

UNITED STATES ARMY
AIR DEFENSE ARTILLERY CENTER
FORT BLISS, TEXAS



ANNUAL AFFIRMATIVE
EMPLOYMENT PROGRAM
ACCOMPLISHMENT
REPORT FY 2002

EQUAL EMPLOYMENT
OPPORTUNITY OFFICE

December 1, 2002

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT FOR FY02**

FOR FISCAL YEAR 2002

- * SUMMARY ANALYSIS OF WORKFORCE
- * ACCOMPLISHMENT REPORT
- * NOTEWORTHY ACTIVITIES AND INITIATIVES

U.S. ARMY AIR DEFENSE ARTILLERY CENTER and FORT BLISS

NAME ORGANIZATION

USAADACENFB, EEO, Bldg 114, Pershing Road, Fort Bliss, TX 79916-6812

ADDRESS OF ORGANIZATION

ORGANIZATION LEVEL		NUMBER OF EMPLOYEES COVERED BY PLAN	1108
AGENCY		PROFESSIONAL	129
MOC		ADMINISTRATIVE	331
REGION		TECHNICAL	136
COMMAND		CLERICAL	196
INSTALLATION	X	OTHER	272
HEADQUARTERS		BLUE COLLAR	44

NORMA MARTINEZ

(915) 568-5302

NAME OF POINT OF CONTACT/EEO OFFICE

TELEPHONE NO.

FLORA T. SAMBRANO

(915) 568-3510

NAME OF PRINCIPAL EEO OFFICIAL

TELEPHONE NO.

Flora T. Sambrano

10 Feb 02

SIGNATURE OF PRINCIPAL EEO OFFICIAL
CERTIFIES THAT THIS PLAN IS IN COMPLIANCE
WITH EEO MD-714

DATE

STANLEY E. GREEN, MAJOR GENERAL, U.S. ARMY, COMMANDING

NAME AND TITLE OF HEAD OF ORGANIZATION

Stanley E. Green

12 Feb 02

SIGNATURE OF HEAD OF ORGANIZATION
CERTIFIES THAT THIS PLAN IS IN COMPLIANCE
WITH EEO MD-714

DATE

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
WOMEN ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM
ACCOMPLISHMENT REPORT FOR FY02**



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY AIR DEFENSE ARTILLERY CENTER AND FORT BLISS
1733 PLEASANTON ROAD
FORT BLISS, TEXAS 79916-6616

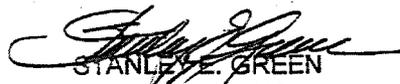
ATZC-CSE

6 April 2002

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Commanding General's Support of Equal Employment Opportunity

1. As Commanding General of HQ, U.S. Army Air Defense Artillery Center and Fort Bliss, I am committed to ensuring strict adherence to the Department of the Army's Equal Employment Opportunity (EEO) Program. I do not tolerate nor condone any action that does not promote the goals and objectives of the EEO program by a civilian or military member at Fort Bliss.
2. I am now issuing a written reminder to all members of this installation of our commitment to EEO. I expect all of you to abide by the letter and spirit of the law. I hold directors, managers, and supervisors accountable for a work environment free of any type of discrimination. Under the Total Army Performance Evaluation System (TAPES), I hold management officials accountable for EEO programs by including EEO as a critical element in their yearly performance plans and evaluations.
3. Title VII of the Civil Rights Act of 1964, as amended, guarantees equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental handicap. Sexual harassment is a form of sex discrimination. Sexual harassment is deliberate or repeated behavior of a sexual nature which is unwelcome. The behavior can be either verbal, non-verbal or physical, but it must be either "deliberate" (not happening by accident, but by someone's intent) or "repeated" (happening more than once).
4. The responsibility for ensuring equal opportunity, without discrimination, and an environment free of sexual overtones and innuendoes, is one of the most important trusts of leaders and supervisors. It requires that we all remain dedicated to ensuring fairness within our units and organizations and that we handle reports of violations expeditiously and correctly.


STANLEY E. GREEN
Major General, USA
Commanding

DISTRIBUTION: A

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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EXECUTIVE SUMMARY

Equal employment opportunity is the objective of the Affirmative Employment Program (AEP). This is a program of self-analysis, problem identification, and elimination of discriminatory practices and policies, past and present. Affirmative employment is simply good management. That means using good management practices to ensure that the work force is managed in a way that allows it to make its best contributions. All managers and supervisors are encouraged to make a good faith effort to achieve the goals and objectives of the AEP. The AEP will help to achieve work-force diversity, and to allow the work force to make the most contributions to the community and the society as a whole.

Although Fort Bliss has been in a downsizing mode since FY 88, affirmative employment comparative statistics reflect that the representation of women and minorities have made gradual progress. The AEP Accomplishment Report for FY 02 notes that overall women employment at 31% experienced a 2.9% increase from FY 01. Overall employment of minorities decreased slightly from 59.5% in FY 01 to 58.4% in FY 02. Women in the higher-grade levels are still under-represented. Fort Bliss is committed to diversity employment and to the correction of any imbalances that may occur.

The AEP is a critical initiative to achieve the goals of fighting discrimination and encouraging inclusion. I expect all supervisors and managers to abide by the spirit of the law and support this initiative. The Affirmative Employment Program is the collection of management efforts to provide a diversified work force. As we continue to achieve affirmative employment objectives to address the existing work-force disparities, we are confident these efforts will result in a more representative work-force profile for Fort Bliss in the future.

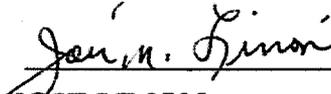
STANLEY E. GREEN


Major General, U.S. Army
Commanding

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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CERTIFICATION OF QUALIFICATIONS OF EEO OFFICIALS

I certify that the qualifications of all staff officials full-time or part-time, responsible for the administration of the equal employment opportunity program and affirmative program have been reviewed by competent authority and meet the qualification standards.



JOSE LIMON
DIRECTOR, HUMAN RESOURCES

2/5/02

DATE

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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**INTRODUCTION/COMPLIANCE WITH
EEOC DIRECTIVES**

The mission of the Fort Bliss Equal Employment Opportunity Office is to develop, acquire and sustain superior information addressing discrimination in the Federal workforce and to ensure that full and fair opportunity is provided for all employees, regardless of race, age, religion, sex, color, national origin, or handicap to contribute to the extent of their abilities in pursuing a career in the Federal service.

Our objective is to provide for the non-discriminatory treatment of all employees in the course of carrying out their duties in the Federal workplace. This objective requires that employees not be unfairly limited in obtaining employment or in career advancement consistent with their performance and abilities, and that they be treated in a fair and non-discriminatory manner while performing their duties.

This Annual Affirmative Employment Program Report update is prepared in accordance with Equal Employment Opportunity Commission (EEOC) Management Directive, EEOC-MD-714. The report is designed to assist installation activities to achieve its goal of a diverse, well-trained, motivated work force.

The report covers each of the program elements as follows:

Organization and Resources
Work Force Statistics
Discrimination Complaints
Employee Development Program
Program Evaluation

As a result of the program analysis, problems (situations and conditions which need to be corrected or changed) are identified and barriers (personnel or management policies, practices, and procedures that cause the situation or condition) uncovered. Objectives and action items are established to eliminate the problems and/or barriers to ensure equal employment opportunity for all employees, including women and minorities.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DELEGATION OF AUTHORITY

COMMANDER. The Commanding General has the ultimate responsibility for all equal employment opportunity programs within the installation. The Commanding General is responsible for ensuring that sufficient resources are available to EEO program officials to manage and operate the program effectively.

EQUAL EMPLOYMENT OPPORATUNITY (EEO) OFFICER. Advises the Commander, Managers, and Supervisors; coordinates and develops the Affirmative Employment Program Plan (AEPP); ensures that all persons with equal employment opportunity and affirmative action program responsibilities are knowledgeable and adequately trained and that managers, and supervisors are aware of the rights of all employees, equal employment opportunity policy, and relevant guidance; ensures that equal employment opportunity objectives are designed to remedy identified problem areas; monitors the AEPP; develops EEO complaints processing procedures, policies, and directive; organizes EEO committees; maintains community outreach; assists in developing and monitoring upward mobility and intern programs; monitors and assesses the EEO program; directs Special Emphasis Programs (SEP); advises employees; directs implementation of the Prevention of Sexual Harassment (POSH); conducts EEO/AA training; and develops minority college relations programs and plans.

