



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR16-2022

To: Agency Administrators
From: Carolyn Horwich, Esq., Director of Human Resources
Subject: FY2021-2022 Affirmative Action Plan
Date: September 6, 2022

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 06-30-2022 Ending Workforce
2. The EEO breakdown 07-01-2021 Beginning Workforce
3. The EEO breakdown FY21-22 Applicants for Hire
4. The EEO breakdown FY21-22 New Hires
5. The EEO breakdown FY21-22 Applicants for Promotion
6. The EEO breakdown FY21-22 Terminations
7. The EEO breakdown FY21-22 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 19, 2022**. *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 or (850) 488-2415, ext. 291.

Attachment