State Equal Employment Manager
	Diversity & Inclusion Officer	Tareca S. Choi	State Equal Employment Manager
	Principal MD-715 Preparer	Tareca S. Choi	State Equal Employment Manager

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
EEOC FORMS and Documents	Required	Uploaded	
Personal Assistance Services Procedures	Y	Y	
EEO Policy Statement	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Agency Strategic Plan	Y	Y	
Organization Chart	Y	Y	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	

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**EXECUTIVE SUMMARY: MISSION**

The Washington National Guard (WANG) is a joint organization comprised of both Army and Air National Guard units with personnel throughout the State of Washington, serving in a variety of statuses. The organization has two primary missions; first, to mobilize and defend the United States at the federal level, against all enemies, foreign and domestic, both at home and abroad. Secondly, to mobilize and react to state emergencies throughout the State of Washington by order of the Governor. The WANG is a constitutionally based organization with a continued mission of safeguarding the citizens, property, environment, and economy of the State of Washington. We come from every community, profession and background from around the State - we are neighbors helping neighbors through a tradition of service.

**Demonstrated Commitment** - The senior and all other levels of leadership of the Washington Military Department (WMD) are firmly committed to the success of the EEO program and its implementation throughout the entire agency. The State Equal Employment Manager (SEEM) provides EEO training to various Directorates throughout the agency, as well as, initial training to new employees, and federal technician supervisors on a reoccurring basis. The units actively incorporate unit climate surveys (DEOCS) and annual The Adjutant General (TAG) surveys to elicit feed-back from the employees to enhance the workplace environment. The EEO Director role, the SEEM has direct access to TAG and all other senior leaders to help work towards creating a diverse and inclusive workplace that is free of discrimination, harassment or hostile work environments. The SEEM updates TAG EEO policies, completes applicable employee analysis, and identifies trends towards the effectiveness, legal compliance, and progress towards the model EEO program. All supervisors and managers receive EEO training on a periodic basis to ensure they understand the current EEO environment and policies.

**Ensuring Management and Program Accountability** - The WANG EEO program adheres to National Guard Bureau regulations and is subject to their review and authority. In addition, managers, supervisors, EEO and HR are responsible for effective implementation and management of the agency's EEO program. The WANG maintains regular communication between EEO Director and Human Resources Officer. The WANG maintains a mechanism for disciplinary action through CNGBI 1400.25 V. 752 National Guard Technician and Civilian Personnel Discipline and Adverse Action Program, and we comply promptly with all court and administrative orders.

**Proactive Prevention** - EEO is communicated throughout the WANG. The WANG annually or on an as needed basis conducts agency-wide self assessment through the Department of Equal Opportunity Management Institute (DEOMI) in order to identify barriers excluding certain groups, and discrimination on the basis of race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability, and reprisal. The SEEM has also conducted training to include harassment (to include sexual harassment) and retaliation in the workplace.

**Efficiency** - EEO is emphasized throughout the WANG, all managers and supervisors are trained and developed to utilize interpersonal and effective managerial and communication skills to successfully supervise a diverse workforce. When complaints are filed they are taken very seriously and processed immediately. Alternative Dispute Resolution (ADR) is offered to the complainants' as a means to a win-win solution. If complaints are not resolved, or settled informally, they are sent to the National Guard Bureau for review. The WANG maintains multiple complex administrative systems for data collection and is able to monitor and evaluate information related to management actions affecting employment status, employment trends, and demographics. The SEEM tracks complaints for both military and Federal Employees.

**Responsiveness and Legal Compliance** - The WANG is an equal opportunity employer and is in full compliance with EEO federal laws and EEOC regulations. Certification is provided by the agency/designee head, The Adjutant General, on EEOC form 715-01 Part F. The agency reports its EEO program efforts and accomplishments to NGB-EO and the EEOC and responds to EEOC directives and orders. All allegations of discrimination and/or harassment are immediately investigated. Appropriate corrective and disciplinary action is taken against responsible management officials when EEO complaints are substantiated against the agency.

**Accomplishments** - Annual refresher training for all EEO Counselor compliance is maintained. Agency Diversity Council meetings are held monthly to encourage and develop diversity, equity and inclusive practices and behaviors throughout the organization. Monthly special observation months are highlighted to educate the workforce. Continued implementation and improvement of the a Model EEO program provides the infrastructure necessary for the agency to achieve the ultimate goal of a discrimination free work environment, characterized by an atmosphere of equity and inclusion.

**Challenges** - Programmatic holdovers from the SEEM vacancy in 2018-19 remain. SEEM, HRO and agency leaders continue to bring the EEO program up to NGB and EEOC compliance standards.

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

[Redacted] am the  
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]  
(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 Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee



\_\_\_\_\_  
Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			The agency provides an EEO policy statement on agency letterhead which clearly communicates TAG intent. All command policies remain in effect throughout each change of command, significant personnel changes or regulatory updates. Policy is regularly reviewed and updated to ensure currency and emphasis. 7/1/2021
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			The current EEO policy was revised July 15, 2020 and addresses all protected bases as contained in the laws EEOC enforces. All agency policies remain in effect throughout the duration of TAG tenure. Policies are reviewed annually for currency and applicability.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
A.2.a. Does the agency disseminate the following policies and procedures to all employees:					
A.2.a.1. Anti-harassment policy? [see MD 715, 11(A)]					
		X			Anti-harassment training is provided during New Employee Orientation, Supervisor Training, and annually. Attendees are provided with a link to the Anti-Harassment Policy.
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]					
		X			Reasonable accommodation procedures are reviewed during New Employee Orientation, Supervisor Training, and annually. The agency's draft RA policy is currently in review.
A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:					
A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]					
		X			This information is being reviewed and updated. All EEO contact information is provided during New Employee Orientation and Supervisor Training.
A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]					
		X			Information is prominently posted at the Human Resource Office and online.