SPECIAL EMPHASIS PROGRAM MANAGER, HISPANIC EMPLOYMENT PROGRAM, BLACK EMPLOYMENT PROGRAM, AND INDIVIDUALS WITH DISABILITIES PROGRAM. Advises the EEO Officer, Managers and Supervisors; directs, monitors, and plans applicable program; organizes and directs Committee members; develops and monitors the AEPP; provides input into policies and directives; presents briefings; maintains community outreach; assists in the upward mobility and intern programs; conducts EEO audits of personnel actions; processes, analyzes, and monitors EEO complaints; counsels and assists employees and/or applicants for employment; and conducts training.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DELEGATION OF AUTHORITY

EEO COUNSELORS. Advise the EEO Officer; conduct inquiries into allegations of discrimination raised under 29 CFR 1614 and attempt to resolve complaints at the pre-complaint (informal) stage; provide aggrieved employees and management officials of their rights; provide appropriate reports to the EEO Officer.

DIRECTORS, MANAGERS AND SUPERVISORS. Ensure program implementation and success within his/her organization; provide EEO leadership and direction within their organization through the establishment of personnel policies and procedures in compliance with the Command's policies, programs and objectives in ensuring equal employment opportunity; ensure a work place free of discrimination and harassment; act promptly to prevent or to correct situations that may give rise to complaints of discrimination; assign and allow SEP Committee members and EEO counselors adequate time to carry out their EEO functions; ensure that subordinates fully cooperate with EEO officials in carrying out their responsibilities.

CAREER PROGRAM (CP) MANAGERS. Promote participation of women and minorities in their respective career programs. Review AEP goals and objectives for specific CP and take affirmative actions in attempting to meet those goals; actively participate in Special Emphasis Programs for the advancement of women and minorities.

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) CHIEF. Ensures that the EEO Officer, SEP Manager, and EEO Counselors are given appropriate access to records and documents in carrying out their responsibilities; provides technical support to EEO officials; provides staff guidance and advice on civilian personnel matters; assigns staff to assist in carrying out these functions; provides information and resource assistance to the EEO Officer as requested.

LABOR COUNSELOR. Provides legal advice on EEO matters to the Commander, Managers, Supervisors, and the EEO Officer; provides proper interpretation of laws and regulations; acts as installation legal representative at Office of Complaint Investigations (OCI) fact-finding conferences and EEO Commission (EEOC) hearings; reviews proposed memorandums of acceptance or dismissal of formal complaints, settlements and agreements and offers of full relief for legal sufficiency; advises the Commander regarding settlement of attorney's fees and costs. Notifies and provides documentation of EEO Officer when litigation is initiated or completed.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DELEGATION OF AUTHORITY

PUBLIC AFFAIRS OFFICER. Assists the EEO Officer and SEP Manager in providing awareness and publicity that will aid the Command in promoting effective EEO and SEPs.

UNION AND OTHER EMPLOYEE GROUPS. Maintains close coordination with EEO Officer to provide additional information on matters of affirmative action to the employees represented by the bargaining unit.

SEP COMMITTEES. Serve as a viable body, sensitive and responsive to the needs of the work force in matters pertaining to the EEO Program; advise the EEO Officer and SEP Manager on policies and practices that would affect the equal employment of women and minorities in the work force; assists in enhancing the overall EEO program.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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EEO ORGANIZATION AND RESOURCE

Equal Employment Opportunity (EEO) Program is a major function of the Command's management structure. The EEO Office is located at Fort Bliss, Texas, building 114, on Pershing Road, and provides centralized leadership and coordination of the installation serviced activities as follow:

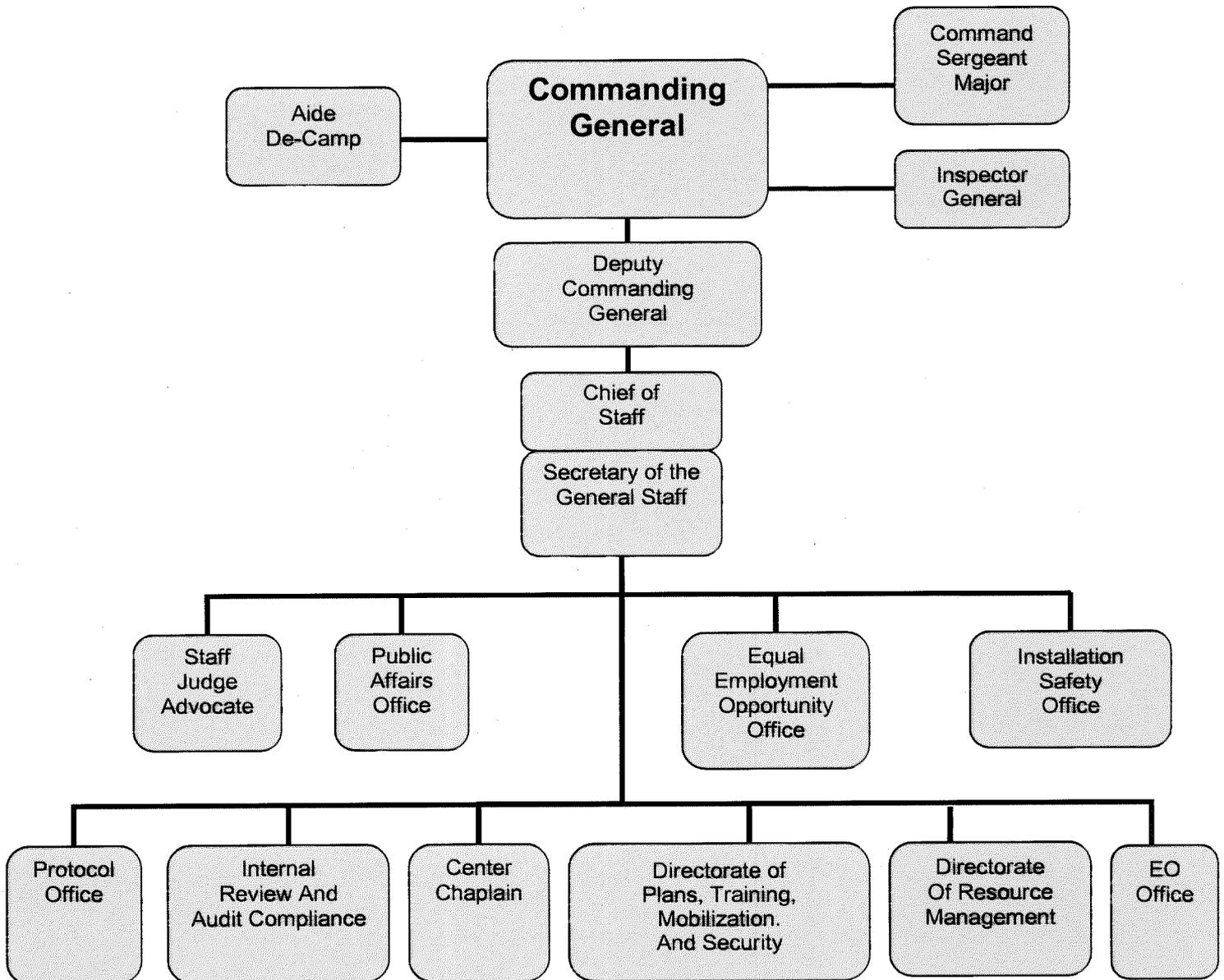
USASMA, NAF, TEXCOM, ARI, AMC LAO TSC (Calibration Service), USACIDC, JTF-6, ADCCS Field Office, WBAMC, and DECA (At informal stage only).

The EEO Officer has a direct line of communication with the Commanding General. The EEO Staff, which consists of four full-time permanent employees, assists management officials in establishing, maintaining, and conducting programs to promote EEO for employees and applicants for employment. The EEO Officer participates in senior staff meetings and planning sessions where significant management issues, staffing plans and requirements, and other management decisions are made which affect the work force. The EEO Staff assists managers and supervisors in resolving problems which impact on the EEO program and the full participation of all employees.

