



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
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

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Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Kathleen A. Smith
Public Defender

MEMORANDUM 031-16HR

TO: Agency Administrators
FROM: Carolyn Horwich, Esq., Director of Human Resources
THROUGH: Rip Colvin, Executive Director
SUBJECT: FY 2014-2015 Affirmative Action Plan
DATE: September 6, 2016

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 06-30-2016 Ending Workforce
2. The EEO breakdown 07-01-2015 Beginning Workforce
3. The EEO breakdown FY15-16 Applicants for Hire
4. The EEO breakdown FY15-16 New Hires
5. The EEO breakdown FY15-16 Applicants for Promotion
6. The EEO breakdown FY15-16 Terminations
7. The EEO breakdown FY15-16 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 on September 19, 2016**. *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 or (850) 488-2415, ext. 291.

Attachment