



DEPARTMENT OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
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ARLINGTON VA 22202-3231

S: 15 December 2004

NGB-EO-CR

20 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2004 Annual Narrative Statistical Report (ANSR)

1. Reference.

a. NGR 600-21 Equal Opportunity Program in the Army National Guard dated, 14 September 2001, <http://www.ngbpd.c.ngb.army.mil/pubfiles/600/60021.pdf>.

2. Purpose. This memorandum is a reminder of the suspense date for the 2004 ANSR that is due at NGB-EO-CR **15 December 2004**, it also highlights the importance of the report to Commanders at all levels.

3. General. The ANSR is the Adjutant General's report that reflects the state's demographics by rank, gender, race, and categorizes the state's military population in minority and majority groups. This report is an essential tool for Joint Forces Headquarters leadership, EO/EEO personnel and Commanders because the report provides an immediate summation of success and shortfalls of demographic representation within the ranks.

4. Areas covered by the ANSR. The ANSR addresses Recruiting/Accessions; Composition; Promotions, Professional Military Education, Separations, Retention, Assignments, Discrimination/Sexual Harassment complaints, Utilization and Discipline. These areas equal combat readiness and are combat multipliers that fall under the Equal Opportunity umbrella of equality.

5. Community Outreach and Partnership Programs: Equal Opportunity is not a fixed principle that fits only into the protective categories. Equal Opportunity extends beyond the military organization and reaches deep into state communities through Guard driven outreach and partnership programs. Within the ANSR, the Commander has the opportunity to initiate, implement and assess programs for all ranks, gender and race by supporting diversity and pipeline initiatives; develop partnership with minority agencies and community colleges and university for achieving specific recruiting and retention goals; and finally, mentor the next generation of leaders in EO/EEO matters by providing EO/EEO opportunities for all guard men and women.

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6. TAG's EO/EEO Vision. More importantly, the ANSR clearly states the TAG's EO/EEO vision. The ANSR reflects the progress Commanders, and EO/EEO personnel made in achieving the established EO readiness goals as reflected in the TAG's Affirmative Action Plan (AAP) as well as the progress made in eliminating sexual harassment by training key personnel. The report concludes with plans of action programmed to correct problems or conditions that currently exist.

7. Unit Climate Assessment (UCA). The UCA is one of the tools available for the preparation of the ANSR and the AAP. Note that a web-based UCA is available to all troops. This tool is confidential, and the personal code assigned to each Soldier ensures anonymity. This survey is composed of 40 questions and the Soldiers may take it from home, or wherever an Internet connection is available. Commanders may include 10 additional questions of their choosing and more significantly, Soldiers may add comments to the survey. IAW NGR 600-21 Chapter 2-9, Commanders will administer a UCA to all unit members 180 days from the day he/she assumed command, and every year thereafter. For more information you may contact your State UCA Administrator or Mr. Mark Dallaire at DSN 854-2538, or via e-mail at [Mark.Dallaire@patrick.af.mil](mailto:Mark.Dallaire@patrick.af.mil)

8. Equal Opportunity Statistics Program. You can also find Equal Opportunity Statistics for your state by logging in to Guard Knowledge Online and then accessing the NG Enterprise Data Warehouse. This program will assist your EO Managers in compiling statistical demographic data for the Annual Narrative & Statistical Report.

9. The ANSR is a document that will be subject to inspection by NGB-EO Staff in upcoming Program Evaluation Visits, it is briefed during TAGs orientations, and it is also briefed to the Chief, National Guard Bureau.

10. Equal Opportunity/Equal Employment Opportunity web page. For the latest information, and to stay current on EO/EEO issues visit our web page at <http://www.ngb.army.mil/staff/special/eo/>

11. POC for this memorandum is MAJ Edwin Perez, ARNG Equal Opportunity Program Manager at DSN 327-1704, CML (703) 607-1704 or e-mail [edwin.perez@ngb.ang.af.mil](mailto:edwin.perez@ngb.ang.af.mil) or SGM Judith Ackerman, Senior Enlisted EO Advisor at DSN 327-0783, or CML (703) 607-0783, e-mail [Judith.Ackerman@ngb.ang.af.mil](mailto:Judith.Ackerman@ngb.ang.af.mil)

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12. Don't ask what Equal Opportunity can do for you, ask what you as leader's can do for Equal Opportunity.

A handwritten signature in black ink, appearing to read 'Felton Page', is positioned above the printed name and title.

FELTON PAGE  
Director, Office of Equal Opportunity  
and Civil Rights

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