EEO Office functions include advising the Commander, Directors, Managers, and Supervisors; processing of EEO complaints; providing technical assistance and advice to serviced activities; affirmative actions; barrier analysis; monitoring and evaluation; training; Special Emphasis Programs (SEP) including Federal Women's Program, Hispanic Employment Program, Black Employment Program, and Individuals with Disabilities Program. Employees receive formal training in specific areas related to their responsibilities.

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USAADACENFB ORGANIZATIONS



**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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DEFINITIONS

ACTION ITEM: Clearly identified step to the attainment of an objective.

BARRIER: Personnel principal, policy, or practice, which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women, and individuals with disabilities.

CIVILIAN LABOR FORCE (CLF): Persons, 16 years of age or older, excluding those in the Armed Forces, who are employed or seeking employment.

DETERMINATION of UNDER-REPRESENTATION: A comparison between the percentage of a particular race, national origin group by sex in a category of Federal employment and the percentage of the same group in the appropriate civilian labor force.

EEO GROUPS: Black males (BM), Black females (BF), Hispanic males (HM), Hispanic females (HF), Asian/Pacific Islander males (AM), Asian/Pacific Islander females (AF), Native Americans/Alaskan Natives males (NAM), Native Americans/Alaskan Natives females (NAF), White males (WM) and White females (WF). Additional racial and ethnic categories will be classified as "Other RNO" which includes Identification Pending (I) and Non-Hispanic Puerto Rico (Y).

EMPLOYEE: Permanent, full or part-time, members of the agency work force including those in excepted service positions. This does not include temporary or intermittent individuals.

FISCAL YEAR: Reporting period from October 1st of one year to September 30th of the following year.

GRADE OR PAY LEVEL: The specific levels within the prevailing pay structure (General Schedule (GS), Wage Grade (WG) or other).

UNDERREPRESENTATION: Representation of EEO groups in a specific occupational grouping or grade level in the agency's work force that is substantially below its representation in the appropriate CLF.

MINORITY: The term minority is intended to include only the following racial and ethnic categories:

- A = Native Americans/ Alaskan Natives
- B = Asian/Pacific Islander
- C = Black (Not of Hispanic Origin)
- D = Hispanic

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MULTI-YEAR PLAN: An affirmative employment program planning cycle which extends beyond 1 year and is designed to coincide with agency ongoing budgetary and personnel management planning in order to address both long term and short term goals.

OCCUPATIONAL CATEGORIES: The major occupational categories for the white collar and wage board pay systems including Professional, Administrative, Technical, Clerical, Other and Blue Collar (PATCOB).

PATCOB: Acronym for Professional, Administrative, Technical, Clerical, and Other white-collar occupational categories and the Blue-Collar occupational category.

PROGRAM ANALYSIS: Review of entire agency affirmative employment program.

PROGRAM ELEMENT: Prescribed program area for assessing where agencies should concentrate their affirmative program analysis and plan development.

WORK FORCE PROFILE: An organizational "snap shot" illustrating the dispersion of race, national origin groups, by sex within specified employment categories.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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FORT BLISS EEO VISION

The model employer with a diverse and effective workforce founded upon equality of opportunity.

PURPOSE

Achieve a Work Environment Free of Unlawful Discrimination.

- Promote “Doing the Right Thing” as good business for the Army
- Develop and recommend innovative ways to involve leaders in promoting a work environment free of discrimination
- Implement state-of-the-art executive-EEO training

Achieve a Workforce Reflective of Our Nation’s Diversity

- Develop strategies for recruiting, developing, and retaining a diverse workforce
- Intensive training effort aimed at valuing diversity

Equal Employment Opportunity Institutionalized as an Integral Part of the Army Mission

- Maintain the EEO Office as an independent staff element
- Encourage EEO inclusion in all Army leadership programs
- Promote an environment where all people are treated with dignity and respect

Army Equal Employment Opportunity Professionals are Experts in Their Field

- Ensure that EEO professionals are well trained in all aspect of affirmative employment program planning, employment discrimination, complaints management, managing diversity, EEO program evaluation, and other appropriate training
- Increase, encourage, and promote teamwork among professional Army wide
- Prepare EEO staff to provide quality customer service to a diverse work force
- Encourage all EEO careerists and other interested candidates to apply for the career program.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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PREFACE

1. General work force statistics indicate that Fort Bliss's work force is diverse in scope and range of occupations. The primary barriers are the hiring restrictions, grade controls, and reduction-in-force. The availability of underrepresented groups provides selection officials the ability to maximize selection opportunities. Supervisors are encouraged to expand recruitment sources whenever possible with the goal to hire the best qualified person. Confusion arises because of conflicting information and misunderstandings concerning how affirmative employment rules are applied. The objective of affirmative employment is equal employment opportunity. Hiring an individual based solely on numerical objectives is prohibited and has been for more than twenty years. There are no Federal EEO programs for hiring quotas.

2. The affirmative employment comparative statistics are a measure of the diversity of the organization when compared to the available work force. If that diversity is not there, managers should examine recruitment, promotion policies and practices, developmental training, career counseling, and other management practices to determine if current practices are creating barriers. Affirmative employment is simply good management. It means that managers do those things that show a positive investment in human capital. It means using good management practices to ensure that the work force is managed in a way that allows it to make its best contributions. As a result of these efforts the work force will begin to reflect the national or local civilian work force.

3. The challenge is overcoming personal or subjective antipathies and paranoia created by stereotypes and faulty prejudices. Ethnic observances and continuing education EEO training and education programs address this by providing more comprehensive information that replaces stereotypes. Fort Bliss leadership is committed to equal opportunity. This commitment has produced considerable progress, particularly in the recruitment, selection, and advancement of minorities and women. Sexual harassment was a major issue for the Department of the Army. The experience and lessons learned in dealing with this important issue resulted in further understanding the importance of inclusion and equal opportunity. Implementation of sexual harassment prevention policies creates a non-hostile work environment that eliminates sexual oppression, intolerance, and intimidation so that the work force can focus on its mission. Employee development programs are investments that seek to achieve the highest return on human capital in the work force. With this in mind, we will continue to address employee developments and EEO training in our affirmative employment planning.

4. The Commander at Fort Bliss has provided excellent leadership to be a model employer. As such, he set policy to ensure that affirmative efforts be included in all personnel practices, and that all supervisors be actively involved in the execution of the affirmative employment plans. In FY 02, we have overcome much skepticism and work diligently to ensure that the improvements made and efficiencies gained by the EEO concepts are incorporated into our daily operation. We hold high standards of customer service and quality products. We put our customers first and make every effort to resolve complaints at the lowest level possible. We seek to achieve gradual progress in overcoming the under-representation of women and minorities.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND
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STATISTICAL ANALYSIS OF WORK FORCE

The primary mission of Fort Bliss installation is to train soldiers and units. Fort Bliss is well known as a power projection platform and training center for the Air Defense Artillery mission. While stressing the mobility requirements for projecting forces, Fort Bliss leadership continues to enhance the quality of life for the military and civilian work force by providing all an equality of opportunities. The installation currently serves a population of over 12,680 active duty military and 1108 civilian personnel on post and approximately 66,012 family members and retirees off post.

A. WORK FORCE SUMMARY:

This report covers the progress of the work force to include a statistical overview of employment of women and minorities, accomplishment reports of objectives and action items, and noteworthy initiatives/activities during the reporting year. The Statistical Analysis of Work Force includes an analysis of the work force by Professional, Administrative, Technical, Other, and Blue Collar (PATCOB) categories, grade groupings, and major occupations. The work force profiles reported for FY 02 are the permanent, full-time, and part-time employment in the General Schedule and related pay plan and in predominant prevailing rate wage systems. The Fort Bliss work force in this report includes the **TRADOC** activities only.

FORT BLISS WORK FORCE

The percentage change between the FY 2002 and FY 2001 work force depicts an overall .27 percent decrease in personnel. The RNO breakdown shows a gain in White females, Black males and females, Hispanic females as well as a small increase within the Native Americans/Alaskan Natives female and "Other RNO" categories. While a decrease occurred for White males, Hispanic males, Asian/Pacific Islander males and females within the Fort Bliss workforce, there was no change in the Native Americans/ Alaskan Natives male numbers.

