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II. Introduction

OUR MISSION

*At The Direction Of The President Of The United States
And The
Governor Of Nebraska,*

The State and Federal missions of the Nebraska Military Department are to provide trained and equipped organizations to protect life and property; preserve peace, order, public safety; and support national defense.

OUR VISION

Coupled teams intensively engaged at community, state, and national levels to better serve the entire state and nation:

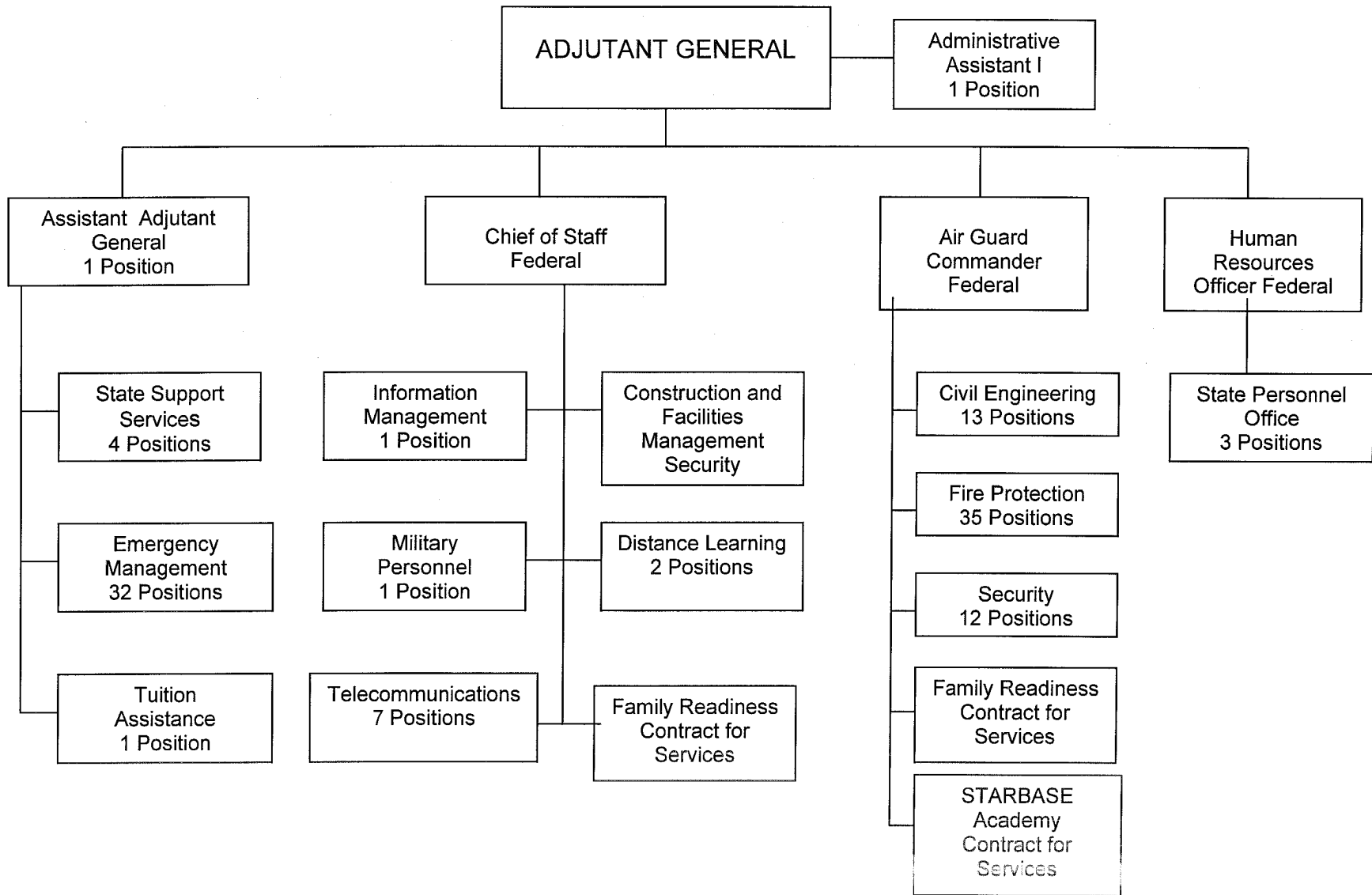
- *Diversity at all levels of the organization*
- *Stronger NEMA/community partnerships*
- *Stable and relevant military missions*
- *Aggressive pursuit of new opportunities*

MAJOR GENERAL ROGER P. LEMPKE
*The Adjutant General
Nebraska Military Department*

My Personal Goals

- Improve National Guard Visibility throughout Nebraska
- Complete Army Transformation to Combat Service Support
- Grow Air Force and Army missions
- Measurably improve diversity
- Larger presence with state and national legislators
- Enhance leadership development programs
- Personally active in recruiting and retention
- Involved with technical education initiatives in Nebraska

Organizational Chart



III. Agency Director Statement Supporting EEO/Affirmative Action

STATE OF NEBRASKA



Mike Johanns
Governor

TAG-HR-EO

MILITARY DEPARTMENT
Roger P. Lempke
Director
1300 Military Road
Lincoln, Nebraska 68508-1000
Phone: (402) 309-7210

01 September 2004

MEMORANDUM FOR All State Employees of the Nebraska Military Department

SUBJECT: Military Department Policy Memorandum (St 02-011-04)
Affirmative Action Policy Statement

