



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO

6 October 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Annual Narrative and Statistical Report

1. In accordance with the National Guard Regulation (NGR) 600-21, the Human Resource/ Equal Opportunity Officer (HR/EO) assists The Adjutant General (TAG) in preparing the Annual Narrative and Statistical Report (ANSR) and forwards the report to NGB-EO by 15 December each calendar year.

2. Preparing the ANSR is an enormously time consuming task for the HR/EO or anyone within the Equal Opportunity (EO) or Equal Employee Opportunity (EEO) community writing the ANSR. The National Guard Bureau Equal Opportunity Office (NGB-EO) in partnership with the Information Systems Division (AIS) came together to design the EO Statistical Program.

a. The EO Statistical Program gives you the data for the ANSR Appendix D, Tables D3 - D19, NGR 600-21.

b. Tables D1 and D2 are not included in this report because Standard Installation Data Personnel Systems (SIDPERS) and Total Army Personnel Database (TAPDB) do not have complaint filed fields. Address these tables as required in ANSR.

c. When you click on table D3 – D9, you receive statistical data for that table. Simply take the statistical data and copy/paste to personal ANSR or just print statistical information and transcribe to personnel ANSR.

d. The HR/EO or EO/EEO personnel must write the analytical summary for each table of statistical information. To include, providing required summary information for Sections D5 – D12.

e. Submit hard copy ANSR with cover letter signed by TAG addressed IAW to NGR 600-21 or submit ANSR and cover letter electronically with TAG's electronic signature to LTC Esposito, melodie.esposito@ngb.ang.af.mil at NGB-EO.

3. How does this work? NGB purchased COGNOS, a data warehouse program, and designed it to pull personnel information from SIDPERS and TAPD-B. COGNOS then computes the information into the EO Statistical Program.

4. NGB-EO is ready to field the EO Statistical Program to the 54 States and Territories. The States can access the EO Statistical Program through Guard Knowledge Online (GKO). To begin the process:

NGB-EO

SUBJECT: Equal Opportunity Annual Narrative and Statistical Report

- a. To access EO Statistical Program, you must have an Army Knowledge Online (AKO) account. If you do NOT have an AKO account, you can get one by going to <https://gko.ngb.army.mil/login.asp> while you are logged in from any .mil address.
 - b. Once you have an AKO account, use your AKO username and password to enter Guard Knowledge Online (GKO), <https://gko.ngb.army.mil/login.asp>.
 - c. On the main GKO screen, you will see a drop down box on the upper right side. Open the drop down and click on "ARNG Enterprise Data Warehouse (G6)" then click on "Enter."
 - d. In the NewsIndex, click on "EO"
 - e. For more detailed instructions, click on "Documentation" and "User Documentation."
 - f. As the ARNG Enterprise Data Warehouse evolves and improves, you will see some variations in the format of the screens
5. For technical assistance, contact the help desk at 1-800-821-3097.
6. The point of contact for the EO Statistical Program is LTC Melodie A. Esposito, Deputy Director, Equal Opportunity Office at DSN 327-0778 or CM 703-607-0778 or Senior Enlisted EOA, SGM Judith P. Ackerman at DSN 327-0783 or CM 703-607-0783.



FELTON PAGE
Director, Equal Opportunity Office
National Guard Bureau

DISTRIBUTION:

HRO
HR/EO
SEEM
EOA

CF:

LTG Schultz
BG Cleckley
BG Goodwin
EO/EEO Diversity Committee
AIS, MAJ Brach
AIS, Mr. Wierzba