	Total	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	OTHER RNO
2002	1108	308	153	95	42	349	135	8	10	3	3	2
%	100%	27.8%	13.8%	8.6%	3.8%	31.5%	12.2%	0.7%	0.9%	0.3%	0.3%	0.2%
2001	1111	314	136	82	38	390	126	9	11	3	2	0
%	100%	28.3%	12.2%	7.4%	3.4%	35.1%	11.3%	0.8%	1.0%	0.3%	0.2%	0.0%
Change	-0.27%	-0.5%	1.6%	1.2%	0.4%	-3.6%	0.8%	-0.1%	-0.1%	0.0%	0.1%	0.2%

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NAF and TENANT ORGANIZATION WORK FORCE

New for this year, the Affirmative Employment Program (AEP) report for FY02 now includes an analysis of Non-appropriated Fund (NAF) employees as well as employees of tenant organizations supported by the EEO Office at Fort Bliss, Texas. Since this is the initial reporting year for both NAF and tenant organization data, the statistics provided below are exclusively based on FY02 figures and do not include a comparison with FY01 amounts. A PATCOB categorization for both NAF and tenant organizations has also been provided under Appendix A.

Of the 472 NAF employees, 67.8 % were females (3.6 % of which were within the "Other RNO" classification), 32 % were males (.8 % of which were within the "Other RNO" classification), and .2 % was listed as Identification Pending--another category that is also listed under the "Other RNO" classification. A breakdown of "Other RNO" classifications for NAF employees can be found in Appendix A. Minorities totaled 59.3% of the total NAF workforce. The Tenant Organization population consisted of 158 employees, of which 35.5 % were females and 64.5% were males. Minorities composed 53.6 % of the total workforce.

	Total	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	Other RNO
NAF	472	62	130	22	58	63	113	0	2	0	0	22
%	100%	13.1%	27.5%	4.7%	12.3%	13.3%	23.9%	0.0%	0.4%	0.0%	0.0%	4.7%
TENANT	158	50	23	11	9	40	24	1	0	0	0	0
%	100%	31.6%	14.6%	7.0%	5.7%	25.3%	15.2%	0.6%	0.0%	0.0%	0.0%	0.0%

B. OVERVIEW OF MINORITIES AND WOMEN EMPLOYMENT AT FORT BLISS

In FY 02, the Fort Bliss TRADOC civilian work force has decreased from 1111 to 1108--a loss of 3 positions. The work force in FY 02 is comprised of 69% men and 31% women; 42% whites and 58% minorities.

WOMEN:

The women workforce increased 3% from 28% for FY 01 to 31% for FY02.

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GROUP	FY02		FY01		CHANGE	
	Number	Percent	Number	Percent	Number	Percent
Men	764	69.0%	798	71.8%	-34	-2.9%
Women	344	31.0%	313	28.2%	31	2.9%
Total	1108	100.0%	1111	100.0%	-3	0.0%

MINORITIES:

Minority employment decreased for FY02 by approximately 1%.

GROUP	FY02		FY01		CHANGE	
	Number	Percent	Number	Percent	Number	Percent
White	461	41.6%	450	40.5%	11	1.1%
Minorities	647	58.4%	661	59.5%	-14	-1.1%
Total	1108	100.0%	1111	100.0%	-3	0.0%

BLACKS:

The Fort Bliss TRADOC work force is comprised of 12% Black employees, which is an increase from 11% in FY01—an increase of 17 positions.

HISPANICS:

The Fort Bliss TRADOC work force is comprised of 44% Hispanics. This is a decrease from 46% in FY01—a decrease of 32 positions.

ASIAN/ PACIFIC ISLANDERS:

The Fort Bliss TRADOC work force is comprised of 1.6% Asian/ Pacific Islander employees. This is a decrease from 1.8% in FY 01—a decrease of 2 positions.

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NATIVE AMERICANS/ALASKAN NATIVES:

The Fort Bliss TRADOC work force is comprised of 0.5% Native Americans/Alaskan Natives employees. There was a .1% increase in this minority's representation.

OTHER RNO:

The Fort Bliss TRADOC work force had one female employee classified as "Identification Pending" and one male employee under the Non-Hispanic Puerto Rico category for FY02.

GROUP	FY02		FY01		CHANGE	
	Number	Percent	Number	Percent	Number	Percent
Black	137	12.4%	120	10.8%	17	1.6%
Hispanic	484	43.7%	516	46.4%	-32	-2.8%
Asian/ Pacific Islander	18	1.6%	20	1.8%	-2	-0.2%
Native Americans/ Alaskan Natives	6	0.5%	5	0.5%	1	0.1%
Other RNO	2	0.2%	0	0.0%	2	0.2%
Total	645	58.4%	661	59.5%	-16	-1.3%
Total Population	1108		1111		-3	

C. FORT BLISS WORK FORCE SUMMARY BY PATCOB

Employment data for women and minorities are further subdivided into occupational categories and grade groups in order to show a more informative profile. Occupational categories (known as PATCOB) are: Professional, Administrative, Technical, Clerical, Other, and Blue Collar. The El Paso 1990 Civilian Labor Force (CLF) by PATCOB is used to compare the Fort Bliss work force except in the Professional category where National CLF is used. Employees in the total service work in a broad variety of occupations and grade levels. The El Paso CLF by PATCOB is provided as an "ideal" base to measure against the Fort Bliss work force for under-representation of a particular EEO group by occupations or grade levels. Distribution by PATCOB for FY 02 is shown at Appendix A.

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PROFESSIONAL

These positions are those that have a positive educational requirement and make up 12% of the work force. In FY 02, the number of employees in the professional occupations increased from 126 to 129. Additionally, the aggregate total of women in the professional work force decreased from 47 in FY 01 to 43 in FY 02, representing a decrease in women by 4% from 37% in FY 01 to 33% in FY 02. Representation of Black employees decreased from 5.6% to 5.4%. While Hispanics and Asian/Pacific Islanders each experienced a 1% decrease, Native Americans/Alaskan Natives increased their representation by 1% in FY02. Hispanic and Native Americans/Alaskan Natives representation are above the CLF; while Black and Asian/Pacific Islander representations are below the CLF.

PROFESSIONAL	FY 02	FY 01	CHANGES	NATIONAL CLF
Women	33.3%	37.3%	-4.0%	37.0%
Black	5.4%	5.6%	-0.2%	5.6%
Hispanic	42.7%	43.7%	-1.0%	3.5%
Asian/ Pacific Islander	0.8%	1.6%	-0.8%	5.4%
Native Americans/ Alaskan Natives	0.8%	0.0%	0.8%	0.4%

ADMINISTRATIVE

These positions usually start at GS Grade 9 and continue to the most senior positions. No positive educational requirements are necessary in this category. These positions make up 30% of the work force. In FY 02, the number of employees in this category increased from 296 to 331, an increase of 35 positions. Women and Hispanic representation within the administrative field decreased by 2% and 1%, respectively, while Black representation increased by approximately 1%. Asian/Pacific Islander representation as well as Native Americans/Alaskan Natives representation experienced increases in FY 02. White, Black, Asian/Pacific Islander and Native Americans/Alaskan Natives representation are above the CLF.

ADMINISTRATIVE	FY 02	FY 01	CHANGES	EL PASO CLF
Women	30.2%	32.1%	-1.9%	39.9%
Black	14.8%	13.5%	1.3%	3.5%
Hispanic	28.1%	29.4%	-1.3%	54.3%
Asian/ Pacific Islander	2.1%	1.4%	0.7%	0.6%
Native Americans/ Alaskan Natives	0.9%	0.6%	0.3%	0.1%

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TECHNICAL

These positions make up 12% of the work force and usually start at GS Grade 5 and continue up to GS Grade 9. Employees in this category work in a variety of positions, usually in support of professional and administrative positions. In FY 02, employees in this category decreased from 178 to 136. Representation of women increased by 6%; Black, Hispanic, Asian/ Pacific Islander and Native Americans/Alaskan Natives representation each decreased by half of a percent. White, Black, and Asian/Pacific Islanders representation is above the CLF.