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<p>A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.</p>	X		<p>The agency provides reasonable accommodations to those requiring/ requesting it. The agency's draft RA procedures are under review.</p>
<p>A.2.c. Does the agency inform its employees about the following topics:</p>			
<p>A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.</p>	X		<p>EEO complaint process training occurs during the New Employee Orientation, Supervisor Training, and regular annual training. Complaint process fact sheets are posted throughout the agency for education and reference. EEO complaint process is also on the WA NG website.</p>
<p>A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.</p>	X		<p>ADR process is trained during New Employee Orientation and Supervisor Training. SEEM is reviewing and updating current policy.</p>
<p>A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.</p>	X		<p>Reasonable accommodation program training occurs during New Employee Orientation and Supervisor Training. Supervisor Training occurs every three years as well as during the newly added Federal HRO Supervisor Refresher course.</p>

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A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.

X

Anti-harassment training occurs during New Employee Orientation and Supervisor Training. Supervisor Training occurs every three years as well as during the newly added Federal HRO Supervisor Refresher course.

A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.

X



Inappropriate workplace behaviors are discussed in New Employee Orientation, Supervisor Training, and HRO provided training. Ant-harassment training occurs as needed and directed by management/ leadership and as requested for personal improvement/ growth training.



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		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .		X		Pursue this initiative with the Diversity, Equity and Inclusion Council.
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X			Agency primarily utilized unit climate surveys from DEOMI and compliant trends to assess and monitor EEO climate. In 2021, agency launched its first DEI survey. Results expected in early April 2021.

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Agency Self-Assessment Checklist

Essential Element: B Integration of EEO into the agency's Strategic Mission

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.1. 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.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X			HRO Director is the immediate, day-to-day supervisor of EEO Director. EEO Director/ SEEM has direct access to The Adjutant General/ agency head, when necessary.
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	X			EEO Director/ SEEM has direct access to agency head; however, reports daily to Human Resources Director.
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			EEO Director/ SEEM reports to agency head.
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			EEO Director/ SEEM utilized various tools to report EEO compliance such as daily report/ huddles, MD 715, 462, EEO/EO Health of the agency scorecard, ANG ANSR, Installation Status Report (ISR), etc.

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B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.

X

State of the Agency is reported to the HRO Director and senior management officials via direct and indirect lines of communication. Barrier analysis is an on-going process and is addressed at various levels, utilizing various tools.

B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]



X

Participation is primarily internal to HRO, Joint Support Services, and Equity and Inclusion Council. Senior-level staff when necessary.

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		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			EEO Director/ SEEM is responsible for promoting EEO throughout the agency. Being a Title-32/dual status organization, we have little influence on policies and procedures outside our agency, such as usa.jobs practices and procedures. Additionally, according to all TAG EEO policies, all leaders, supervisor, and all employees are responsible for eliminating discriminatory practices.
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			EEO Director/ SEEM has oversight of all EEO complaints from inception to resolution.
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			EEO Director/ SEEM has oversight of the investigation process for EEO complaints as complaints occur; however, complaint volume has been low or zero for FY20.

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<p>B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]</p>	<p>X</p>		<p>EEO Director/ SEEM is responsible for overseeing timely issuance of agency decisions when applicable; however, complaint volume for FY20 is zero/ none.</p>
<p>B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]</p>	<p>X</p>		<p>EEO Director/ SEEM and applicable leadership and supervisors are responsible for ensuring compliance to EEOC orders. Regardless of the enforcing entity, EEO Director/ SEEM tracks compliance to EEOC orders. No EEOC orders issues in FY20.</p>
<p>B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]</p>	<p>X</p>		<p>EEO Director/ SEEM reports EEO program shortfalls to senior leadership as occurrences and trends occur.</p>
<p>B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]</p>			<p>X Agency does not have subordinate level components.</p>

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			EEO program officials participate in agency/HRO meetings when there are impacts to EEO policy or EEO considerations; particularly when training should/must be addressed. As the EEO Director/SEEM, my advice is always requested when developing new programs impacting employees.
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			5.5 Increase employee job satisfaction and engagement in the workplace. (HR) 5.12 Increase agency support for a diverse, inclusive and equitable (DEI) work environment through implementation of DEI education, training and policy initiatives. (HR)

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		Yes	No	N/A	
 Measures	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			The agency allocated funding to successfully implement the EEO program; however, EEO Counselor collateral duty positions can be challenging to fill.
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			The RA program was funded and administered on a case by case basis. RA procedures are in draft and review, while the program exists and is operational.
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			No EEOC order was received in FY20. Compliance would have been met, if received.
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			The agency has the resources to conduct a thorough barrier analysis of its workforce. Barrier analysis is on-going and part of HRO 21-23 Strategic Plan.
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			Agency is equipped to conduct and fairly process EEO complaints and investigations, make decisions, and support legal sufficiency reviews for all EEO complaints.