1. I am committed to ensuring the maximum utilization of all human resources regardless of race, gender, religion, color, national origin, age, marital status, or special needs. The basic authority for ensuring affirmative action in state government is contained in Nebraska Legislative Bill 500 (NE 81-1355 R.R.S. 1943). The fundamental and compelling purpose behind the Nebraska Military Department's Affirmative Action Program is to ensure the employment and retention of qualified minority and female state employees.
2. The Affirmative Action Program is an important management tool for developing action plans for ensuring that minorities and women are provided genuine opportunities for advancement and professional self-fulfillment based on skill, knowledge, ability and merit. Affirmative Action Program effectiveness is total dependent upon supervisors charged with the responsibility for its implementation.
3. Supervisors at all levels shall pursue actions necessary to ensure the department is comprised of capable, motivated, and professional personnel who are encouraged to develop and use their talents to the utmost of their abilities. The Nebraska Military Department is committed to the concept that people are our greatest asset. Fair and equal treatment of each person forms the basis of increasing personnel cohesion and productivity. Recognition, career development, and full utilization of our personnel remain the most effective methods to retain our quality work force and to achieve mission readiness.
4. Each unit is authorized to reproduce this policy for distribution to each employee. This policy supersedes Military Department Policy Memorandum St 02-011-02 dtd 12 Jul 2002.

Handwritten signature of Roger P. Lempke in black ink.

ROGER P. LEMPKE
Major General
Adjutant General

STATE OF NEBRASKA



Mike Johanns
Governor

TAG-HR-EO

MILITARY DEPARTMENT
Roger P. Lemcke
Director
1300 Military Road
Lincoln, Nebraska 68508-1000
Phone: (402) 309-7210

01 September 2004

MEMORANDUM FOR All Nebraska National Guard Members

SUBJECT: Military Department Policy Memorandum (Mil 02-019-04)
Equal Opportunity Policy Statement for Military Personnel

1. I expect all Nebraska National Guard members to have the opportunity to achieve their goals by being provided with equal opportunities regardless of race, color, gender, religion, or national origin. The environment of the equality that we maintain significantly contributes to the fair selection, motivation, and dedication of our military members. Discrimination based on race, color, gender, religion, or national origin undermines our efforts to maintain cohesive and combat ready units.
2. Discrimination is defined as: any act or failure to act that is based in whole or in part on a person's race, color, religion, gender, or national origin and adversely affects privileges, benefits, dignity, working conditions, differential treatment in employment conditions in the past or present based on race, color, religion, gender or national origin.
3. Unit commanders are to implement and maintain a proactive equal opportunity program in their unit. They will be assisted by Equal Opportunity Advisors (EOA's) and other members of the staff who can advise on Equal Opportunity matters in their areas of responsibility. Additionally, I task each officer, noncommissioned officer and Military Department employee to promote a positive outlook on equality and ensure prompt follow-up and appropriate action to resolve allegations of discrimination.
4. Discrimination complaints will be handled expeditiously and thoroughly by command channels in accordance with National Guard Regulations 600-21, 600-22 and 600-23 and Air National Guard Regulation 30-2 and 30-3.
5. This policy supersedes Military Department Policy Memorandum Mil 02-019-02 dtd 11 Jul 2002. This policy will be posted on each unit's official bulletin board.

Handwritten signature of Roger P. Lemcke.
ROGER P. LEMPKE
Major General
Adjutant General

IV. Responsibilities of the Affirmative Action Officer

The responsibilities of the Affirmative Action Officer include:

- Write Affirmative Action Plan, compile and submit reports to the State Affirmative Action Office
- Collect and analyze employment data for quarterly reports as requested by the State Affirmative Action Office in DAS State Personnel and measure program progress through this data
- Support the development of Affirmative Action objectives and timetables
- Provide information and technical support as needed to managers in areas relating to Affirmative Action
- Provide for internal and external communication of Affirmative Action policies, plans, and procedures
- Work with management in identifying problem areas
- Develop goals, objectives and support programs to provide specific remedies to employment concerns and to insure ongoing equal employment opportunity
- Act as a contact person for any employee who has an EEO/AA concern
- Observe the work environment for any real or perceived barriers to equal opportunity and recommend corrective action
- Serve as the liaison for Minority Business Enterprise/Disadvantaged Business Enterprise/Women Business Enterprise programs and provide input in this area
- Perform other duties as necessary to develop and maintain an effective affirmative action program.

V. Sexual Harassment

STATE OF NEBRASKA



Mike Johanns
Governor

TAG-HR-EO (600-20)

MILITARY DEPARTMENT
Roger P. Lemple
Director
1300 Military Road
Lincoln, Nebraska 68508-1000
Phone: (402) 309-7210

01 September 2004

MEMORANDUM FOR All State Employees of the Nebraska Military Department

SUBJECT: Military Department Policy Memorandum (St 02-012-04)
Work Place Harassment

1. This is to re-emphasize my policy regarding work place harassment. It is my policy that all women and are to be treated fairly and equally, with dignity and respect. Any form of workplace harassment is contrary to this policy and shall be regarded as discrimination on the basis of race, color, religion, age, sex disability or national origin. It shall be considered a violation of this policy for any employee of this agency to engage in work place harassment or for any supervisory personnel within this agency to knowingly permit work place harassment of any agency employee or recipient of the agency's services. For the purpose of his policy, the term "agency" shall mean The Nebraska Military Department; and "work place harassment" shall be defined as sexual harassment of inflammatory comments, jokes, printed material and/or innuendo based, in whole or in part, on race, color, religion, sex, age, national origin or disability, when:

a. Such conduct has the purpose of effect of creating an intimidating, hostile or offensive working environment; or

b. Such conduct interfered unreasonably with a person's work or employment opportunities.

