



Department of Defense INSTRUCTION

NUMBER 1350.3

February 29, 1988

ASD(FM&P)

SUBJECT: Affirmative Action Planning and Assessment Process

- References: (a) [DoD Directive 1350.2](#), "The Department of Defense Military Equal Opportunity Program," April 29, 1987
- (b) Office of Management and Budget (OMB) Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting," May 1978

1. PURPOSE

This Instruction supplements reference (a) by prescribing DoD policy, assigning responsibilities, and establishing minimum reporting requirements by category and subject for annual Military Equal Opportunity Assessments (MEOA) submitted to the Assistant Secretary of Defense for Force Management and Personnel (ASD(FM&P)) by the Military Services. It emphasizes the use of standardized procedures that support longitudinal analysis throughout the Department of Defense and recognizes Service and/or Component prerogatives in establishing goals and objectives and taking affirmative action toward their accomplishment. This Instruction establishes common report formats for use in the annual MEOA.

2. APPLICABILITY AND SCOPE:

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD) and the Military Services (including their National Guard and other Selected Reserve components). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps.

2.2. Does not apply to the United States Coast Guard, whose civil rights program is governed by the Department of Transportation. Nor does this Instruction apply to the other two Uniformed Services, namely, the Commissioned Corps of the National Oceanic and Atmospheric Administration, Department of Commerce, or the Public Health Service, Department of Health and Human Services.

3. POLICY

It is DoD policy for the Military Services to monitor and report on selected dimensions of their personnel programs to ensure equal opportunity and fair treatment for all Service members through affirmative actions and other initiatives. It is the prerogative of the Services to establish requirements for affirmative action plans and assessments at organizational levels below Service headquarters.

4. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)), consistent with DoD Directive 1350.2 (reference (a)), shall establish categories and monitor specific actions included in the Affirmative Action Plan(s) (AAP) of each Military Component. This shall include providing a written analysis of each MEOA to the Services, as well as preparing a DoD summary.

5.2. The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) shall assist in the analyses of Reserve component MEOAs.

5.3. The Secretaries of the Military Departments shall ensure that the Military Components (to include Active, National Guard, and Reserve) implement the Affirmative Action Planning and Assessment Process in accordance with this Instruction. Use of statistical tests and other evaluative techniques are encouraged.

6. INFORMATION REQUIREMENTS


6.1. Each Service shall provide to the ASD(FM&P) a copy of its current AAP(s)

with schedules for revision. New editions and/or changes shall be furnished upon publication. Active and Reserve component AAPs may be contained in separate sections of a Service AAP or may be prepared and maintained as separate documents.

6.2. An annual MEOA is required by DoD Directive 1350.2 (reference (a)) and assigned Report Control Symbol DD-FM&P(A)1760. Reporting requirements are contained in enclosure 3 of that Directive and further clarified in enclosure 2 of this Instruction. Assessments must include all DoD Active and Selected Reserve components, but data on Components should not be consolidated.

7. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately and applies to assessments for FY 88 due to FM&P February 1, 1989. Forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 90 days.



Grant S. Green, Jr.
Assistant Secretary of Defense
(Force Management and Personnel)

Enclosures - 3

- E1. Definitions
- E2. Reporting Categories and Subjects for MEOA
- E3. DD Form 2509 (sample)

E1. ENCLOSURE 1

DEFINITIONS

E1.1. NOTE: Definitions contained in enclosure 2 of DoD Directive 1350.2 (reference (a)) are incorporated by reference in this Instruction.

E1.1.1. Affirmative Action Plan (AAP). A Service and/or Component document that may contain initiatives, processes, systems, activities, objectives, goals, and milestones that have been established to achieve the objectives of the equal opportunity program. The AAP is a management tool intended to assist in overcoming the effects of discriminatory treatment as it affects equal opportunity, upward mobility, and the quality of life for military personnel.

E1.1.2. Affirmative Action Planning and Assessment Process. A systems approach to MEO initiatives that encompasses the AAP, the MEOA, and the DoD Summary Analysis of MEO.

E1.1.3. Affirmative Action Plan Reporting Category. One of the ten categories listed in enclosure 3 of DoD Directive 1350.2 and included in Service and/or Component AAPs, for which annual assessments are required from the Services in the manner prescribed by this Instruction. These ten are the minimum reporting requirements but the Services may add additional categories as they deem appropriate.