TECHNICAL	FY 02	FY 01	CHANGES	EL PASO CLF
Women	50.7%	44.4%	6.3%	53.2%
Black	16.9%	17.4%	-0.5%	2.7%
Hispanic	41.1%	41.6%	-0.5%	59.4%
Asian/ Pacific Islanders	2.2%	2.8%	-0.6%	0.5%
Native Americans/ Alaskan Natives	0.0%	0.6%	-0.6%	0.2%

CLERICAL

These positions make up 18% of the work force. In FY 02, employees in this category increased from 149 in FY 01 to 196 in FY 02. Representation of women decreased by 3%, and representation of Black and Hispanic employees increased 1% each. Although Asian/Pacific Islander representation dropped 1%, Native Americans/Alaskan Natives experienced a slight increase for FY 02. White, Black and Asian/Pacific Islander representations are above the CLF.

CLERICAL	FY 02	FY 01	CHANGES	EL PASO CLF
Women	57.1%	59.7%	-2.6%	77.9%
Black	12.3%	11.5%	0.8%	3.7%
Hispanic	49.5%	48.3%	1.2%	65.7%
Asian/ Pacific Islanders	2.0%	2.7%	-0.7%	0.6%
Native Americans/ Alaskan Natives	0.5%	0.7%	-0.2%	0.1%

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OTHER

“Other” positions comprise 25% of the work force and mostly include firefighters and security personnel. In FY 02, the number of employees within this category increased from 78 in FY 01 to 272 in FY 02. This significant increase was due to the hiring of Security Guards/Police positions—positions that are allocated to this category. Representation of women increased by 4%; Black representation increased by 10%; Hispanic representation decreased by 22%; and Asian/Pacific Islander and Native Americans/Alaskan Natives representation increased during FY 02 by about 1%. Black, Hispanic, Asian/Pacific Islander and Native Americans/Alaskan Natives representations are above the CLF.

OTHER	FY 02	FY 01	CHANGES	EL PASO CLF
Women	6.6%	2.7%	3.9%	14.3%
Black	11.7%	2.6%	9.1%	1.9%
Hispanic	57.0%	79.5%	-22.5%	56.4%
Asian/ Pacific Islanders	0.7%	0.0%	0.7%	0.5%
Native Americans/ Alaskan Natives	0.4%	0.0%	0.4%	0.2%

BLUE COLLAR

Blue-collar positions make up 4% of the work force. Typically there are a variety of pay plans and positions included. In FY 02, blue-collar employees decreased from 278 in FY 01 to 46 in FY 02—a consequence of the Department of Public Works and Logistics (DPWL) reduction-in-force. Women representation increased by 4% while Black representation decreased by 4%. Though Hispanic representation increased by 5%, Asian/Pacific Islander representation saw a modest .5% increase while Native American/Alaskan Natives representation decreased by .5%. Black and Asian/Pacific Islander representation are above the CLF.

BLUE-COLLAR	FY 02	FY 01	CHANGES	EL PASO CLF
Women	4.5%	0.7%	3.8%	13.2%
Black	4.6%	8.3%	-3.7%	3.7%
Hispanic	63.7%	58.7%	5.0%	70.1%
Asian/ Pacific Islanders	2.3%	1.8%	0.5%	0.2%
Native Americans/ Alaskan Natives	0.0%	0.4%	-0.4%	0.2%

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D. SUMMARY BY GRADE GROUPINGS

In FY 02, the work force employed 96% white-collar employees and 4% blue-collar employees. The white-collar work force increased from 75% in FY 01 to 96% in FY 02. The blue-collar work force decreased from 25% in FY 01 to 4% in FY 02. This significant decrease was due to the contracting out of the Department of Public Works and Logistics (DPWL), which primarily employed blue-collar workers. White-collar employment grew as a result of increased hiring within the security work segment.

The overall distribution by grade groupings is shown in Appendix C.

GS 1-4	FY 02	FY 01	CHANGES
Population	244	91	153
Women	37.7%	59.3%	-21.6%
Black	16.0%	11.0%	5.0%
Hispanic	47.1%	44.0%	3.1%
Asian/ Pacific Islander	0.4%	2.2%	-1.8%
Native Americans/ Alaskan Natives	0.4%	1.1%	-0.7%
Other RNO	0.0%	0.0%	0.0%

GS 5-8	FY 02	FY 01	CHANGES
Population	340	278	62
Women	31.2%	40.7%	-9.5%
Black	11.5%	13.0%	-1.5%
Hispanic	52.9%	55.8%	-2.9%
Asian/ Pacific Islander	2.6%	2.5%	0.1%
Native Americans/ Alaskan Natives	0.6%	0.4%	0.2%
Other RNO	0.0%	0.0%	0.0%

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GS 9 - 12	FY 02	FY 01	CHANGES
Population	422	399	23
Women	31.5%	33.1%	-1.6%
Black	12.6%	13.0%	-0.4%
Hispanic	34.4%	34.1%	0.3%
Asian/ Pacific Islander	1.9%	1.6%	0.3%
Native Americans/ Alaskan Natives	1.7%	0.5%	1.2%
Other RNO	0.2%	0.0%	0.2%

GS 13-15	FY 02	FY 01	CHANGES
Population	58	58	0
Women	19.0%	20.7%	-1.7%
Black	6.9%	5.2%	1.7%
Hispanic	27.6%	32.7%	-5.1%
Asian/ Pacific Islander	0.0%	0.0%	0.0%
Native Americans/ Alaskan Natives	0.0%	0.0%	0.0%
Other RNO	1.7%	0.0%	1.7%

The overall population increased by 23 positions within the GS 9-12 levels. The number of women occupying these grade positions decreased approximately 1.6 percent; Blacks within the grade levels also had a slight decrease of .4 percent. Hispanics and Asian/Pacific Islanders experienced a .3 percent increase, while Native Americans/Alaskan Natives had a 1.2 percent increase.

The GS13-15 level population did not have a change within its overall amount; however, EEO groups gave up positions within these levels. Hispanics experienced a 5.1 percent decrease while women, as a group, had a 1.7 decrease. Blacks gained 1.7 percent.

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BLUE-COLLAR (WAGE GRADES)

The total of wage grade positions decreased from 278 in FY 01 to 44 in FY 02. The significant change in the Blue Collar workforce was due to the DPWL reduction in force that occurred in 2002. The other positions were turned into contract positions. The Blue-collar workforce in FY02 is composed of 41 wage grade positions and 3 leader/supervisor positions.

	TOTAL WORK FORCE	WG/WD 11-12	%	WG/WD 13-15	%	WL/WS/ WN 10-11	%	WL/WS/ WN 12-19	%
WHITE MALES	29.5%	1	20.0%	2	66.7%	0	0.0%	1	100.0%
WHITE FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
BLACK MALES	2.3%	1	20.0%	0	0.0%	0	0.0%	0	0.0%
BLACK FEMALES	2.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
HISPANIC MALES	61.4%	3	60.0%	1	33.3%	2	100.0%	0	0.0%
HISPANIC FEMALES	2.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
ASIAN/ PACIFIC ISLANDER MALES	2.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
ASIAN/ PACIFIC ISLANDER FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
NATIVE AMERICANS/ ALASKAN NATIVES MALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
NATIVE AMERICANS/ ALASKAN NATIVES FEMALES	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
OTHER RNO	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
TOTAL 2002	44	5		3		2		1	

The chart above illustrates the work force percentages in higher wage grade levels as compared with the overall work force percentages for FY 02.

Detailed delineation of blue-collar positions by grade groupings in FY 02 is shown on Appendix C.

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The WG/WD/WL/WS/WN 10-19 levels show that 11 of the 44 Blue Collar positions are in these high wage grade levels. Hispanic males comprise 61.4 percent of the Blue Collar wage force and hold some high level positions. Approximately, 30 percent of the work force is comprised of white males while other EEO groups hold the remaining percentage.