2. For the purpose of this policy, "sexual harassment" shall be defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when:

a. Submission to such conduct is made either explicitly or implicitly a term of an individual's employment or a condition to receipt of services by a recipient of the agency's services;

b. Submission to or rejection of such conduct by an individual is used as the basis for employment or agency decisions affecting an employee or a recipient of the agency's services; or

c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or the recipient of the agency's services, or of creating an intimidating, hostile or offensive environment.

An Equal Opportunity/Affirmative Action Employer



TAG-HR-EO

SUBJECT: Workplace Harassment

3. It is further declared to be the policy of the Nebraska Military Department that all managers and supervisors shall be obligated to eliminate all forms of unlawful discrimination in the work place and shall take immediate and appropriate action to investigate all instances of alleged work place harassment. In the event that any allegation of work place harassment is substantiated, the agency shall take prompt corrective action including where appropriate, disciplinary action imposed pursuant to Title 273, Chapter 13 of the State Classified Personnel Rules and Regulations, to Article 10 of the union contract between the State of Nebraska and the Nebraska Association of Public Employees Union pursuant to such other policies, rules or regulations as may apply.

4. Any individual who believes that he or she has been the subject to workplace harassment is encouraged to report the alleged incident immediately to the appropriate person(s) as specified by this policy below.

5. All employees shall be notified of the agency's policy regarding work place harassment and any person making a complaint of work place harassment shall be entitled to receive special notification of the policy and of the rights of individuals making such complaints. The Adjutant General may designate an employee(s) of the agency as the officer(s) to whom reports of alleged work place harassment may be submitted by complainants and/or supervisory personnel. The name(s) and the telephone number(s) of the designated officer (or officers) shall be publicized and posted for the purpose of advising all employees of the existence and identity of the officer(s) charged with the duty of receiving such allegations. In addition, this posted notification shall advise complainants that they may also contact the State Affirmative Action Office (471-3678), or Commission on the Status Women (471-2039), Nebraska Equal Opportunity Commission (471-2024) or State Ombudsman (471-2035) for assistance in reporting complaints of work place harassment. All complaints shall be handled in a timely and confidential manner. Information concerning a complaint shall not be released to anyone who is not a party to or involved in the investigation. Complaints and other persons involved in the investigation of an allegation of work place harassment shall not be subjected to retaliation, coercion, intimidation or fear of reprisal.

6. Directives to Supervisors:

Work place harassment can and does create a negative work environment, which will affect productivity, efficiency, work attendance and turnover of staff. In addition, allegations of work place harassment, which are not appropriately responded to by the agency, may place the State of Nebraska in a position of potential liability to the victim of such harassment. Under the circumstances, it is essential that supervisory personnel take all work place harassment complaints seriously and that the agency act immediately to investigate and resolve all such complaints in accordance to the following procedures.

a. Reporting of Complaint:

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SUBJECT: Workplace Harassment

(1) Any supervisor who receives a complaint alleging work place harassment or who is otherwise aware of a situation involving work place harassment shall be required to immediately report that complaint or situation, in writing to the Adjutant General or his designee, the agency's Personnel Manager, or the agency's Equal Employment Manager.

(2) Any failure by a supervisor to report such work place harassment complaints or situations shall be considered to be in violation of this policy and shall subject the supervisor to appropriate corrective or disciplinary action.

(3) Any supervisor receiving a complaint alleging work place harassment shall also be obligated to immediately notify the complainant of the agency's policy concerning work place harassment and of the complainant's rights concerning the pursuit of such allegation, as set forth in this policy. This notification shall be achieved by giving the complainant a copy of this policy, including the section on "Complainant's Rights" as set forth in this policy.

(4) Except as is otherwise provided by this policy, any supervisor receiving a complaint or report of work place harassment shall take proper care to protect the identity of the complainant(s) and of the accused party or parties and shall endeavor to hold the allegations of work place harassment in confidence pending appropriate action by the agency.

b. Investigative Procedures.

(1) In the event that the Adjutant General or his designee, the agency's Personnel Manager, or the State Equal Employment Manager receives a report of alleged work place harassment, he/she shall immediately take all necessary steps to ensure that the report is promptly and thoroughly investigated by the agency.

(2) At the complainant's request, the investigating officer may seek informal resolution of the complaint by bringing the offensive behavior to the attention of the accused party or parties and by securing agreement that the behavior will not be repeated. If such an informal resolution is accomplished, and no further investigation is required, then the investigating officer shall submit a report to the agency head. If the offending party or parties denies the allegation or if an informal resolution of the matter can not be achieved, the investigating officer shall complete the steps outlined below.

(3) The investigating officer shall be obligated to make certain that the complainant has been advised of the agency's rights concerning pursuit of such allegations, as set forth in this policy.

(4) Except as otherwise provided by this policy, and except as may be reasonably necessary to successfully complete an investigation of work place harassment allegations, the investigating officer shall take proper care to protect the identity of the complainant(s) and of the

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SUBJECT: Workplace Harassment

accused party or parties and shall endeavor to hold the allegations of work place harassment in confidence pending action by the agency.

(5) Prior to the completion of the investigation, the investigating officer shall consult with the Adjutant General or his/her designee concerning the progress of the investigation.

(6) Upon completion of the investigation the investigating officer shall prepare a Report of Investigation (ROI), in writing, stating the findings of the investigation and where appropriate, recommendations regarding corrective action to be taken against the accused party or parties.

(7) The investigating officer shall submit to The Adjutant General the ROI. After The Adjutant General or his/her designee has reviewed the ROI he/she shall notify the complainant of the findings.

(8) Upon completion of any follow-up as considered necessary, The Adjutant General shall render a final decision regarding the complaint and specify disciplinary action(s), if any, that is (are) to be taken.