E1.1.4. DoD Summary Analysis of Military Equal Opportunity. The annual written evaluation of Service MEOA submissions prepared by ASD(FM&P). Normally, this summary evaluation will be prepared within 90 days of submission of the Services' MEOAs.

E1.1.5. Military Equal Opportunity Assessment (MEOA). An annual report covering the previous fiscal year, due to ASD(FM&P) no later than February 1 of the current year. The MEOA displays and analyzes, by Affirmative Action Plan Reporting Category, the data required by enclosure 3 to DoD Directive 1350.2 (reference (a)), and further described in this Instruction. The MEOA is designed to measure the effect of affirmative actions and initiatives (as determined by proponents) as well as provide the rationale for establishing and updating AAP milestones and/or creating new goals.

E1.1.6. Military Equal Opportunity Assessment Subjects. Any of the many prescribed or optional subcategories that are reported annually by the Services within the Affirmative Action Plan Reporting Categories contained in the MEOA.

E1.1.7. Tracked Group. One of the ethnic or racial categories designated by OMB Directive 15 (reference (b)). These are defined in enclosure 2 of reference (a).

E1.1.8. Trend (or Longitudinal) Analysis. A numerical and narrative comparison of specific elements of data over time for evidence of change or relative fluctuation.

E2. ENCLOSURE 2
REPORTING CATEGORIES AND SUBJECTS
for
ANNUAL MILITARY EQUAL OPPORTUNITY ASSESSMENT (MEOA)

E2.1. DoD Directive 1350.2 (reference (a)) requires that each Military Department submit an annual report for the period ending September 30 to the ASD(FM&P) no later than February 1 of the following year. Each MEOA shall include an Executive Summary, plus specified data and narrative assessments. Enclosure 3 of that Directive lists the ten categories that are to be included in the annual MEOA. While organizations may benefit from monitoring items not listed (e.g., awards and other recognition programs), these ten categories are the minimum reporting requirements for the MEOA.

This enclosure provides further guidance on MEOA reporting requirements by subject in each of the ten categories. Again, organizations may opt to assess additional subjects for a particular time period within each category, such as Joint Duty Assignments within Category 7, but those listed are the minimum subject requirements.

In all categories, narratives that begin on the face of a form may be continued on blank sheets behind the form. The MEOA shall be submitted in three copies; it shall be an 11" horizontal by 8 1/2" vertical document, bound on the left. Both sides of pages may be used.

E2.1.1. RECRUITING AND/OR ACCESSIONS.

E2.1.1.1. Each accession program listed below is considered a separate reporting subject and a DD Form 2509 (enclosure 3) shall be prepared for assessing each of the subject programs, as applicable.

E2.1.1.1.1. Enlisted.

E2.1.1.1.1.1. Non-prior service.

E2.1.1.1.1.2. Prior service (not reenlistments).

E2.1.1.1.2. Officer (Commissioned).

E2.1.1.1.2.1. Reserve Officers' Training Course (ROTC)
(scholarships identified separately).

E2.1.1.1.2.2. Service Academy.

E2.1.1.1.2.3. Officer Candidate or Training School (OCS or OTS).

E2.1.1.1.2.4. Non-line and/or direct commission.

E2.1.1.1.2.5. Enlisted commissioning program.

E2.1.1.1.2.6 Professional Branches (Legal, Chaplain and Medical).

E2.1.1.1.2.7 Other Service-unique programs.

E2.1.1.1.3. Officer (Warrant) - as applicable, assess separately by
Service and/or Component.

E2.1.1.1.3.1. Flight training programs.

E2.1.1.1.3.2. Other programs in aggregate (due to small numbers).

E2.1.1.2. For the Enlisted subject reports, columns 5A, 6A, and 7A of DD Form 2509 (enclosure 3) shall be used to list actual numbers entering the Service during the reporting period. Columns 5B, 6B, and 7B will list TOTAL numbers (from all tracked groups) accessed during the reporting period. Column 5C, 6C, and 7C entries result from dividing the A column figures by the respective B column figures. Entries in the C column shall be displayed as decimal figures, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.1.3. For the reports on Officer subjects, the actual numbers who were accessed through (i.e., successfully completed) the subject programs shall be listed in columns 5A, 6A, and 7A of DD Form 2509 (enclosure 3). Columns 5B, 6B, and 7B shall list total numbers accessed in the reporting period in the same grade group categories from all sources. Column 5C, 6C, and 7C entries will result from dividing the A column figures by the respective B column figures. Entries in the C column shall be displayed as decimal figures, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.1.4. Current-year data shall be reported and assessed on the face of DD Form 2509 (enclosure 3); continuation sheets may be used as needed. Data for the

previous 3 years will be provided on the reverse side of the form. (NOTE: the MEOA due to the ASD(FM&P) in February 1989 shall include FY88 data plus the data from FY87. The MEOA due in February 1990 shall add the data for FY89, and the MEOA due in February 1991 shall add FY90 data.)