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<p>B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.</p>	<p>X</p>		<p>Sufficient training was provided to all supervisors and new employees during New Employee Orientation and Supervisor Training.</p>
<p>B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]</p>			<p>X This agency does not have field offices.</p>
<p>B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]</p>	<p>X</p>		<p>EEO materials remain in effect through current command and reviewed periodically for currency and applicability.</p>
<p>B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.</p>	<p>X</p>		<p>Tracking systems were maintained by various members on the HRO team for the duration of FY20. Systems and data specialist maintained month to month and year-end workforce demographic and applicant data. SEEM maintains complaint log and tracking of EEO cases.</p>
<p>B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]</p>			<p>X The agency is 32 USC, not 5 USC.</p>
<p>B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]</p>	<p>X</p>		<p>EEO Director/ SEEM was able to focus on anti-harassment training during initial new employee orientation, supervisor's training, and through TAG policy letters and leadership support.</p>
<p>B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]</p>	<p>X</p>		<p>EEO Office has a budget separate from other offices and utilizes it for EEO training, travel, observations, diversity events., etc.</p>

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<p>B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), &amp; 6(III)]</p>	<p>X</p>		<p>Responsibilities of EEO officials are clearly defined during the 32 hour/8 hour training classes as well as reiterated during EEO Team Meetings. In review of EEO officials responsibilities checklist.</p>
<p>B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?</p>	<p>X</p>		<p>Training files are maintained with local HRO Training Specialist and EEO Director/ SEEM.</p>
<p>B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?</p>	<p>X</p>		<p>Certificates are consolidated in EEO Counselor Binder in EEO Director/SEEM's office.</p>

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:					
B.5.a.1. EEO complaint process? [see MD-715(II)(B)]		X			Training on the complaint process is provided during New Employee Orientation and every three years for managers and supervisors. The EEO Director/ SEEM is actively involved with all EEO concerns risen by managers and supervisors and is available for additional employee training and guidance.
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]		X			To the extend RAP is applicable to employee situations. Reasonable Accommodations were extended to employees when applicable as the agency's plan is drafted and in review.
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]		X			Anti-harassment is trained during New Employee Orientation and every three years in supervisor training as well as supported by TAG and commander policy letters.

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<p>B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]</p>	<p>X</p>		<p>Many training opportunities are provided to Washington National Guard employees through the HRO Training Specialist. The HRO Training Specialist also maintains all the training records.</p>	
<p>B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]</p>	<p>X</p>		<p>Policy letter needs in review with EEO Director/SEEM.</p>	
<p> <b>Compliance Indicator</b></p>	<p>B.6. The agency involves managers in the implementation of its EEO program.</p>	<p><b>Measure Has Been Met</b></p>		<p><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></p>
<p> <b>Measures</b></p>		<p>Yes</p>	<p>No</p>	
<p>B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]</p>	<p>X</p>		<p>SEP are addressed appropriately. Implementation of agency SEP has been slow due to training. SEPM trained Q3 FY20.</p>	
<p>B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]</p>	<p>X</p>		<p>Senior managers participate in barrier analysis. HRO 21-23 Strategic Plan intended to address barrier analysis as part of DEI efforts.</p>	
<p>B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]</p>	<p>X</p>		<p>Senior manager assist in identifying and resolving barriers.</p>	
<p>B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]</p>	<p>X</p>		<p>EEO objectives are incorporated into DEI. Affirmative Action Plan in review for currency and applicability.</p>	

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
	C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	Agency does not have component or field offices.
	C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	Agency does not have component or field offices.
	C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]			X	Agency does not have component or field offices.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			The Adjutant General has established and published EEO anti-harassment policy and complaint procedures in the Joint Force Headquarters Policy titled Treatment of Persons. FY20 policy letter is signed and posted.
C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]				X	Policy addresses intolerance for harassing behaviors and informs resolution path.
C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]				X	Appropriate firewalls are in place to separate EEO Counselor duties and EEO Director involvement; basically, a checks and balance system where EEO Counselors are the resolution source at the lowest level. Involvement from the EEO Director may occur if escalation of an issue is needed or identified by harassment/EEO trends and/or indicators.

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<p>C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]</p>	X		<p>This is a military organization and many complaint issues can be addressed through the Chain of Command, IG, J9-Family Services, etc.</p>
<p>C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]</p>	X		<p>EEO Director has oversight of all EEO counseling activity alleging harassment for, reporting, trends, and appropriate resolution purposes.</p>
<p>C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.</p>	X		<p>The agency takes appropriate and immediate action against allegations of harassment via the Chain of Command, supervisory chain, and EEO complaint process.</p>
<p>C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]</p>	X		<p>EEOC cases are referenced and provided as examples when discussing anti-harassment policy and disability-based harassment.</p>
<p>C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]</p>	X		<p>RA procedures in review.</p>
<p>C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]</p>	X		<p>Disability accommodations are appropriately handled through HRO, Chain of Command, JAG, and Medical; and ultimately the agency that will provide the accommodation and funding is the Consolidated Financial Management Office.</p>

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<p>C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]</p>	<p>X</p>		<p>The agency has not established a Reasonable Accommodation Program Manager; however, the responsibilities of the role are fulfilled by the appropriate management team, a combination of supervisors, legal review, medical staff, funding source, etc.</p>
<p>C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]</p>	<p>X</p>		<p>Reasonable accommodations are applied during the application and placement process; however, this agency has little to no reasonable accommodation requested as this is primary a dual-status Title 32 Technician organization which requires satisfactory military performance terms and conditions.</p>
<p>C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]</p>	<p>X</p>		
<p>C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.</p>	<p>X</p>		<p>When requested, yes. None for FY20.</p>
<p>C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]</p>	<p>X</p>		<p>The agency publishes procedures for processing requests for personal assistance services and a revised draft of the Personal Assistance Services SOP is being reviewed.</p>



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C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.



X

Once revised the PAS will be posted to the agencies public website.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			In accordance with CNGBI 1400.25 V431 National Guard Technician Performance Appraisal Program, it is an element of supervisory evaluations.
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			In accordance with CNGBI 1400.25 V431 National Guard Technician Performance Appraisal Program, it is an element of supervisory evaluations.
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			In accordance with CNGBI 1400.25 V431 National Guard Technician Performance Appraisal Program, it is an element of supervisory evaluations. .