(9) The Military Department shall maintain documentation pertaining to the complaint and investigation, including the ROI submitted by the investigating officer, in a separate investigative file.

c. Corrective Action:

If, upon investigation, an allegation of work place harassment is found to be substantiated, then the Adjutant General shall take appropriate corrective action against the employee(s) found responsible for such work place harassment. This corrective action may consist of verbal counseling of the employee(s) responsible for the work place harassment or may consist of disciplinary action imposed pursuant to Title 273, Chapter 13 of the State Classified System Personnel Rules and Regulations, Article 10 of the NAPE/AFSMCE Labor Agreement, Article 25 of the NACAE/AFSME Labor Agreement. If the complainant so requests, then a statement of the findings of fact and corrective action taken shall be provided to the complainant. However, the agency can not release information concerning disciplinary action or any other another personnel action related to the complaint because of the possibility of violating privacy laws.

d. Rights of Complainants:

(1) In the event that any employee of this agency or recipient of services provided by this agency believes that he or she has been or is being subjected to work place harassment, that party shall have the right to report such alleged work place harassment to the agency for purposes of prompt investigation and appropriate action.

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SUBJECT: Workplace Harassment

(2) Any employee or recipient of services who believes that he or she is being subjected to work place harassment is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

(3) If the aggrieved person does not wish to communicate directly with the offending person(s) or if direct communication has been ineffective, then the aggrieved person(s) is encouraged to immediately report the alleged work place harassment to the Adjutant General, or his designee, the agency's Personnel Manager or the agency's Equal Employment Manager who are designated to receive complaints of the work place harassment.

(4) In reporting allegation of work place harassment, complainants should take care to state specific facts including, whenever practical, the identity of the person(s) who committed such work place harassment, the date, time and place of the alleged harassment, what was done or said, and the identity of any witnesses who were present.

(5) Any aggrieved person who is uncertain about how to report complaints of alleged work place harassment may contact the State Affirmative Action Office (471-3678) Commission on the Status of Women (471-3039), Nebraska Equal Opportunity Commission (471-2024) or the State Ombudsman (471-2035) for assistance in reporting such complaints.

(6) An employee of the agency may be designated as an investigative officer to investigate the complainant's allegation of work place harassment. Upon completion of the investigation, the investigating officer shall prepare a Report of Investigation (ROI) in writing, stating the findings of the investigation and, where appropriate, recommendations regarding corrective actions to be taken against the accused party or parties.

(7) If the complainant so requests, a statement of findings of fact and corrective action taken shall be provided to the complainant. However, any disciplinary or other personnel action will not be disclosed in order to prevent any violation of privacy laws.

(8) If the complainant is dissatisfied with the agency's action in response to a complaint of work place harassment, then the complainant may contact the State Affirmative Action Office for the purpose of requesting that that office conduct an independent investigation of the allegation of work place harassment. The Affirmative Action Office can be reached by telephone at 471-3678 or by letter addressed to the Administrator for Affirmative Action, Affirmative Action Office, P.O. Box 94905, Lincoln, NE 68509-4905.

(9) Persons who wish to report allegations or work place harassment also have the right, at any time, to file a complaint of work place harassment with the Nebraska Equal Opportunity Commission (NEOC) and/or the Federal Equal Employment Opportunity Commission (EEOC). **IT IS NEITHER NECESSARY NOR REQUIRED THAT AN EMPLOYEE OF THE AGENCY FILE A CHARGE OF WORK PLACE HARASSMENT WITH THE**

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SUBJECT: Workplace Harassment

MILITARY DEPARTMENT BEFORE FILING A FORMAL COMPLAINT WITH THE NEBRASKA EQUAL OPPORTUNITY COMMISSION OR WITH THE FEDERAL EQUAL EMPLOYMENT COMMISSION. There is, of course, nothing to prevent an employee from filing formal charges with NEOC and EEOC, while, at the same time, reporting the allegation of work place harassment to the agency.

(10) Because of the legally mandated filing period restriction imposed for filing formal charges of work place harassment with NEOC (300 days) and/or EEOC (300 days or in some cases over 300 days), it is recommended that any employee who feels that he or she has been harassed and who wished to file such charges with NEOC and/or EEOC take the necessary steps to file such charges before the deadline.

7. This policy supersedes Policy and Procedures Regarding Work Place Harassment St 02-012-02 dtd 17 Jul 2002. This policy will be posted on each office official bulletin board.



ROGER P. LEMPKE
Major General
Adjutant General

VI. Workforce Analysis

Military Department of Nebraska Agency Staff Totals as of March 31, 2005								
<u>EEO Cat.</u>	<u>Total</u>	<u>Male</u>	<u>Female</u>	<u>Afr. Amer</u>	<u>Hisp</u>	<u>Other*</u>	<u>Disability</u>	<u>Age 40+</u>
Executive/Managerial	6	5	1	0	0	0	0	6
Professional	52	30	22	1	0	0	0	36
Para-Professional	10	2	8	1	0	0	0	9
Technical	1	1	0	0	0	0	0	1
Skilled Craft	15	15	0	0	0	0	0	15
Office/Clerical	5	1	4	0	1	0	0	5
Service/Maintenance	36	30	6	1	1	1	0	31
Protective Services	47	43	4	3	3	2	0	17
Total	172	127	45	6	5	3	0	120
Percent	100	73.8	26.2	3.5	2.9	1.7	0	69.8