E2.1.2. COMPOSITION

E2.1.2.1. Effective September 30, 1987 the Defense Manpower Data Center began preparing a DMDC-3035E0 report that will be computer-generated quarterly and forwarded through the ASD(FM&P) to each of the Military Services. This report displays force composition by the following four subjects for each Service, and/or Component, and the Department of Defense:

E2.1.2.1.1. Commissioned Officer.

E2.1.2.1.2. Warrant Officer (if applicable).

E2.1.2.1.3. Enlisted.

E2.1.2.1.4. Total.

E2.1.2.2. This category does not require the use of DD Form 2509 (enclosure 3). The numbers reported in this category shall constitute the data base for all other MEOA categories. The computer printout sheets shall be photocopied and reduced so that they will be the same size as the other pages of the MEOA. The MEOA due to the ASD(FM&P) in February 1989 shall include the DMDC-3035E0 reports for both September 1987 and September 1988.

E2.1.3. PROMOTIONS

E2.1.3.1. Assessments shall be made of promotions that result from a centralized Service-wide selection process.

E2.1.3.2. At least the following subjects shall be assessed in this category:

E2.1.3.2.1. Promotions to Grade O-4.

E2.1.3.2.2. Promotions to Grade O-5.

E2.1.3.2.3. Promotions to Grade O-6.

E2.1.3.2.4. Promotions to Grade E-7.

E2.1.3.2.5. Promotions to Grade E-8.

E2.1.3.2.6. Promotions to Grade E-9. A separate DD Form 2509 (enclosure 3) shall be prepared for each subject.

E2.1.3.3. Officer and enlisted promotions shall be assessed based on the date of selection, not the date of promotion. Data shall include all individuals considered in and selected from within the primary zone; any optional assessments based on other than primary zone selections (i.e., other than within the zone promotions) shall not be merged in the MEOA. For the Reserve components, the selection and promotion zone data need not be restricted to the Selected Reserve but rather should reflect all Reservists in an active status actually under consideration by a board.

E2.1.3.4. On DD Form 2509 (enclosure 3), columns 5A, 6A, and 7A shall be used to list actual numbers (by tracked groups) selected for promotion within the period of the report. Columns 5B, 6B, and 7B shall list the total number considered for promotion as specified in paragraph E2.1.3.3., above. Column 5C, 6C, and 7C entries are the results of dividing the figures in the A columns by the figures in the respective B columns. Entries in the C column shall be displayed as decimal figures, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.3.5. Current-year data shall be reported and assessed on the face of DD Form 2509 (enclosure 3); continuation sheets may be used as needed. Data for the previous 3 years shall be provided on the reverse side of the form. (Note: the MEOA due to the ASD(FM&P) in February 1989 shall include FY88 data plus the data from FY87. The MEOA due in February 1990 will add the data for FY89, and the MEOA due in February 1991 shall add FY90 data.)

E2.1.4. PROFESSIONAL MILITARY EDUCATION

E2.1.4.1. This assessment category does not include the Legal, Medical or Chaplain professional education systems. Rather, this assessment pertains to the general category of professional military education. A separate DD Form 2509 (enclosure 3) shall be prepared for each of the subjects listed below having a selection process:

E2.1.4.1.1. Officer.

E2.1.4.1.1.1. Senior service school.

E2.1.4.1.1.2. Intermediate-level school.

E2.1.4.1.1.3. Career-level school (as applicable).

E2.1.4.1.2. Noncommissioned Officer (NCO) - Any school meeting criteria listed above.

E2.1.4.2. On DD Form 2509 (enclosure 3), columns 5A, 6A, and 7A shall be used to list the actual numbers selected (or designated) for school. Columns 5B, 6B, and 7B shall list the numbers considered for selection (by tracked groups). When the term "considered" is not applicable for a particular school, columns 5B, 6B, and 7B shall display the total number in the modal grade of selection (i.e., the grade from which the largest number of selections was made). Column entries for 5C, 6C, and 7C result from dividing the figures in the A columns by those in the respective B columns. Entries in the C column shall be displayed as decimal figures, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.4.3. Current-year data shall be reported and assessed on the face of DD Form 2509 (enclosure 3); continuation sheets may be used as needed. Data for the previous 3 years shall be provided on the reverse side of the form. (Note: the MEOA due to the ASD(FM&P) in February 1989 shall include FY88 data plus the data from FY87. The MEOA due in February 1990 shall add the data for FY89, and the MEOA due in February 1991 shall add FY90 data.)