E. ANALYSIS OF FORT BLISS WORK FORCE REPRESENTATION

BY PATCOB:

An under-representation determination is a comparison between (a) the percentage of a particular minority/sex group in a category of Fort Bliss work force and (b) the percentage of that same group in the local or national CLF. When the work force percentage is less than the CLF percentage, under-representation exists. The numbers needed to achieve parity are estimated which may improve the percentages of under-representation in accordance with the CLF. The following EEO groups are identified as underrepresented in each occupational category:

Categories (Total #)	Underrepresented EEO Groups	Current #	Increase Number Needed for Parity
Professional (129)	White Females	19	20
	Asian/ Pacific Islander Males	0	4
Administrative (331)	Hispanic Males	56	47
	Hispanic Females	37	38
Technical (136)	Hispanic Females	21	26
Clerical (196)	White Females	44	3
	Hispanic Females	48	50
Other (272)	White Females	6	4
	Hispanic Females	10	16
Blue-Collar (44)	Hispanic Females	1	3

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BY GRADE GROUPINGS:

Command emphasis continues to require review and monitoring for the GS 13-15 positions to ensure all qualified employees are afforded equal opportunity for consideration for promotion. The chart below provides statistical data showing manning levels by Race, Sex, and National Origin for the GS 13-15 grade grouping. Data shows that within the GS 13-15 grade level there is an under-representation in White Female, Black Female, Asian/Pacific Islander Females and Males, and Native Americans/Alaskan Natives Females and Males.

GS 13-15	FY 02		FY 01		+ or -	CLF
White Males	31	53.4%	29	50.0%	3.4%	42.1%
White Females	6	10.3%	7	12.1%	-1.7%	40.4%
Black Men	4	6.9%	3	5.2%	1.7%	3.6%
Black Females	0	0.0%	0	0.0%	0.0%	5.2%
Hispanic Males	11	19.0%	14	24.1%	-5.2%	2.6%
Hispanic Females	5	8.6%	5	8.6%	0.0%	2.6%
Asian/ Pacific Islander Males	0	0.0%	0	0.0%	0.0%	1.4%
Asian/ Pacific Islander Females	0	0.0%	0	0.0%	0.0%	1.4%
Native Americans/ Alaskan Natives Males	0	0.0%	0	0.0%	0.0%	0.3%
Native Americans/ Alaskan Natives Females	0	0.0%	0	0.0%	0.0%	0.3%
Other RNO	1	1.7%	0	0.0%	0.0%	0.0%
Total	58	100.0%	58	100.0%		

Review reveals the largest disparity with the CLF is among the female work force and that female and minority disparities increase as grade levels increase.

A review of the GS 9-12 positions is as follows:

GS 9-12	FY 02		FY 01		+ or -	CLF
White Males	145	34.4%	141	35.3%	-1.0%	42.1%
White Females	68	16.1%	66	16.5%	-0.4%	40.4%
Black Men	45	10.7%	40	10.0%	0.6%	3.6%
Black Females	8	1.9%	8	2.0%	-0.1%	5.2%
Hispanic Males	94	22.3%	81	20.3%	2.0%	2.6%
Hispanic Females	51	12.1%	55	13.8%	-1.7%	2.6%
Asian/ Pacific Islander Males	3	0.7%	3	0.8%	0.0%	1.4%
Asian/ Pacific Islander Females	4	0.9%	3	0.8%	0.2%	1.4%
Native Americans/ Alaskan Natives Males	2	0.5%	2	0.5%	0.0%	0.3%
Native Americans/ Alaskan Natives Females	1	0.2%	0	0.0%	0.2%	0.3%
Other RNO	1	0.2%	0	0.0%	0.0%	0.0%
Total	422	100.0%	399	100.0%		

A comparison of current positions and the CLF shows that there is under-representation in White Female, Black Females, Asian/Pacific Islander Males and Female, and Native Americans/Alaskan Female groups.

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F. MAJOR OCCUPATIONS ANALYSIS

Appendix D shows the distribution of EEO groups and numerical objective accomplishments by major occupations. The following EEO groups are identified as underrepresented for the following occupations:

CATEGORIES	UNDERREPRESENTED GROUPS
PROFESSIONAL	
Environmental Engineering, GS-819	White Females, Black Males, Black Females, Asian/ Pacific Islander Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Males, Native Americans/ Alaskan Natives Females
Contracting, GS-1102	White Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Males, Native Americans/ Alaskan Natives Females
ADMINISTRATIVE	
Training Instructor, GS-1712	White Females, Black Females, Hispanic Males, Hispanic Females, Asian/ Pacific Islander Females
Budget Analyst, GS-560	Hispanic Males, Asian/ Pacific Islander Males, Asian/ Pacific Islander Females, Native Americans/ Alaskan Natives Males
TECHNICAL	
Training Technician, GS-1702	Hispanic Males, Hispanic Females, Asian/ Pacific Islander Males, Asian/ Pacific Islander Females, Native Americans/Alaskan Natives Female
CLERICAL	
Supply Clerk, GS-2005	White Females, Black Females, Hispanic Females, Asian/ Pacific Islander Males, Asian/ Pacific Islander Females, Native Americans/ Alaskan Natives Females
Secretary, GS-318	Hispanic Males, Hispanic Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Females
OTHER	
Firefighter, GS-081	White Females, Black Males, Black Females, Hispanic Females, Asian/ Pacific Islander Males, Asian/ Pacific Islander Females, Native Americans/ Alaskan Natives Females
BLUE-COLLAR	
Material Handlers, WG-6907	White Females, Black Males, Black Females, Hispanic Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Males
Equipment Mechanic, WG-5803	White Females, Black Males, Black Females, Hispanic Females, Asian/ Pacific Islander Males, Native Americans/ Alaskan Natives Males

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ACCOMPLISHMENT REPORT ON OBJECTIVES

WORK FORCE:

1. **Women:** Overall employment of women increased to 31% of the total work force during FY 02. Women are still underrepresented in all job categories. In the GS 1-4 grades, there was a decrease of 22%; in the GS 5-8 grades there was also a decrease by 10 % from FY 01; there was a slight decrease of 2% in each of the GS 9-12 and GS/GM 13-15 grades. The blue-collar grades had an increase from FY 01 of 4%. Women, i.e., White female, Black female, Asian Pacific Islander and Native Americans/Alaskan Native females, remain underrepresented in the higher grades of GS/GM 13-15. The only female category achieving adequate representation is Hispanic females.

Women	FY 02	FY 01	Change
Total	31.1%	28.2%	2.9%
GS 1-4	37.7%	59.3%	-21.6%
GS 5-8	31.2%	40.7%	-9.5%
GS 9-12	31.5%	33.1%	-1.6%
GS/GM 13-15	19.0%	20.7%	-1.7%
Blue Collar	4.6%	0.7%	3.9%

2. **Blacks:** Overall employment of Blacks increased by 2% in FY 02. When compared to the CLF, Fort Bliss has a good record for employing Black employees at all occupational categories. Black representation at the GS 1-4 grade level increased by 5% and slightly decreased at the GS 5-8 grade level by 1%. GS 9-12 grade-level employment remained about the same while higher grades of GS/GM 13-15 increased by 2%. The blue collar grades showed a decrease of 4%.

Blacks	FY 02	FY 01	Change
Total	12.4%	10.8%	1.6%
GS 1-4	16.0%	11.0%	5.0%
GS 5-8	11.5%	13.0%	-1.5%
GS 9-12	12.6%	13.0%	-0.4%
GS/GM 13-15	6.9%	5.2%	1.7%
Blue Collar	4.6%	8.3%	-3.8%

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3. **Hispanics:** Overall employment of Hispanics slightly decreased from 46% in FY 01 to 44% in FY 02. There was an increase in the GS 1-4 grade level by 3%; a decrease in the GS 5-8 grade level by 3%; the GS 9-12 grade level remained about the same while the GS/GM 13-15 grade level decreased by 5%. The blue-collar grades increased by 10%.

Hispanic	FY 02	FY 01	Change
Total	43.9%	46.4%	-2.5%
GS 1-4	47.1%	44.0%	3.1%
GS 5-8	52.9%	55.8%	-2.9%
GS 9-12	34.4%	34.1%	0.3%
GS/GM 13-15	27.6%	32.7%	-5.1%
Blue Collar	68.2%	58.6%	9.6%

4. **Asian /Pacific Islanders:** Overall employment of Asians/Pacific Islanders remained at the same level in FY 02 as in FY01. There was a decrease in the GS 1-4 by 2%. The GS 5-8, the GS 9-12, and the GS/GM 13-15 grade levels remained unchanged from FY 01 to FY 02. The blue collar grades increased by 1%.