* Includes Alaskan Native, Native American and Asian or Pacific Islander

COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

EXECUTIVE/MANAGERIAL STATE EMPLOYEE WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003	State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization	
65.70%	WM=63.3%	Male	54.4%	WM=55.7%		618	5	83.33%	4	FALSE
34.30%	WF=32.1%	Female	45.6%	WF=39.2%		518	1	16.67%	2	TRUE
100.0%		Total	100.0%			1136	6	100.00%		
	95.4%	N-MGM		96.1%		1092				
1.5%	(F=.7%; M=.8%)	Afr Am'can	1.58%	(F=.8%; M=1.7%)		18	0	0.00%	0	FALSE
1.0%	(F=.3%; M=.7%)	Hispanic	0.70%	(F=.7%; M=.6%)		8	0	0.00%	0	FALSE
.8%	(F=.3%; M=.5%)	Other	1.58%	(F=.3%; M=1.0%)		18	0	0.00%	0	FALSE
3.3%	(F=.3%; M=.5%)	Total	3.87%	(F=1.8%; M=3.3%)		44	0	0.00%	0	FALSE
		Disability	0.0%					0.00%		

PROFESSIONAL STATE EMPLOYEE WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization		
42.80%	WM=39.3%	Male	41.7%	WM=39.9%		2956	29	56.86%	22	FALSE
57.20%	WF=53.6%	Female	58.3%	WF=53.4%		4134	22	43.14%	29	TRUE
100.0%		Total	100.0%			7090	51	100.00%		
	92.9%	N-MGM		92.6%		6562				
2.3%	(F=1.4%; M=.9%)	Afr Am'can	2.62%	(F=1.6%; M=.9%)		186	1	1.96%	1	FALSE
1.0%	(F=.6%; M=.4%)	Hispanic	2.30%	(F=1.3%; M=.8%)		163	0	0.00%	1	TRUE
1.2%	(F=.5%; M=.7%)	Other	2.52%	(F=1.1%; M=1.2%)		179	0	0.00%	1	TRUE
4.5%	(F=2.5%; M=2.0%)	Total	7.45%	(F=4.0%; M=2.9%)		528	1	1.96%	2	TRUE
		Disability	0.0%					0.00%		

COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

**PARA-PROFESSIONAL STATE EMPLOYEE
WORK FORCE**

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization	
9.4%	WM=8.6%	Male	21.1%	WM=26.9%	525	2	22.22%	1	FALSE
90.6%	WF=83.7%	Female	78.9%	WF=66.1%	1966	7	77.78%	8	TRUE
100.0%		Total	100.0%		2491	9	100.00%		
	92.3%	N-MGM		91.3%	2274				
4.3%	(F=4.0%; M=.3%)	Afr Am'can	3.45%	(F=1.7%; M=1.3%)	86	1	11.11%	0	FALSE
2.2%	(F=1.9%; M=.3%)	Hispanic	3.61%	(F=2.3%; M=.5%)	90	0	0.00%	0	FALSE
1.2%	(F=1.0%; M=.2%)	Other	1.65%	(F=.8%; M=.5%)	41	0	0.00%	0	FALSE
7.7%	(F=6.9%; M=.8%)	Total	8.71%	(F=4.8%; M=2.3%)	217	1	11.11%	1	FALSE
		Disability	0.0%				0.00%		

TECHNICAL STATE EMPLOYEE WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization	
64.5%	WM=60.0%	Male	74.3%	WM=73.1%	613	1	100.00%	1	FALSE
36.5%	WF=34.9%	Female	25.7%	WF=23.6%	212	0	0.00%	0	FALSE
100.0%		Total	100.0%		825	1	100.00%		
	94.9%	N-MGM		96.6%	797				
2.2%	(F=1.1%; M=1.5%)	Afr Am'can	1.33%	(F=.2%; M=.8%)	11	0	0.00%	0	FALSE
1.5%	(F=.2%; M=1.6%)	Hispanic	0.73%	(F=.1%; M=.7%)	6	0	0.00%	0	FALSE
1.4%	(F=.1%; M=.9%)	Other	1.33%	(F=.5%; M=1.0%)	11	0	0.00%	0	FALSE
5.1%	(F=2.3%; M=2.8%)	Total	3.39%	(F=.8%; M=2.5%)	28	0	0.00%	0	FALSE
		Disability	0.0%				0.00%		

COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

SKILLED CRAFT WORKERS STATE EMPLOYEE WORK FORCE										
Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization		
93.30%	WM=86.1%	Male	93.4%	WM=88.5%		467	15	100.00%	14	FALSE
6.70%	WF=06.0%	Female	6.6%	WF=8.8%		33	0	0.00%	1	TRUE
100.0%		Total	100.0%			500	15	100.00%		
	92.1%	N-MGM		98.2%		491				
1.7%	(F=.2%; M=1.5%)	Afr Am'can	0.40%	(F=.2%; M=.2%)		2	0	0.00%	0	FALSE
1.8%	(F=.2%; M=1.6%)	Hispanic	0.40%	(F=0%; M=.8%)		2	0	0.00%	0	FALSE
1.0%	(F=.1%; M=.9%)	Other	1.00%	(F=0%; M=1.5%)		5	0	0.00%	0	FALSE
4.5%	(F=.5%; M=4.0%)	Total	1.80%	(F=.2%; M=2.5%)		9	0	0.00%	1	TRUE
		Disability	0.0%					0.00%		