E2.1.5. SEPARATIONS

E2.1.5.1. Assessments include only those separations that are involuntary. Numbers of those who leave the Service voluntarily are not included. This category does not apply to the selected Reservists in a voluntary force environment, except for those on continuous active duty for periods over 180 days who are involuntarily released prior to the end of their orders or contract. Such releases would be reported by the Active component.

E2.1.5.2. On DD Form 2509 (enclosure 3), columns 5A, 6A, and 7A are used to list actual numbers of involuntary separations that are dishonorable discharges, bad conduct discharges, or otherwise under other than honorable conditions. In columns 5B, 6B, and 7B are listed the figures for total involuntary separations for the tracked group (including reductions in force (RIFs), statutory retirements, medical, etc.). Entries in columns 5C, 6C, and 7C are obtained by dividing the figures in the A columns by those in the corresponding B columns. Entries in the C columns shall be

displayed as decimal figures, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.5.3. Current-year data shall be reported and assessed on the face of DD Form 2509 (enclosure 3); continuation sheets may be used as needed. Data for the previous 3 years shall be provided on the reverse side of the form. (Note: the MEOA due to the ASD(FM&P) in February 1989 shall include FY88 data plus the data from FY87. The MEOA due in February 1990 shall add the data for FY89, and the MEOA due in February 1991 shall add FY90 data.)

E2.1.6. AUGMENTATION AND/OR RETENTION

E2.1.6.1. For the purposes of this reporting category, augmentation is defined as a process by which officers of the Reserve components are transferred to the Regular component of a Service for purposes of serving on active duty. Augmentation reports, therefore, will be submitted only by the Active components.

E2.1.6.2. In the reports on AUGMENTATION subjects, columns 5A, 6A, and 7A shall list actual numbers selected; while columns 5B, 6B, and 7B shall list the numbers considered (i.e., those who applied) by tracked groups. Figures in columns 5C, 6C, and 7C are obtained by dividing the figures in the A columns by those in the respective B columns. Enlisted members shall be reported in this category only when applicable.

E2.1.6.3. The Defense Manpower Data Center began tracking retention of cohort units in FY71 and has data available from that time to the present. Assessments in this category shall examine trends by reporting numbers in 5 year increments, starting with fiscal years 1973, 1978, and 1983, as well as the current fiscal year. Each year's report will add 1 year to each of those cited here (i.e., the MEOA due February 1, 1990 shall include fiscal years 1974, 1979, 1984, and 1989).

E2.1.6.4. Retention of officer and enlisted members shall be monitored and reported separately, as applicable. Specialties to be monitored shall be determined by the Services as those they deem to be of interest.

E2.1.6.5. In the reports on RETENTION subjects, columns 5A, 6A, and 7A shall list the actual numbers retained; while columns 5B, 6B, and 7B shall list the numbers by tracked groups who entered (or were recruited) with that year group. The figures in columns 5C, 6C, and 7C are obtained by dividing the figures in the A columns by those in the corresponding B columns.

E2.1.6.6. Entries in the C columns shall be displayed in decimal form, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.7. ASSIGNMENTS

E2.1.7.1. Assessments shall be made of those billets that are defined as career enhancing by the Service rendering the report. Separate DD Forms 2509 (enclosure 3) shall be prepared on the subjects of commanding officer and deputy or assistant commanding officer billets of specific pay grades selected by the Services, as a minimum. Services may also wish to consider joint duty assignments as meeting the criteria in this category. Senior enlisted assignments within a pay grade should likewise be considered for assessment as a subject in the MEOA.

E2.1.7.2. On DD Form 2509 (enclosure 3), columns 5A, 6A, and 7A shall be used to list actual numbers assigned to Service-defined career enhancing billets within a single grade. Columns 5B, 6B, and 7B shall list total population in the applicable grade by tracked groups. Entries in columns 5C, 6C, and 7C shall be obtained by dividing figures in the A columns by those in the respective B columns. Column C entries shall be displayed as decimal figures, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.7.3. Current-year data shall be reported and assessed on the face of DD Form 2509 (enclosure 3); continuation sheets may be used as required. Data for the previous 3 years shall be provided on the reverse side of the form. (Note: to the extent possible, the MEOA due to the ASD(FM&P) in February 1989 shall include FY88 data plus the data from FY87. The MEOA due in February 1990 shall add the data for FY89, and the MEOA due in February 1991 shall add FY90 data.)