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<p>C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]</p>	<p>X</p>		<p>Rating officials establish policies within their organizations to ensure a workplace free from discrimination. TAG policy flows to each organization for further policy development per rating officials discretion and need of the work center.</p>
<p>C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]</p>	<p>X</p>		<p>Supervisors are continuously training to supervise a diverse workforce. Examples Managing Generations course which was received by 45 supervisors and tracked by HRO Training Specialist. Various interpersonal skills courses are available through the HRO Training Office to all supervisors. IAW CNGBI 1400.25 V431 NG Tech Performance Appraisal Program, it is an element of supervisory evaluations.</p>
<p>C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]</p>	<p>X</p>		<p>Religious accommodations are provided when requested. No known issues in this area, as none have been reported through EEO channels and supervisory chain.</p>

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C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]	X		Disability accommodations are provided when requested and appropriated. No known issues in this area, as none have been reported through EEO channels and supervisory chain.
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X		Rating officials support the EEO program when barriers to equal opportunity are identified.
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X		Agency has full support of rating officials when investigating and correcting harassing conduct. Harassment data is compiled at the organizational level and reported to organizations officials, if action is required and unresolved at the lowest level.
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X		No settlement agreements and EEOC orders in FY20.
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X		Recommendations for failing EEO responsibilities are handled by the appropriate supervisor and reported to the agency head(s)/ leadership as necessary.
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X		Agency takes all EEO Director recommends seriously and corrective actions are implemented.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			HR Director and EEO Director meet daily to discuss EEO Program components and implementation strategies.
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			Timetables and schedules to review Human Resource policies are annual. Specific HR issues are dealt with when needed.
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			EEO office access workforce data on a monthly basis.
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			EEO office has access to any and all required and necessary to perform duties and represent TAG intent.
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			Collaboration with all EEO programs are necessary and supported by the local HR office.
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			Outreach is a collaborate effort supported by the HR Office, Family Support Services, and the Equity and Inclusion Council.

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C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X		The HR office supports and assists with implementation of EEO specific training, ie, supervisor's training and computer-based training.
C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X		The HR offices assists the EEO Director remove barriers to equal opportunity when identified.
C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X		All components and individuals in the Human Resource offices are available upon request to assist with the preparation and completion of the MD-715.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.				
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			The agency evaluates EEO violations case by case and at supervisor's discretion. See CNGBI 1400.25 V 752 National Guard Technician and Civilian Personnel Discipline and Adverse Action Program.
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.			X	To date, employees and managers have not been sanctioned for discriminatory conduct. All managers and supervisors are trained per this topic in CNGBI 1400.25 V. 752 National Guard Technician and Civilian Personnel Discipline and Adverse Action Program.

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C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]

X

If it's appropriate and managers and supervisors have a need to know. Lessons learned are discussed within the organization and at the leadership level. Cases of discriminatory conduct are discussed to the extent of their impacts to the organization. Complainant and participant identities and experiences are protected to the fullest extent possible.

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	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
	C.6. The EEO office advises managers/supervisors on EEO matters.				

C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.

X

Regular EEO updates are provided during supervisor training as applicable and appropriate for public consumption and knowledge.

C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]

X

Managers and supervisors have contacted the EEO Director for EEO program guidance. EEO officials are always available to address supervisors' questions and concerns.





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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.				
D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]		X			Inherent to DEI Council membership and every supervisor and leader is a trigger. EEO Director, HR data, and every organization is responsible for identifying triggers to EEO program violations/issues.
D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]		X			Every employee program, complaint, workforce data, etc., in and of itself is a data point, but combined with multiple data points are reviewed for potential EEO trigger concerns and/or violations.
D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		X			The agency conducts exits interviews, etc. Data compilation from the exit interviews should be improved and developed into action items.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)				
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			Agency utilizes workforce data and surveys to identify possible barriers.
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			Agency utilizes workforce data and surveys to identify possible barriers and discrimination.
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			If applicable, employee demographics and specifics are considered when making any organizational and/or personnel realignments.
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			The agency routinely reviews all applicable data to identify barriers.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.				
D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]		X			When barriers are identified, the EEO Director, HR Director, and appropriate supervisors are involved in developing and implementing effective action plans.
D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]		X			Annual Award/ Incentive Review and agency DEI survey.
D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]		X			Plans are reviewed when guidelines and regulations change as well as when agency leadership/ management changes, as to administer leadership/ management intent.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.				
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		X		Affirmative action plan needs development prior to posting to public website.
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			Agency is diligent about ensuring qualified people with disabilities has access to all job vacancies. This is a Title 32, Dual-Status Technician organization where military terms and conditions must be met.
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			Agency human resource employees are knowledgeable and have the ability to research and answer various types of disability-related questions when necessary.
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]			X	Increasing employees with disabilities is not an employment goal for this agency as most of our members are dual-status, Title 32 Technicians and have to meet military recruiting standards of performance.

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Essential Element: E Efficiency

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			EEO counseling is available immediately once an aggrieved person has identified themselves. EEO counseling is also available to supervisors upon request should a supervisor question an incident in the work place or need additional training and/or advice on how to handle an EEO related issue.
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			EEO counselors provide written notification of rights and responsibilities as well as set expectations to complainants/aggrieved persons during initial counseling.
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			The agency will issue acknowledgment letters immediately upon receipt of a formal complaint. No acknowledgment letters issued in FY20. No formal complaints.