OFFICE/CLERICAL STATE EMPLOYEE WORK FORCE										
Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization		
30.60%	WM=27.7%	Male	10.6%	WM=9.1%		197	1	25.00%	1	FALSE
69.40%	WF=63.7%	Female	89.4%	WF=70.4%		1668	3	75.00%	3	FALSE
100.0%		Total	100.0%			1865	4	100.00%		
	91.4%	N-MGM		91.6%		1708				
3.6%	(F=2.7%; M=.9%)	Afr Am'can	2.52%	(F=2.0%; M=.4%)		47	0	0.00%	0	FALSE
1.6%	(F=1.2%; M=.4%)	Hispanic	2.90%	(F=2.2%; M=.2%)		54	1	25.00%	0	FALSE
1.1%	(F=.8%; M=.3%)	Other	3.00%	(F=10.6%; M=5.2%)		56	0	0.00%	0	FALSE
6.3%	(F=4.7%; M=1.6%)	Total	8.42%	(F=14.8%; M=5.8%)		157	1	25.00%	0	FALSE
		Disability	0.0%					0.00%		

COMPARATIVE ANALYSIS of Nebraska State Workforce by EEO-4 Category

SERVICE/MAINTENANCE STATE EMPLOYEE
WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization	
56.40%	WM=46.3%	Male	68.6%	WM=63.4%	1147	27	81.82%	19	FALSE
43.60%	WF=36.9%	Female	31.4%	WF=29.5%	525	6	18.18%	14	TRUE
100.0%		Total	100.0%		1672	33	100.00%		
	83.2%	N-MGM		92.5%	1546				
4.1%	(F=1.5%; M=.9%)	Afr Am'can	2.75%	(F=.8%; M=1.6%)	46	1	3.03%	1	FALSE
3.5%	F= 1.2%; M=2.0%	Hispanic	3.53%	(F= .9%; M=1.8%)	59	1	3.03%	1	FALSE
2.1%	(F=.8%; M=.3%)	Other	1.26%	(F=1.0%; M=1.1%)	21	1	3.03%	1	FALSE
9.7%	(F=1.0%; M=1.1%)	Total	7.54%	(F=2.7%; M=4.5%)	126	3	9.09%	3	FALSE
		Disability	0.0%				0.00%		

PROTECTIVE SERVICE STATE EMPLOYEE
WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals As of March 2003			Agency Totals #	Agency Totals %	Underutilization	
77.05%	WM=69.1%	Male	74.0%	WM=68.4%	2124	35	92.11%	29	FALSE
22.95%	WF=19.2%	Female	26.0%	WF=22.5%	746	3	7.89%	9	TRUE
100.0%		Total	100.0%		2870	38	100.00%		
	88.3%	N-MGM		90.6%	2600				
6.1%	(F=1.4%; M=4.7%)	Afr Am'can	3.87%	(F=.9%; M=2.4%)	111	3	7.89%	2	FALSE
2.6%	F= .3%; M=2.3%	Hispanic	2.37%	(F=.4%M=1.7%)	68	3	7.89%	1	FALSE
.8%	(F=.1%; M=.7%)	Other	3.17%	(F=1.3%; M=2.3%)	91	2	5.26%	0	FALSE
9.5%	(F=1.6%; M=1.4%)	Total	9.41%	(F=2.6%; M=6.4%)	270	8	21.05%	4	FALSE
		Disability	0.0%				0.00%		

TOTAL STATE EMPLOYEE WORK FORCE

Nebraska Labor Force	Nebraska Labor Force by Gender		State Totals as of March 2003			Agency Totals #	Agency Totals %	Underutilization	
52.70%	WM=47.1%	Male	46.9%	WM=44.5%	8647	115	73.25%	83	FALSE
47.30%	WF=42.7%	Female	53.1%	WF=47.3%	9802	42	26.75%	74	TRUE
100.0%		Total	100.0%		18449	157	100.00%		
	89.8%	N-MGM		92.5%	17070				
3.0%	(F=1.6%; M=1.4%)	Afr Am'can	2.75%	(F=1.3%; M=1.2%)	507	6	3.82%	5	FALSE
2.0%	(F=.9%; M=1.1%)	Hispanic	2.44%	(F=1.3%; M=.9%)	450	5	3.18%	3	FALSE
1.4%	(F=.7%; M=.7%)	Other	2.29%	(F=2.0%; M=1.6%)	422	5	3.18%	2	FALSE
6.4%	(F=3.2%; M=3.2%)	Total	7.47%	(F=4.6%; M=3.7%)	1379	16	10.19%	10	FALSE
		Disability	0.0%				0.00%		

VII. Personnel Policies and Procedures

The Nebraska Military Department follows Policy and Procedures established in the Classified System Personnel Rules and Regulations (Rules) and in the Labor Contract Between the State of Nebraska and the NAPE (Contract).

	<u>Contract</u>	<u>Rules</u>
Recruitment, Selection and Hiring	Article 9	Chapter 4
Transfers, Promotions and Demotions	Article 9, 11	Chapter 4, 5, 7
Discharge	Article 10	Chapter 13
Reclassification	Article 19	Chapter 6
Training	Article 20	Chapter 15
Reduction-In-Force	Article 13	Chapter 12
Performance Evaluations	Supervisor's Guide to Performance Planning DAS – State Personnel Division July 1994	
Benefits		
Leave	Article 14	Chapter 9
Insurance Coverage	State of Nebraska Insurance Manual 11/1/03	
Retirement System	Nebraska State Retirement System Manual for State Agencies Revised 4/05	

VIII. Goals and Timelines

FY 2005 AAP GOALS

NARRATIVE: Few minorities, females and disabled persons in the workforce. Awareness of minority, women's and disabled persons' advocacy agencies and organizations to ensure substantial employment of minorities, females and disabled. Maintain a hiring procedure for enhancing the hiring of protected groups.