E2.1.8. DISCRIMINATION AND/OR SEXUAL HARASSMENT COMPLAINTS

E2.1.8.1. Assessments shall be made for those complaints of discrimination that surface through official channels. Services must make those efforts necessary to ensure that complaints are captured (consolidated) from the various entry points where they are initially registered (e.g., Chaplain, Judge Advocate General (JAG), Inspector General (IG), Equal Opportunity (EO)/Social Actions, Request Mast, official hotline(s), Uniform Code of Military Justice (UCMJ) Article 138, congressional correspondence, and others, as appropriate).

E2.1.8.2. A separate DD Form 2509 (enclosure 3) shall be prepared for the following two subjects:

E2.1.8.2.1. Discrimination - including race, ethnicity, sex (excluding sexual harassment), national origin, religion, and age (if applicable).

E2.1.8.2.2. Sexual Harassment (as defined in DoD Directive 1350.2 (reference (a))).

E2.1.8.3. On DD Form 2509 (enclosure 3), columns 5A, 6A, and 7A shall be used to list the numbers of those complaints registered by members of each group that were confirmed (i.e., substantiated). Columns 5B, 6B, and 7B shall list the total number of complaints filed BY THE SAME TRACKED GROUPS as in the A columns. Efforts must be taken to ensure that a complaint is counted under only one subject. Entries in columns 5C, 6C, and 7C shall result from dividing the figures in the A columns by those in the corresponding B columns. Entries in the C column shall be displayed as decimal figures, rounded to the nearest hundredth place. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.8.4. To the extent possible, data from previous years should be reported on the reverse of DD Form 2509 (enclosure 3).

E2.1.9. UTILIZATION OF SKILLS

E2.1.9.1. Assessments in this category shall be made separately for officer and enlisted. At least five areas in which one or more minority groups (regardless of gender) or in which most women are under or overrepresented must be included. Each area or specialty assessed for either officers or enlisted members shall constitute a subject in this category.

E2.1.9.2. Neither DD Form 2509 (enclosure 3) nor DMDC-3035EO shall be used for this assessment category. However, assessments should include trends for the last 3 fiscal years for those skills in which minorities or women are under or overrepresented. Due to the wide range of subjects eligible for inclusion in this category, individual MEOAs must display the relevant data in formats that are meaningful for the individual subjects.

E2.1.9.3. Skills groupings for reporting purposes should be in accordance with DoD occupation groups (as listed in DMDC reports). These reports are available from DMDC on a quarterly basis. Services may further break their assessments down

by Military Occupational Specialty (MOS), Air Force Specialty Code (AFSC) or Navy Enlisted Classification (NEC), if this is deemed appropriate.

E2.1.10. DISCIPLINE

E2.1.10.1. Assessments shall include two UCMJ subjects -- nonjudicial and judicial punishments; each requires preparation of a separate DD Form 2509 (enclosure 3). All types of courts-martial resulting in conviction may be consolidated on one form. Reserve components shall render assessments in this category as appropriate.

E2.1.10.2. On DD Form 2509 (enclosure 3), columns 5A, 6A, and 7A shall be used to list the actual numbers of those who were awarded punishment. Columns 5B, 6B, and 7B shall list the total population figures for those in the tracked groups. Entries in columns 5C, 6C, and 7C shall be obtained by dividing the A column figures by the respective B column figures. Column C entries shall be displayed in decimal form, rounded to the nearest hundredth. Blocks 5D, 6D, 7D, and 8 are reserved for OSD use.

E2.1.10.3. Current-year data shall be reported and assessed on the face of DD Form 2509 (enclosure 3); continuation sheets may be used as needed. Data for the previous 3 years shall be provided on the reverse side of the form. (Note: the MEOA due to the ASD(FM&P) in February 1989 shall include FY88 data plus the data from F 87. The MEOA due in February 1990 shall add the data for F 89, and the MEOA due in February 1991 shall add FY90 data.)