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<p>E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.</p>	X		<p>Final agency decisions comes from our higher headquarters - National Guard Bureau (NGB) and the final agency decisions may take more than 60 days.</p>
<p>E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?</p>	X		<p>Agency ensures cooperation at all levels with EEO process and investigations. Any issues with full cooperation is escalated to supervisors and agency leadership to ensure timely, full cooperation.</p>
<p>E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?</p>	X		<p>Agency aspires to timely complete investigations. Zero complaint activity in FY20.</p>
<p>E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?</p>	X		<p>It is the agency's intent to comply with 29 CFR 1614.108 if investigation timelines are in question. The agency keeps complainants informed on investigation timelines and of their right to request a hearing or file a lawsuit.</p>
<p>E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?</p>			<p style="text-align: center;">X</p> <p>The agency's intent is to issue timely final agency decisions when the complainant does not request a hearing. Final agency decisions comes from our higher headquarters - National Guard Bureau (NGB) and the final agency decisions may take more than 60 days.</p>

DOD DNGB Washington State National Guard

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Agency Self-Assessment Checklist



<p>E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?</p>	<p>X</p>		<p>Final agency decisions comes from our higher headquarters - National Guard Bureau (NGB) and the final agency decisions may take more than 60 days.</p>
<p>E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.</p>	<p>X</p>		<p>The agency monitors contractors closely to ensure satisfactory work products and timelines.</p>
<p>E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]</p>	<p>X</p>		<p>The agency oversees all aspects of the complaint process to ensure appropriate outcomes.</p>
<p>E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]</p>	<p>X</p>		<p>The agency's intent is submit complaint files and other documentation to the EEO through FEDSEP. Zero complaint volume in FY20.</p>



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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.				
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.				X	EEO complaint program and defensive functions are inherently separated through the agency's judicial process and the availability of legal representation for all parties.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.				X	The agency's legal sufficiency reviews are provided by internal legal resources. A requirement or need for external legal review is not warranted.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			Agency management and leadership acts as the firewall between agency attorneys and agency representative(s). Agency subject matter experts are also called upon when necessary to provide advice and provide facts to the decision making process.

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<p>E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]</p>	<p>X</p>		<p>The agency ensures transparency and integrity throughout the EEO counseling investigations and final agency decisions. Any compromises to the process are reported to the EEO Director and/or any other trusted agent for further inquiry.</p>
<p>E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]</p>	<p>X</p>		<p>Timelines and deadlines are incorporated throughout the entire complaint process to ensure progress and ensure complainant and agency expectations are met.</p>

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]		X			Agency has established a process and it is being reviewed by SEEM.
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X			Agency offers ADR training during Supervisor Training. EEO counselors are familiar and educate complainants to this process during in-take. ADR is not required, but highly encouraged.
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]		X			ADR is reviewed during New Employee Orientation and Supervisor Training.
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X			Agency ensures management official with settlement authority is available during dispute resolution process, no such action required in FY20.
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X			RMO does not have settlement authority, no such action in FY20.
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:					
E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X			Agency utilizes a complaint tracker maintained by EEO Director.
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]		X			Agency utilizes a complaint tracker maintained by EEO Director. Data is also collected from other reporting tools as well as EEO counselor input.
E.4.a.3. Recruitment activities? [see MD-715, II(E)]		X			Recruitment data is available when requested.
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X			Applicant demographic data is available when requested.
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		X			Reasonable accommodation data is available when requested.
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]		X			Complaint data is collected and tracked by EEO counselors and EEO Director.
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X			Agency is able to survey workforce when necessary and for specific interest items. TAG conducts town halls monthly/quarterly to inform the organization as well as addresses survey comments.

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Agency Self-Assessment Checklist


 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Agency utilizes trend information from National Guard Bureau and Region 6 to determine whether or not agency is meeting its obligations under the statutes of the EEOC.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			The agency reviews processes from other National Guard organizations to ensure best practices are adopted locally. The agency works closing with Region 6 to ensure compliance and adaptation of best practices. During the review of all agency EEO policies, agency teamed with South Dakota National Guard to compare and contrast EEO policies.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			Agency collaborates with National Guard Bureau and Region 6 to compare performance of like agencies.

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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.					
F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]		X			No EEOC orders/directives in FY20. If the agency received an EEOC order or directive, the EEO Director is the gatekeeper for compliance actions.
F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]		X			The EEO Director is the for managing all compliance with resolutions/settlement agreements. No such resolutions/agreements for FY20.
F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]		X			Procedures are in place if monetary relief was awarded. No such relief required for FY20.
F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]		X			EEO Director is gatekeeper to ensure processing of ordered relief paperwork. No such relief awarded in FY20.
F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]				X	If such an incident occurred, some sort of root cause analysis of the non compliance would take place and measures put in place to resolve non compliance.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.				
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			Agency fully complies with EEOC orders, no such order(s) for FY20.
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			Agency timely forwards investigative file to the EEOC hearing office, no such action required in FY20.
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			Agency ensures timely compliance with orders of relief, no such order(s) for FY20.
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			Agency timely forwards investigative file to EEOC office, no such action required for FY20.
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			Agency provides EEO with required documentation for compliance items, when requested.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	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
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	F.3. The agency reports to EEOC its program efforts and accomplishments.	X			Agency timely submits EEOC with No FEAR Act report.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			No FEAR Act date is posted to agency public website.

Essential Element: O Other



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**Plan to Attain Essential Elements**

**PART H.1**

Brief Description of Program Deficiency:	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .
--	--

The agency does not currently provide recognition for organizations and/or individuals that support EEO initiatives. EEO Director will pursue this objective with the Diversity and Inclusion Council to determine the intent of the agency and how it will be implemented.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	05/26/2021			Provide recognition to organizations and/or individuals within the agency who have demonstrated superior support and accomplishment to EEO.

