



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

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**MEMORANDUM HR18-2023**

To: Agency Administrators  
From: Andy Snuggs, Director of Human Resources  
Subject: FY2022-2023 Affirmative Action Plan  
Date: September 8, 2023

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Once again, the time has arrived to begin preparing for your Affirmative Action Plans.

If you would like the Justice Administrative Commission (JAC) to complete Exhibits 1-7, we will need the following information:

1. The EEO breakdown 06-30-2023 Ending Workforce
2. The EEO breakdown 07-01-2022 Beginning Workforce
3. The EEO breakdown FY21-23 Applicants for Hire
4. The EEO breakdown FY21-23 New Hires
5. The EEO breakdown FY21-23 Applicants for Promotion
6. The EEO breakdown FY21-23 Terminations
7. The EEO breakdown FY21-23 Promotions

For those offices that use BOMS, CIP implemented an upgrade (Version 12.13, published 4/21/2022) that allows you to print out the attached worksheet. This upgrade allows your office to update or complete your office's Affirmation Action Plan (i.e., Exhibits 1-7 and worksheet). Using this option will be a timesaver for your office in that you will not have to wait on JAC to complete Exhibits 1-7.

For those offices that do not use BOMS or use it and would like for JAC to complete the exhibits, please complete the attached worksheet in an Excel format or send in your worksheet that generated from the system in an Excel format as well. Either option needs to be returned to JAC **by the close of business September 25, 2023**. *We will not be able to complete the exhibits without the worksheet. Please do not forward us the exhibits that print out of BOMS; we only need the worksheet itself.* Once your information is received, your report will be completed by JAC and returned to you for verification and final submission.

If you have any questions, or need assistance with the data collection, please contact Andy Snuggs at [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org) or (850) 488-2415, ext. 290 or Jamie Johnson at [Jamie.Johnson@justiceadmin.org](mailto:Jamie.Johnson@justiceadmin.org) or (850) 488-2415, ext. 291.

Attachment