Asian/Pacific Islander	FY 02	FY 01	Change
Total	1.6%	1.8%	-0.2%
GS 1-4	0.4%	2.2%	-1.8%
GS 5-8	2.6%	2.5%	0.1%
GS 9-12	1.7%	1.6%	0.1%
GS/GM 13-15	0.0%	0.0%	0.0%
Blue Collar	2.3%	1.8%	0.5%

5. **Native Americans/Alaskan Natives:** Overall employment of Native Americans/Alaskan Natives did not change between FY02 and FY01. There was a decrease in the GS 1-4 grade of 1% and an increase in GS 9-12 of 1%. The GS 5-8 grades as well as GS/GM 13-15 grades remained the same from FY 01 to FY 02. The representation of Native Americans/Alaskan Natives in the upper grade levels still remains unchanged from FY 01. The blue-collar grades remained the same.

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Native Americans/ Alaskan Natives	FY 02	FY 01	Change
Total	0.5%	0.5%	0.0%
GS 1-4	0.4%	1.1%	-0.7%
GS 5-8	0.6%	0.4%	0.2%
GS 9-12	0.7%	1.6%	-0.9%
GS/GM 13-15	0.0%	0.0%	0.0%
Blue Collar	0.0%	0.4%	-0.4%

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Organization and Resources

PROGRAM/BARRIER STATEMENT: All personnel actions and most personnel records are processed at the regional personnel center at Fort Huachuca, AZ. This may impact discrimination complaints processing and affirmative employment planning.

OBJECTIVE: To develop transition plans and promote coordination between EEO and CPAC.

RESPONSIBLE OFFICIAL: EEO, CPAC

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Develop transition plan.	EEO, CPAC	Oct 02
Establish interim procedures in processing discrimination complaints.	EEO, CPAC	Nov 02
Increase coordination efforts in the affirmative action planning between EEO and CPAC	EEO, CPAC	Oct 02

The EEO and CPAC staff members meet to discuss the impact of CPAC and the in-processing of EEO discrimination complaints and affirmative employment planning. All problems and issues have been discussed and identified. Procedural and technical guidance has been developed to ensure a smooth operation in processing discrimination complaints.

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Discrimination Complaints

PROGRAM/BARRIER STATEMENT: The high turnover of EEO counselors. Most counselors do not have sufficient time for counseling duties because of increased workload and responsibilities in their primary jobs.

OBJECTIVE: To provide quality counseling service in the informal stage of EEO.

RESPONSIBLE OFFICIAL: EEO

TARGET DATE: Annually

ACTION ITEMS COMPLETED	RESPONSIBLE OFFICIAL	DATE
Ensure counselors have an addendum to job description.	CPAC	Oct 02
Solicit support from all supervisors to allow counselors enough time to take cases	EEO	Quarterly
Conduct counselor-training meetings. (See Appendix F)	EEO	Monthly
Provide feedback to counselors and recognize deserving counselors with incentive awards.	EEO	Mar 02
Update counselors' appointment letter each fiscal year.	EEO	Oct 02
Ensure that counselors fill out an exit survey at the time of resignation or termination of the appointment.	EEO	As needed

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PROGRAM ELEMENT: Work force

PROGRAM/BARRIER STATEMENT: White women, Black women, Hispanic women and men, Asian Pacific Islander women and men, as well as Native American/Alaskan women and men are underrepresented in grades GS 13-15 levels.

OBJECTIVE: To increase the representation of White women, Black women, Hispanic women and men, Asian Pacific Islander women and men, as well as Native American/Alaskan women and men in GS 13-15 levels.

RESPONSIBLE OFFICIAL: EEO, CPAC, and Directors

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Measure applicant pool sufficiency and Track referrals and selections.	EEO	Monthly
Encourage supervisors to expand recruitment Sources and advice on areas of consideration.	EEO, CPAC	As vacancies occur.
Conduct career development seminars during Ethnic observances	SEPC	At SEP Observances.
Use Federally supported outreach programs To increase employment opportunities. (Pg 24, SE Programs & Observances)	EEO	As vacancies occur.
Use Special Emphasis Officials for feedback.	EEO (SEP Chair & committee)	Quarterly
Encourage employees to register in the DA Career programs (Programs differ for various areas of employment, i.e., Budget, Personnel, Etc.)	Supervisors	Quarterly

- All actions items will be continued next year. The process is ongoing and it requires continuous effort to achieve this objective.

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Work force

PROGRAM/BARRIER STATEMENT: Under-representation of Hispanic women in all occupational series except the Professional category.

OBJECTIVE: To increase the representation of Hispanic Women in Administrative, Clerical, Technical, Blue-Collar, and Other categories..

RESPONSIBLE OFFICIAL: SEP Committee, EEO

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Use Special Emphasis Programs to provide Information on special recruitment issues faced by Hispanic Women (see page 24).	SEPC	Quarterly
Encourage supervisors to expand recruitment sources and extend the areas of consideration. (Accomplished during EEO training sessions)	EEO	As vacancies occur.
Conduct training to increase awareness and address the affirmative employment goals.	EEO	Feb 03 Aug 03
Use Federal outreach programs to increase employment opportunities. (See page 26 "Recruitment" and page 27, "Committee Outreach Program")	EEO	As needed.
Provide career counseling to employees.	SEPC	As needed

- All action items will be continued next year. The process is ongoing and it requires continuous effort to achieve this objective.

EEOC FORM 568 (8/87)

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Work Force

PROGRAM/BARRIER STATEMENT: Under-representation of Black Female, Hispanic Females and Males, and Native Americans/Alaskan Female groups within the GS 9-12 grade levels.

OBJECTIVE: To increase the representation in GS 9-12 grade levels of Black Females, Hispanic Females and Males, and Native Americans/Alaskan Female groups.

RESPONSIBLE OFFICIAL: SEP Committee, EEO, and EEO Staff

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Use Special Emphasis Programs to provide information on special recruitment issues faced by women.	SEPC	Quarterly
Encourage supervisors to expand recruitment sources and extend the areas of consideration.	EEO	As vacancies occur.
Conduct training to increase awareness and address the affirmative employment goals.	EEO	Feb 02
Use local colleges and technology institutes to increase employment opportunities.	SEPC	As needed.
Provide career counseling to employees.	SEPC	As needed.

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REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: Work force

PROGRAM/BARRIER STATEMENT: Under-representation of all EEO groups in WL/WS/WN 12-19 grade levels.

OBJECTIVE: To increase the representation of EEO groups in WL/SW/WN 12-19 grade levels.

RESPONSIBLE OFFICIAL: Directors/Managers, EEO

TARGET DATE: Annually

<u>ACTION ITEMS COMPLETED</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>DATE</u>
Encourage supervisors to expand recruitment sources and extend the areas of consideration.	Directors	As vacancies Occur.
Conduct training to increase awareness and address the affirmative employment goals.	EEO	Feb 02 Aug 02
Develop individual leadership training plan.	Directors	Annually
Provide opportunity for internal movement	Directors	As vacancies occur.

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NOTEWORTHY ACTIVITIES/INITIATIVES

**WHICH HAVE BEEN SUCCESSFUL IN IMPROVING
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SPECIAL EMPHASIS PROGRAMS AND OBSERVANCES

The Special Emphasis Programs and Observances focused on diversity training and cultural awareness throughout FY 02. The sequence of events and observances were as follows:

The Black Employment Program, subcommittee of the Special Emphasis Program, sponsored a brown bag luncheon on February 28, 2002, 1130 – 1300 hours for Black History Month. The event was located at the Fort Bliss Museum where Black History posters were displayed. The keynote speaker was Ms. Mattie Ward, Past President of the Buffalo Soldiers Association, Donnie W. Brown Chapter, El Paso, Texas. Musicians provided soul music, and the Victory Warriors from the Drill and Dance Academy performed. Additionally, Black Culture poetry was recited to address Black Culture awareness.

In March 2002, the Federal Women's Program subcommittee partnered with the Equal Opportunity (EO) Office to sponsor an observance to celebrate 2002's Women's History Month. Military and DA Civilian women were honored for their role in "Women Sustaining the American Spirit", which was the theme for National Women's History Month. The goal was to showcase the diverse and interlocking history of women who have created and affirmed the American spirit. The theme delivered the message of who American women are and what they have accomplished. Rev. Melicia P. Hopkins, Director of Campus Ministry at the University of Texas at El Paso, was the keynote speaker at this event.

