



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM 030-19HR**

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: FY2018-2019 Affirmative Action Plan

DATE: August 27, 2019

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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 06-30-2019 Ending Workforce
2. The EEO breakdown 07-01-2018 Beginning Workforce
3. The EEO breakdown FY18-19 Applicants for Hire
4. The EEO breakdown FY18-19 New Hires
5. The EEO breakdown FY18-19 Applicants for Promotion
6. The EEO breakdown FY18-19 Terminations
7. The EEO breakdown FY18-19 Promotions

If you would like JAC to complete Exhibits 1-7 then please complete and return the attached worksheet in an Excel format **by the close of business September 16, 2019**. *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.

Please let us know by the above date if you plan to complete Exhibits 1-7 on your own.

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. 291.

Attachment