ACTION ITEM	GOALS	RESPONSIBILITY	EXPECTED COMPLETION DATE
<u>RECRUITMENT ACTIVITIES:</u>			
	Contact organizations, high schools and colleges with a substantial minority, women, and disabled enrollment and inform about career opportunities	DIVISION MGRS. PERS OFFICER AND SUPERVISORS	continuing-annotate accomplishments for assessment
	Provide contact list of minority, women's and disabled organizations throughout the state to the Personnel Office (PO)	SEEM	15 July each Fiscal Year
	Develop specific hiring goals by category	PERS. OFFICER AND SEEM	1 June each Fiscal Year
	Increase the number of female employees areas of Professional-1; Paraprofessional-1; Skilled Worker-1; Service/Maintenance-1; Protective Service-1; Total females to be increased will be 5 (or a total increase from 42 to 47 or 26.75% to 29.9%)	SEEM, PERS OFFICER NEMA DIR, CONTROLLER, ANG BASE ENG ARNG CENTRAL ADMIN, SECURITY	30 June 2006
	Maintain the number of minority at or above 16 while adding Professional-1 Hispanic or Other; Skilled Craft Worker-1 African American, Hispanic or Other.	SEEM, PERS OFFICER NEMA DIR CONTROLLER, ANG BASE ENG	30 June 2006

Accomplishment Results

1. Since our last Plan we increased from 19 to 22, 3 females in the Professional category; 6 to 7, one female in the Para-Professional category; 2 to 3, one female in the Protective Services category; and 5 to 6, one female in the Service Maintenance category. During that period we surpassed our goals
2. Since our last Plan we increased from 1 to 3, two individuals in the African American minority category; and 0 to 2, two individuals in the Hispanic minority category. Based on our Comparative Analysis of Nebraska State Workforce, the Nebraska Military Department has overall achieved or exceeded the representation of all minority groups reported. However, in Professional and Skilled Craft occupations, the agency remains below full representation of minorities and continues to have employment goals.

FY 2005 AAP GOALS

NARRATIVE: Increase the opportunities for full time employment for minorities, females and disabled persons thru employment

ACTION ITEM	GOALS	RESPONSIBILITY	EXPECTED COMPLETION DATE
<u>RECRUITMENT ACTIVITIES:</u>			
Monitor the number of EEO protected groups the agency hires into full positions		PERS OFFICER AND SEEM	30 June of each year

FY 2005 AAP GOALS

NARRATIVE: Lack of EEO Program awareness. Limited Incentives Program EEO. Limited training in EEO Programs.

ACTION ITEM	GOALS	RESPONSIBILITY	EXPECTED COMPLETION DATE
<u>TRAINING, ADVICE, INCENTIVES AND PERFORMANCE EVALUATIONS WITH PROGRAM SUPERVISOR AND MANAGERS</u>	Provide formal training courses and practical instructions for all managers and supervisors to assure that they are carrying out the program	SEEM and Pers Officer	As required and as available at state Personnel
	Ensure that corrective action as necessary to improve supervisory or management performance to carry out the EEO Program is accomplished	Managers	As required

FY 2005 AAP GOALS

NARRATIVE: Monitor EEO Complaints to determine if patterns exist within the Agency.

ACTION ITEM	GOALS	RESPONSIBILITY	EXPECTED COMPLETION DATE
<u>ORGANIZATIONS AND RESOURCES</u>			
<u>PROCESSING OF DISCRIMINATION COMPLAINTS</u>			
Update and maintain current statistics on workforce (name, position, grade, sex, race, etc.) and training as required.	SEEM	Continuing thorough our the FY	

IX. Internal Dissemination of Policy and Plan

Internal Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

1. The Military Department of Nebraska Affirmative Action Plan will be distributed to all departmental personnel, after receipt of approval from the DAS-State Affirmative Action Specialist.
2. The Equal Employment Opportunity/Affirmative Action Policy will be included in the Human Resources Policy and Procedures manual and available to all employees.
3. Meetings will be conducted as appropriate with management and supervisory staff to explain the intent of the policy, and to reiterate the Agency's commitment, as well as the expectations regarding each individual manager's/supervisor's responsibility for effective implementation of the plan.
4. The policy will be explained in new employee orientation, with each new hire receiving his/her own copy of the Equal Employment Opportunity Policy, the Workplace Harassment Policy, and the Drug/Alcohol Free Workplace Policy.
5. AA/EEO training will be available to all Agency employees at management's request.
6. The policy will be posted on Agency bulletin boards
7. If requested the Agency will provide a copy of the Affirmative Action Plan to NAPE/AFSCME.
8. The Affirmative Action Plan will be accessible to all Agency Employees

X. Supportive Programs

The Nebraska Military Department uses various activities to support our Affirmative Action Program. On the Federal side of the agency, periodic training requirements are met with a fixed training schedule annually. On the Federal side we also have trained EEO counselors who are available to State employees to resolve any friction. State employees have been invited to be trained and assigned EEO Counselor functions. In addition, we celebrate Women's Heritage Month, Black Heritage Month, Hispanic Heritage Month, Irish-American Heritage Month, and Asian/Pacific Islander Heritage Month with a luncheon for each celebration inviting in community leaders representing those minority groups establishing community ties with those populations. The agency's State Equal Employment Manager (SEEM) is a member of the State Diversity Partnership that meets on a monthly basis.

XI. External Dissemination of Policy and Plan

External Dissemination of the Equal Employment Opportunity/Affirmative Action policy and plan shall include, but not be limited to, the following:

1. Inform all recruiting sources that the Military Department of Nebraska is an Equal Employment Opportunity employer and request that these sources actively recruit and refer protected group members to the Agency for employment.
2. All advertisements of employment positions shall clearly state that the State of Nebraska is an Equal Opportunity/ Affirmative Action Employer.
3. When recruiting externally, external positions announcements will be sent to special interest groups and organizations informing them of our Equal Opportunity/Affirmative Action Policy and encouraging them to refer qualified applicants for advertised openings.
4. Incorporate in all purchase orders, leases, and contracts covered by Executive Order 11246 as amended a statement that the agency is a EEO Employer, and that contractee's are obligated to adhere to federal, state and local laws regarding EEO/AA.