E3. ENCLOSURE 3

DD Form 2509 (sample)

SAMPLE

MILITARY EQUAL OPPORTUNITY ASSESSMENT												REPORT CONTROL SYMBOL DD-FM&P(A)1760	
PART I - DATA FROM CURRENT FISCAL YEAR													
1. <u>FY 88</u> ASSESSMENT			2. DOD COMPONENT/SUBCOMPONENT Element rendering the report (e.g., Active Army, ANG, etc.)				3. SOURCE AGENCY a OFFICE Directorate of Human Resources (EO)				b TELEPHONE NUMBER AV XXX-XXXX/XXXX		
4.a SUBJECT Promotions to Grade O-6						b CATEGORY Promotions							
TRACKED GROUPS	5. MALE				6. FEMALE				7. TOTAL				8. FOR OSD USE
	A	B	C (A+B)	D (OSD Use only)	A	B	C (A+B)	D (OSD Use only)	A	B	C (A+B)	D (OSD Use only)	
(1) American Indian/ Alaskan Native													
(2) Asian American/ Pacific Islander													
(3) Black (Non-Hispanic)													
(4) Hispanic													
(5) White (Non-Hispanic)													
(6) Other/Unknown													
(7) TOTAL													
9.a THE NUMBERS IN COLUMN A ARE: Actual numbers selected for promotion during rptg period						b THE NUMBERS IN COLUMN B ARE: Numbers from each group considered for promotion in period							
10. STATEMENT OF SERVICE/COMPONENT AFFIRMATIVE ACTION(S) The Service/Component submitting this report has established its own affirmative action(s) and/or initiative(s) in this category. These may be found in its Affirmative Action Plan (AAP). This block is provided so that one may read in a concise form the objective(s) or aims of the Service/Component in the category and subject shown in block 4 above. Remarks in block 10 should relate directly to the reporting element's pre-stated intent or plan of action.													
11. ASSESSMENT A narrative assessment of the Service/Component's accomplishment of its AAP objective(s) in this subject is begun in this block and continued on additional blank sheets as needed. In those instances where established objectives were not achieved, it may be valuable to examine why accomplishment was not possible. While this is principally a subjective self-analysis, it is appropriate to link comments to the statistical data display above. This becomes even more valuable as the reverse side of this form is filled in and trends begin to become available for analysis. Further, it often will be appropriate to cross-reference assessments to other categories and/or subjects, especially category 2 (Composition).													

THIS FORM MAY BE TYPEWRITTEN, FILLED IN BY HAND,
OR A COMBINATION OF BOTH METHODS.

DD Form 2509, DEC 87

SAMPLE

287-319

SAMPLE

PART II - DATA FROM PREVIOUS FISCAL YEARS													
FY 87 ASSESSMENT		4.a. SUBJECT Promotions to Grade 0-6								b. CATEGORY Promotions			
TRACKED GROUPS	5. MALE				6. FEMALE				7. TOTAL				8. FOR OSD USE
	A	B	C (A+B)	D (OSD use)	A	B	C (A+B)	D (OSD use)	A	B	C (A+B)	D (OSD use)	
(1) American Indian/ Alaskan Native													
(2) Asian American/ Pacific Islander													
(3) Black (Non-Hispanic)													
(4) Hispanic													
(5) White (Non-Hispanic)													
(6) Other / Unknown													
(7) TOTAL													
FY 86 ASSESSMENT		4.a. SUBJECT Promotions to Grade 0-6								b. CATEGORY Promotions			
TRACKED GROUPS	5. MALE				6. FEMALE				7. TOTAL				8. FOR OSD USE
	A	B	C (A+B)	D (OSD use)	A	B	C (A+B)	D (OSD use)	A	B	C (A+B)	D (OSD use)	
(1) American Indian/ Alaskan Native													
(2) Asian American/ Pacific Islander													
(3) Black (Non-Hispanic)													
(4) Hispanic													
(5) White (Non-Hispanic)													
(6) Other / Unknown													
(7) TOTAL													
FY 85 ASSESSMENT		4.a. SUBJECT Promotions to Grade 0-6								b. CATEGORY Promotions			
TRACKED GROUPS	5. MALE				6. FEMALE				7. TOTAL				8. FOR OSD USE
	A	B	C (A+B)	D (OSD use)	A	B	C (A+B)	D (OSD use)	A	B	C (A+B)	D (OSD use)	
(1) American Indian/ Alaskan Native													
(2) Asian American/ Pacific Islander													
(3) Black (Non-Hispanic)													
(4) Hispanic													
(5) White (Non-Hispanic)													
(6) Other / Unknown													
(7) TOTAL													

DD Form 2509 Reverse, DEC 87

SAMPLE