**Responsible Officials**

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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**Accomplishments**

Fiscal Year	Accomplishment
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DOD DNGB Washington State National Guard

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Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency:	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]
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Reasonable accommodation procedures are discussed during training; however, the agency does not have a formal policy to date. The EEO Director position was vacant for FY18-19 reporting cycles. The Human Resources Office was working to complete the Reasonable Accommodation Policy; however, a draft of the policy was located by new EEO Director. Agency is in the process of re-drafting and re-submitting RA procedures to EEOC for approval. For FY21, a draft is the agency's RA policy is expected to be complete.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	09/30/2021		09/30/2020	Draft RA policy and procedures in the review process with EEOC by closeout of FY21 MD-715 reporting cycle.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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Plan to Attain Essential Elements

PART H.3

Brief Description of Program Deficiency:	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.
--	---

Reasonable accommodation procedures are discussed during training; however, the agency does not have a formal policy to date. The EEO Director position was vacant for FY18-19 reporting cycles. The Human Resources Office was working to complete the Reasonable Accommodation Policy; however, a draft of the policy was located by new EEO Director. Agency is in the process of re-drafting and re-submitting RA procedures to EEOC for approval. For FY21, a draft is the agency's RA policy is expected to be complete.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	05/26/2021		09/30/2020	Draft RA policy in review with EEOC by end of FY21 MD-715 reporting cycle. RA policy posted to website as soon as RA policy is approved.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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DOD DNGB Washington State National Guard

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Plan to Attain Essential Elements

PART H.4

Brief Description of Program Deficiency:	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.
--	---

EEO Director position was vacant for this reporting cycle and the "State of the Agency" briefing covering the 6 essential elements of a model EEO program and the status of the barrier analysis process was not reported to senior management officials.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	05/26/2021		09/30/2020	Development "Status of the Agency" report for EEO to include 6 elements of a model EEO program and report on the barrier analysis process/program.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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**Plan to Attain Essential Elements**

**PART H.5**

Brief Description of Program Deficiency:	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]
--	--

EEO Director position vacant in FY19. Details of previous draft of RA procedures were not located.

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	09/30/2021		09/30/2020	Draft RA procedures for EEOC review by end of FY21.

**Responsible Officials**

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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**Accomplishments**

Fiscal Year	Accomplishment
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DOD DNGB Washington State National Guard

For period covering October 1, 2019 to September 30, 2020

Plan to Attain Essential Elements

PART H.6

Brief Description of Program Deficiency:	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]
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EEO Director position vacant in FY19. Details of previous draft of RA procedures were not located.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	09/30/2021		09/30/2020	Draft RA procedures for EEOC by end of FY21.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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DOD DNGB Washington State National Guard

For period covering October 1, 2019 to September 30, 2020

Plan to Attain Essential Elements

PART H.7

Brief Description of Program Deficiency:	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?
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Pursuant to 29 CFR §1614.102(a)(5), all managers and supervisors do not have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	05/26/2021			Review Human Resource Office appraisal policy and add element regarding EEO program support to appraisal elements, if applicable.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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DOD DNGB Washington State National Guard

For period covering October 1, 2019 to September 30, 2020

Plan to Attain Essential Elements

PART H.8

Brief Description of Program Deficiency:	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]
The agency publishes procedures for processing requests for personal assistance services; however, EEOC guidance is not included or needs to be validated.	

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
06/11/2020	12/31/2020		09/30/2020	Validate that the agency publishes procedures for processing requests for personal assistance services, which include EEOC guidance.

Responsible Officials

Title	Name	Standards Address the Plan?
SEEM	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment



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Plan to Attain Essential Elements

PART H.9

Brief Description of Program Deficiency:	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.
The agency needs to post the website for Personal Assistance Services to include updated EEO regulations and guidance.	

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
06/11/2020	12/31/2020		09/30/2020	Validate that agency has Personal Assistance Services posted on website that includes EEOC specific information and guidance.

Responsible Officials

Title	Name	Standards Address the Plan?
SEEM	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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DOD DNGB Washington State National Guard

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Plan to Attain Essential Elements

PART H.10

Brief Description of Program Deficiency: D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.

EEO Director position vacant in FY19. Affirmative action plan needs development prior to posting to public website.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/26/2020	05/26/2021			Develop and post applicable affirmative action plan and publish to agency website.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Tareca Choi	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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DOD DNGB Washington State National Guard

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Plan to Eliminate Identified Barriers

PART I.1

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A13				
<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?	Review of Title 32 and Title 5 Awards and Incentive Program revealed consistent distribution between male and females with regard to equities in cash award, time off and Quality Step Increases (QSIs) respectively: Females 24%/Males 18%, Females 63%/Males 71%, Females 6%/Males 6%. Annual review of this potential trigger should be conducted to identify trends and shifts in behaviors as any EEO group can be affected by this Trigger.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i>				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<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.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
03/31/2021	01/10/2021	Yes			Annual review of this potential trigger should be conducted to identify trends and shifts in behaviors as any EEO group can be affected by this Trigger.

Responsible Official(s)

Title	Name	Standards Address The Plan?