Since FY 95, the Fort Bliss Disability Employment Program (DEP) Committee has partnered successfully with city, state and Federal agencies to co-sponsor an awards luncheon and disability awareness and sensitivity workshops during the National Disability Employment Awareness Month. The Fort Bliss Committee for Employees with Disabilities; the El Paso Mayor's Committee for People with Disabilities, Inc.; the City of El Paso Accessibility Advisory Committee; the Texas Commission for the Blind; the Texas Rehabilitation Commission; United Cerebral Palsy of Texas; Social Security Administration; Center for Students with Disabilities, El Paso Community College; Volar, Center for Independent Living; Disabled Students Services, and the University of Texas at El Paso partnered together to share resources, talents, ideas and expertise to convey a vital message: "Lets Win with Ability and Put Qualified People with Disabilities to Work". In keeping with the theme, on October 24, 2001, the partners sponsored an awards luncheon, which was hosted by the Fort Bliss Commanding General to recognize Fort Bliss, and William Beaumont Medical Center disabled employees who were role models to other employees in their respective organization. The El Paso community partners recognized employee role models and employers who were supportive of their respective goals or hired the disabled.

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The workshops, which focused on work accommodations and services for the disabled were well received and attended by both the military installation and the civilian communities. Mr. Paul J. Strelzin, radio talk show host and winner for the fourth straight year as "Best on the Border", was the keynote speaker.

During National Hispanic Heritage Month, the Hispanic Employee Committee partnered with the EO Office in putting an event together. An observance was held on September 26, 2002. The theme for 2002 observance was "Hispanic American: Strength in Unity, Faith, and Diversity". The overall observance was well attended at Soldier Hall, seating the maximum capacity. Guest speaker, El Paso Mayor Raymond Caballero, spoke about Hispanic Medal of Honor recipients. Gift certificates and memorabilia coins were presented to the elementary school children who colored the best poster for this year's Hispanic theme. In celebration of Hispanic Culture, mariachi musicians played during the prelude. Additionally, dancers from Spain, Mexico and Puerto Rico provided an educational repertoire portraying their respective culture in costume and dance. The finale was an epicurean delight of food tasting from various Hispanic countries.

The Special Emphasis Program Committee partnered with William Beaumont Army Medical Center to plan the Women's Equality Day Observance on August 22, 2002, at Stayton Theater, Fort Bliss, Texas. The theme for the observance was "Living the Legacy of Women's Rights". A slide presentation of past and present struggles for equality of women was part of the prelude. Saila Ali, Ruth Roessel, Ellen Ochoa, Shawna Robinson and Maya Lin portrayed women in history. The keynote speaker, LTC Kimberly Kesling, MD, spoke about her own struggles of getting through medical school.

COMPLAINTS

EEO Office continued to emphasize resolving complaints at the lowest level and to place more responsibility on Directors and Supervisors for resolution and settlement. The EEO Office worked as a team with the Labor Counselor and the CPAC Officer in that endeavor.

CONSIDERATION OF OTHERS PROGRAM

The Consideration of Others (Co2) Program, addressed cultural diversity, ethics, conflict resolution, religious accommodations, and drug/alcohol abuse via facilitated trainers in the workforce. Participation for fiscal year 2002 was substantial.

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SMALL AND DISADVANTAGED BUSINESS INITIATIVES

The Fort Bliss Directorate of Contracting exceeded its HQDA directed goals by percentages indicated:

Service Disabled Veterans-Owned.....	4.40%
SBA 8a (Minority).....	2.80%
Hub Zone.....	1.70%
Small Business Set Asides.....	4.70%
Women-Owned.....	1.00%
Combined HBCU & MI.....	.50%

RECRUITMENT

In support of the Department of The Army's Minority College Relations Program, Fort Bliss is soliciting membership to develop, resource, implement and coordinate a program to address opportunities in employment, contracting, resource exchange and college relations.

PREVENTION OF SEXUAL HARASSMENT (POSH)

The SEP Manager conducted POSH refresher training in a two-hour module for all DA employees and supervisors. The training included the legal definition, and the common sense definition, in addition to all the DA requirements for POSH training. The annual updates also covered diversity and EEO training which was required for all DA civilians, supervisors, and military supervisors of DA civilians. The SEP Manager also conducted new employee and supervisor training which was scheduled by the CPAC. Ninety three percent of the workforce attended the training. Two handouts on the EEO Complaint Process and POSH, developed by the EEO Office, were distributed at the training sessions. The EEO Officer taught POSH in Spanish on September 11-15, 2002, at Fort Meyers in Arlington, Virginia.

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COMMUNITY OUTREACH

1. The Special Emphasis Program Manager is a member of the Executive Women International (EWI), which is an organization that brings together key individuals from diverse businesses for the purpose of promoting member firms, enhancing personal and professional development, and encouraging community involvement.

2. The EEO Officer is on the Board of Directors for the YWCA, chairs the Racial Justice Committee and is a Commissioner for the Civil Service Commission, City of El Paso. She received a commander's award from HQ, TRADOC, for the management of the Fort Bliss EEO Program and promoting racial justice at Fort Bliss, and in the El Paso community. She is a member of the Life Management Board.

3. In FY 01-02, the EO/EEO Offices participated in a citywide planning celebration of Martin Luther King Jr., which was sponsored by Project Change. The Levi Strauss Foundation initiated project Change in 1991 as a pilot effort designed to address social prejudice and improve race relations in the United States.

4. The entire EEO staff are members of the Federal Managers Association (FMA), which in addition to lobbying for benefits for DA civilians, also focuses on community service. They raise monies to provide scholarships for minorities and women.

EEO LEADERSHIP AWARD

The Fort Bliss Commander recognized the Chair of the Disability Employment Program with the Commander's Award for Civilian Service, for his demonstrated outstanding performance and devotion to the disability program during the calendar year 2001 and 2002.

PROGRAM ADMINISTRATION

The EEO Office and the Civilian Personnel Advisory Center (CPAC) are implementing changes as a result of the regionalization of the Civilian Personnel Office. To meet the automation requirements

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introduced by the Army Civilian Personnel Regionalization and Systems Modernization, the EEO Office purchased new Dell computers.

In FY02, the EEO Office opened an off-site office at William Beaumont Army Military Center (WBAMC) in order to provide better services to those employees. Current scheduling consists of assigning an EEO employee to work at the site one day a week.

EEO STAFF TRAINING

1. The EEO Assistant attended the HQ ACPERS Course at White Sands Missile Range from December 4 –6, 2002. She attended the National Image Conference from May 26 – June 1, 2002. On September 16 –20, 2002, she attended Business Objectives Applications (BOA).
2. The SEP Manager graduated from the Leadership El Paso Class 23, in December 2001.
3. The DA Intern attended the HQ ACPERS Course which was conducted from December 4 – 6, 2001. She also attended most of the DA required courses for completing her internship.
4. The EEO Officer went to the Worldwide DA Workshop in Nashville, TN from April 28 to May 3, 2002. On September 8–13, 2002, she attended the TRADOC Labor/Personnel/EEO Symposium in Williamsburg, VA. During September 18– 20, 2002, all directors and military leaders were required to attend the Fort Bliss Senior Offsite Conference at Mescalero, NM.
5. The EEO Specialist attended the EEO Officer Course in April 2002, for two weeks at DEOMI, in Florida.

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APPENDICIES

APPENDIX	CONTENT
A	<ul style="list-style-type: none"> • Fort Bliss Work Force by PATCOB-FY 02 • Tenant Organizations Work Force by PATCOB-FY 02 • NAF Work Force by PATCOB-FY 02
B	FY 01-FY 02 Change in Work Force by PATCOB- TRADOC Activities
C	<ul style="list-style-type: none"> • Fort Bliss Work Force Profile by Grade Groupings – FY 02 For White Collar • GS Level Percentages—FY 02 Comparisons Graph • Fort Bliss Work Force Profile by Grade Groupings – FY 02 For Blue Collar
D	Comparisons for Major Occupations-FY 02
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F	DA Policy on Sexual Harassment and Prevention of Sexual Harassment
G	Minutes of EEO Committee Meeting
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