XII. Minority/Women Business Enterprise Programs

Information regarding Minority/Women Business Enterprises contracts for goods and/or services with State agencies is not available. Reports of such information were available in NAS until the conversion to NIS. According to an email from DAS Accounting, DAS Materiel planned roll out of a Vendor Self Service plan by June 30, 2005, which will provide the capacity to collect the Woman/Disabled/Minority vendor information within NIS. According to an email from DAS State Personnel, collection of data and capacity to create reports of contractor data by Women/Disabled/Minority status is not complete at this time.

XIII. Union Contracts

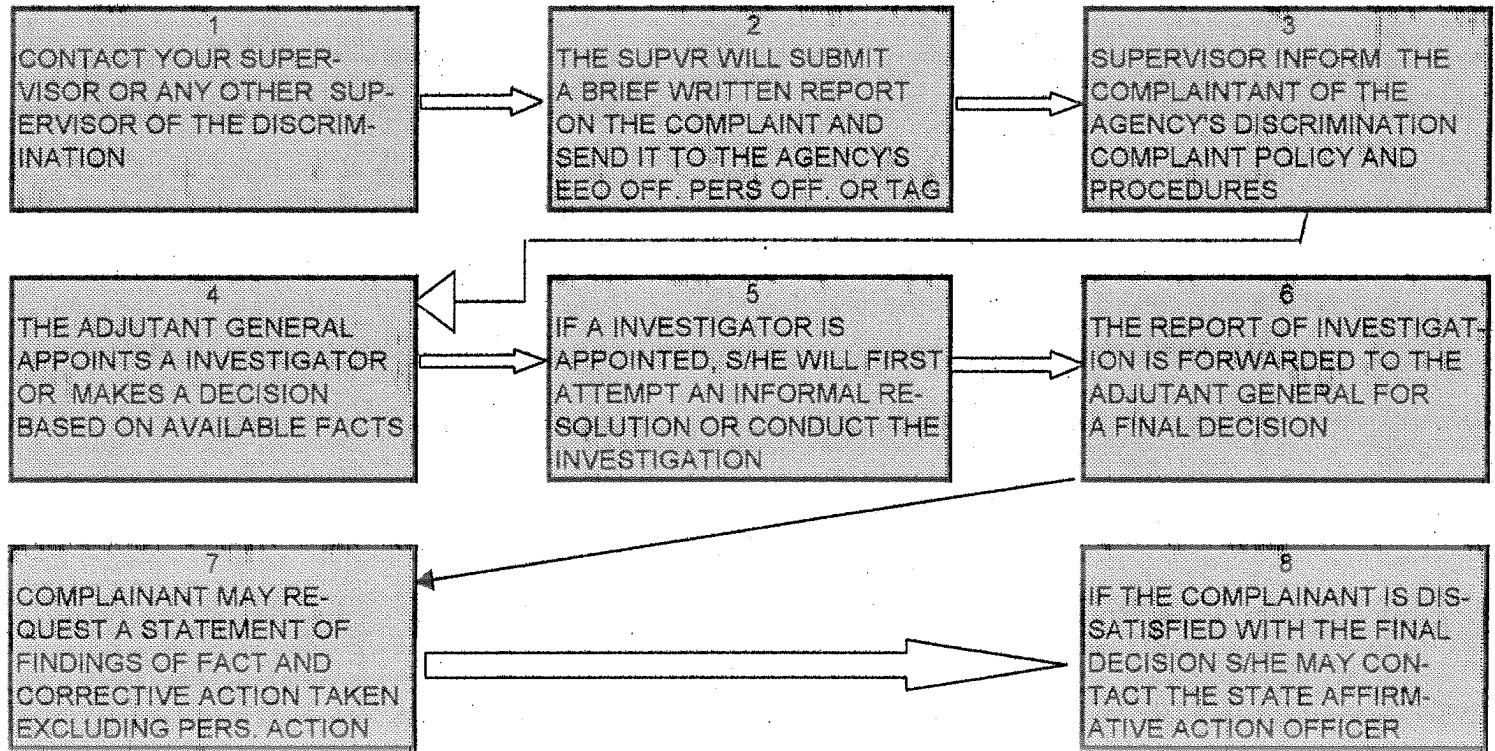
2005-2007 NAPE/AFSCME and STATE OF NEBRASKA LABOR CONTRACT

Article 15 – Anti-Discrimination

15.1 The provisions of this Agreement shall be applied to all Employees in the bargaining units without discrimination as to protected age, sex, marital status, race, color, creed, national origin, handicap, or political affiliation. Each of the parties hereto recognized their individual responsibilities under this paragraph and agree to fulfill those responsibilities.

**NEBRASKA MILITARY DEPARTMENT STATE EMPLOYEE
DISCRIMINATION COMPLAINT PROCEDURE**

If you are an military Department employee, an applicant for a position or requesting services from the military Department and feel you have been discriminated against because of your race, color, religion, gender (including sexual harassment), national original, age, handicap, marital status or retaliation you may file an agency complaint. It must be filed within 300 days of the day of the alleged act of discrimination



NOTHING IN THE MILITARY DEPARTMENT'S POLICY PROHIBITS THE COMPLAINANT FROM FILING A DISCRIMINATION COMPLAINT WITH THE NEBRASKA EQUAL OPPORTUNITY COMMISSION AT ANY TIME WITHIN 300 CALENDAR DAYS OF THE ALLEGED ACT OF DISCRIMINATION