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

DOD DNGB Washington State National Guard

For period covering October 1, 2019 to September 30, 2020

Plan to Eliminate Identified Barriers

PART I.2

<b>Source of the Trigger:</b>	Other				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A1				
<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?	Review all policies and procedures for Diversity, Equity and Inclusion principles as part of the HRO 21-24 Strategic Plan and Employer of Choice initiative.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i>				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<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.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
<b>Planned Activities Toward Completion of Objective</b>						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

DOD DNGB Washington State National Guard

For period covering October 1, 2019 to September 30, 2020

Plan to Eliminate Identified Barriers

PART I.3

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A1				
<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?	2020 Election Year Executive Cabinet Briefing for Governor /Military & Federal HRO Assignments - This briefing/report is an event that surrounds the election or re-election of the Governor for the State of Washington. Our agency was required to provide demographic and disability data with regards to hiring practices. Analysis of the data we provided aligned with the demographic make-up of the State of Washington. The data confirmed that the Washington National Guard is representative of its surrounding neighborhoods, cities and counties.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i>				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<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.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice				

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
<b>Responsible Official(s)</b>						
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>		
<b>Planned Activities Toward Completion of Objective</b>						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date

Report of Accomplishments

Fiscal Year	Accomplishments

**MD-715 – Part J**  
**Special Program Plan**  
**for the Recruitment, Hiring, Advancement, and**  
**Retention of Persons with Disabilities**

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

**Section I: Efforts to Reach Regulatory Goals**

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- |                               |        |    |
|-------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b.Cluster GS-11 to SES (PWD)  | Answer | No |

Washington National Guard (WANG) is an agency that may not be able to meet the 12% PWD employment goals because jobs within the agency have legitimate physical standards that are difficult to meet for individuals with certain kinds of disabilities. The WANG is mostly dual status employees, meaning employees must have a military membership to apply, be hired, and maintain full time Federal jobs. We are an excepted service versus competitive service organization. Federal Government civilian positions are generally in the competitive civil service. To obtain a competitive service job, you must compete with other applicants in open competition. OPM provides excepted service hiring authorities to fill special jobs or to fill any job in unusual or special circumstances under "Schedules A (external link), B, C (external link), and D." Excepted service authorities enable agencies to hire when it is not feasible or not practical to use traditional competitive hiring procedures, and can streamline hiring. National Guard Technicians under 32 U.S.C. 709(a) by reason of a disability that disqualifies them from membership in the National Guard or from holding the military grade required as a condition of their National Guard employment. Disabled veterans; in a non-competitive appointment may apply for employment with a compensable service connected disability of 30% or more.

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d) (7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- |                                |        |    |
|--------------------------------|--------|----|
| a.Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b.Cluster GS-11 to SES (PWTD)  | Answer | No |

Washington National Guard (WANG) is an agency that may not be able to meet the 12% PWTDD employment goals because jobs within the agency have legitimate physical standards that are difficult to meet for individuals with certain kinds of disabilities. The WANG is mostly dual status employees, meaning employees must have a military membership to apply, be hired, and maintain full time Federal jobs. We are an excepted service versus competitive service organization. Federal Government civilian positions are generally in the competitive civil service. To obtain a competitive service job, you must compete with other applicants in open competition. OPM provides excepted service hiring authorities to fill special jobs or to fill any job in unusual or special circumstances under "Schedules A (external link), B, C (external link), and D." Excepted service authorities enable agencies to hire when it is not feasible or not practical to use traditional competitive hiring procedures, and can streamline hiring. National Guard Technicians under 32 U.S.C. 709(a) by reason of a disability that disqualifies them from membership in the National Guard or from holding the military grade required as a condition of their National Guard employment. Disabled veterans; in an non-competitive appointment may apply for employment with a compensable service connected disability of 30% or more.

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

WANG has not communicated the numerical goals to the hiring managers and recruiters because our Federal jobs require a military membership affiliation and must meet the physical requirements for military entrance. No measurement.

## Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

### A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

1. Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If "no", describe the agency's plan to improve the staffing for the upcoming year.

Answer Yes

Implementation of the agency's disability program would primarily be the responsibility of the organization's EEO Director/SEEM in coordination with the HRO team. The plan is to improve the implementation of the disability program as the organization moves toward the hire of Title 5 employees.

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	0	0	0	Needs to be identified
Processing applications from PWD and PWTD	0	0	0	Position vacant
Architectural Barriers Act Compliance	1	0	0	Adam Iwaszuk Director adam.m.iwaszuk.mil@mail.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Anthony Lieggi Director anthony.t.lieggi.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	2	0	0	Nolan Rinehart (and Anthony Lieggi) Employment Specialist nolan.o.rinehart.mil@mail.mil
Special Emphasis Program for PWD and PWTD	0	0	0	Program in development

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

Agency has provided staff with sufficient training to implement disability program/requirements. SEEM completed SEPM course in FY20.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer Yes

Funds are available as needed.

## Section III: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Disabled veterans; in a non-competitive appointment may apply for employment with a compensable service connected disability of 30% or more.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

We are an excepted service versus a competitive service organization. Federal Government civilian positions are generally in the competitive civil service. To obtain a competitive service job, you must compete with other applicants in open competition. OPM provides excepted service hiring authorities to fill special jobs or to fill any job in unusual or special circumstances under "Schedules A (external link), B, C (external link), and D." These excepted service authorities enable agencies to hire when it is not feasible or not practical to use traditional competitive hiring procedures, and can streamline hiring. National Guard Technicians under 32 U.S.C. 709(a) by reason of a disability that disqualifies them from membership in the National Guard or from holding the military grade required as a condition of their National Guard employment. Disabled veterans; in a non-competitive appointment may apply for employment with a compensable service connected disability of 30% or more.



3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

We are an excepted service versus a competitive service organization. Federal Government civilian positions are generally in the competitive civil service. To obtain a competitive service job, you must compete with other applicants in open competition. OPM provides excepted service hiring authorities to fill special jobs or to fill any job in unusual or special circumstances under "Schedules A (external link), B, C (external link), and D." These excepted service authorities enable agencies to hire when it is not feasible or not practical to use traditional competitive hiring procedures, and can streamline hiring. National Guard Technicians under 32 U.S.C. 709(a) by reason of a disability that disqualifies them from membership in the National Guard or from holding the military grade required as a condition of their National Guard employment. Disabled veterans; in an non-competitive appointment may apply for employment with a compensable service connected disability of 30% or more.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer No

Agency/HR should/in the process of determining how this training should be executed.

## B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

The SEEM and HRO specialists will be in communication with the National Human Resources Officer Advisory Committee to determine the way ahead with establishing contacts with disability employment organizations. In the meantime, we will continue to hire disabled veterans with 30% or more disability (if self-identified) using USA JOBS recruitment.

## C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

- a. New Hires for Permanent Workforce (PWD) Answer Yes  
b. New Hires for Permanent Workforce (PWTD) Answer Yes

Washington National Guard (WANG) is an agency that may not be able to meet the 12% PWD/PWTD employment goals because jobs within the agency have legitimate physical standards that are difficult to meet for individuals with certain kinds of disabilities. The WANG is mostly dual status employees, meaning employees must have a military membership to apply, be hired, and maintain full time Federal jobs. We are an excepted service versus competitive service organization. Federal Government civilian positions are generally in the competitive civil service. To obtain a competitive service job, you must compete with other applicants in open competition. OPM provides excepted service hiring authorities to fill special jobs or to fill any job in unusual or special circumstances under "Schedules A (external link), B, C (external link), and D." Excepted service authorities enable agencies to hire when it is not feasible or not practical to use traditional competitive hiring procedures, and can streamline hiring. National Guard Technicians under 32 U.S.C. 709(a) by reason of a disability that disqualifies them from membership in the National Guard or from holding the military grade required as a condition of their National Guard employment. Disabled veterans; in an non-competitive appointment may apply for employment with a compensable service connected disability of 30% or more.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer N/A
- b. New Hires for MCO (PWTD) Answer N/A

See C.1

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

See C.1

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Promotions for MCO (PWD) Answer N/A
- b. Promotions for MCO (PWTD) Answer N/A

See C.1

**Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities**

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

**A. ADVANCEMENT PROGRAM PLAN**

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

The WANG shall give full consideration to the advancement of ALL qualified individuals with or without mental and physical handicaps. The agency shall not discriminate against a qualified individual with physical or mental handicaps. They will participate as all other employees do for any advancement opportunities. See Section I 1.

**B. CAREER DEVELOPMENT OPPORTUNITES**

1. Please describe the career development opportunities that the agency provides to its employees.

The WANG shall give full consideration to the advancement of qualified individuals with or without mental and physical handicaps. The agency shall not discriminate against a qualified individual with physical or mental handicaps. They will participate as all other employees do for any advancement opportunities. See Section I 1.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs						
Training Programs						
Fellowship Programs						
Detail Programs						
Mentoring Programs						
Other Career Development Programs						
Coaching Programs						

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer N/A

b. Selections (PWD) Answer N/A

See Section I 1.

4. Do triggers exist for PWTB among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Applicants (PWTB) Answer N/A

b. Selections (PWTB) Answer N/A

See Section I 1.

### C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD) Answer Yes

b. Awards, Bonuses, & Incentives (PWTB) Answer Yes

See Section I 1.

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTB) Answer No

See Section I 1.

3. If the agency has other types of employee recognition programs, are PWD and/or PWTB recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If "yes", describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTB) Answer N/A

See Section I 1.

### D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

See Section I 1.

2. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. SES
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A

See Section I 1.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWD) Answer N/A
- b. New Hires to GS-15 (PWD) Answer N/A
- c. New Hires to GS-14 (PWD) Answer N/A
- d. New Hires to GS-13 (PWD) Answer N/A

See Section I 1.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWTD) Answer N/A
- b. New Hires to GS-15 (PWTD) Answer N/A
- c. New Hires to GS-14 (PWTD) Answer N/A
- d. New Hires to GS-13 (PWTD) Answer N/A

See Section I 1.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A
- b. Managers
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
  - i. Qualified Internal Applicants (PWD) Answer N/A
  - ii. Internal Selections (PWD) Answer N/A

See Section I 1.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives

i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
b. Managers		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
c. Supervisors		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A

See Section I 1.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTB)	Answer	N/A
b. New Hires for Managers (PWTB)	Answer	N/A
c. New Hires for Supervisors (PWTB)	Answer	N/A

See Section I 1.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTB)	Answer	N/A
b. New Hires for Managers (PWTB)	Answer	N/A
c. New Hires for Supervisors (PWTB)	Answer	N/A

See Section I 1.

## Section V: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

See Section I 1.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTB)	Answer	No
b. Involuntary Separations (PWTB)	Answer	No

See Section I 1.

3. Using the inclusion rate as the benchmark, did the percentage of PWTB among voluntary and involuntary separations exceed that of persons without targeted disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWTB)	Answer	No
b. Involuntary Separations (PWTB)	Answer	No

See Section I 1.

4. If a trigger exists involving the separation rate of PWD and/or PWTB, please explain why they left the agency using exit interview results and other data sources.

See Section I 1.

### B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://mil.wa.gov/national-guard/equal-opportunity> Site information needs to be updated.

2. Please provide the internet address on the agency's public website for its notice explaining employees' and applicants' rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://mil.wa.gov/national-guard/equal-opportunity> Site information needs to be updated.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

Technology and facilities upgrades and enhancements continue.

### C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

RAs continue to be processed in under 20 days per our policy.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

The agency's RA policy is in rewrite and review. To date, no known issues with processing RA requests.

### D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Agency's PAS policy is in rewrite and review. To date, no known issues with processing timely PAS requests.

## Section VI: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the government-wide average?

Answer N/A

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer N/A

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

None is FY20.

### B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer N/A

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer N/A

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

None in FY20.

### Section VII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

None

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

Barrier identification is an on-going activity. Impacts to barriers were not identified in FY20.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A, none for FY20.