

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- a. Cluster GS-1 to GS-10 (PWD) Answer No
- b. Cluster GS-11 to SES (PWD) Answer No

N/A

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- a. Cluster GS-1 to GS-10 (PWTD) Answer No
- b. Cluster GS-11 to SES (PWTD) Answer No

NA

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES					
Grades GS-1 to GS-10					

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

NA

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

- Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

- Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	0	0	1	Kim Kersey Branch Chief, Special Hiring Human Capital Management Office Kimberly.l.kersey.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	0	0	1	Kim Kersey Branch Chief, Special Hiring Human Capital Management Office Kimberly.l.kersey.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	4	0	0	Lori Lupo, Disability Program Manager, DEO, lorraine.a.lupo.civ@mail.mil Joy Chontosh, EEO Specialist, joy.m.chontosh.civ@mail.mil Natasha Stanton, Compliance Team Lead Office of Equal Employment Opportunity natasha.d.stanton.civ@mail.mil (July 2024-present)
Architectural Barriers Act Compliance	1	0	0	Lori Lupo, Disability Program Manager lorraine.a.lupo.civ@mail.mil in coordination with Logistics Management Divisions and Facilities Management
Special Emphasis Program for PWD and PWTD	0	0	0	
Section 508 Compliance	1	0	0	Cpt. Liz Garza-Guidara, 508 Program Coordinator elizabeth.j.garzaguidara.civ@mail.mil

- Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

The Agency engaged in training designed to increase the knowledge and skills among all program staff in compliance with pertinent federal laws, executive orders, and DoD directives and policies relating to EEO. Key staff attended, Conflict Resolution, ADR Lunchtime Series: Strengthening Social Connections and Building a Culture of Open Communication, EdCon Presents: Pregnant Workers Fairness Act, EEO Learning Community Webinar: A Conversation on Anti-Semitism & other Forms of Religious Discrimination, Foundations of Leadership, EEOC Training MD-715, Religious Accommodation presented by OPM, EEOC Latest Developments in RA Law, Leading from Where You Are, EEOC Excel Training Conference, Federal Dispute Resolution Training Conference, ADR Symposium and the Low Cost and High Impact of Accommodating Employees. JAN Webcasts: Accommodation Solutions: Respiratory Conditions, Allergies, & fragrance Sensitivity, ADA and Beyond Compliance Considerations: Medical Documentation, Q&A: Sensory Team Edition, Accommodating Employees with Cognitive and Neurological Needs and Cognitive/Neurological Team Edition.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

NA

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

- 1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

NA

- 2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

Under the Defense Civilian Intelligence Program (DCIPS) personnel system, DCSA is under the excepted service and does not have Schedule A hiring authority.

- 3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

The applications are referred to the recruitment office of Human Capital Management Office (HCMO). HCMO replies to the individual advising where to find open positions and how to apply and that Schedule A does not apply.

- 4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If “yes”, describe the type(s) of training and frequency. If “no”, describe the agency’s plan to provide this training.

Answer Yes

DCSA does not have Schedule A hiring authority under DCIPS. Education, guidance, and awareness via training are provided to each hiring manager when requests for recruitment are initiated,

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency’s efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

NA

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

- 1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.

- a. New Hires for Permanent Workforce (PWD) Answer No
- b. New Hires for Permanent Workforce (PWTD) Answer No

NA

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

- 2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer N/A
- b. New Hires for MCO (PWTD) Answer N/A

NA

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

NA

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Promotions for MCO (PWD) Answer N/A
- b. Promotions for MCO (PWTD) Answer N/A

NA

Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

All eligible employees are considered, for the Leadership Development Program, career development training, mentoring, awards, specialized training, promotions, and any other advancement programs. DCSA’s Compliance Team provides customized training for managers and supervisors with the goal of increasing their knowledge of reasonable accommodation. The training focused on the decision-makers role and responsibilities as well as those of the employee and of the compliance team. The goal of this training is to equip managers and supervisors with the tools and resources available for conducting the interactive process, coordinating with the reasonable accommodation team and effectively navigating through the reasonable accommodation process. The Compliance Team has noted a significant increase in participation since the third quarter of FY23 when the new training was offered.

B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

1. Intelligence Community Leadership Summit 2. DCSA Leadership Development Program (LDP) 3. Executive Leadership Development Program (ELDP) 4. Senior Executive Fellow, Harvard Kennedy School, National Security Fellowship Program 5. National Defense University College (NDU) 6. Defense Senior Leader Development Program (DSLDP) 7. Defense Civilian Emerging Leader Program 8. White House Leadership Development Program 9. Joint Duty program and rotational assignments 10. United States Army War College (USAWC)

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Detail Programs	60	60				
Other Career Development Programs	704	704				
Mentoring Programs	NA	NA				
Coaching Programs	81	81				
Fellowship Programs	NA	NA				
Internship Programs	NA	NA				
Training Programs	NA	NA				

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

All applicants for career development opportunities are selected with supervisory approval. However, some also have course capacity numbers and registration is on a first come first serve basis.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

All applicants for career development opportunities are selected with supervisory approval. However, some also have course capacity numbers and registration is on a first come first serve basis.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer No

NA

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	597	10.82	11.49	7.02	11.62
Time-Off Awards 1 - 10 Hours: Total Hours	4776	86.59	91.89	49.12	94.46

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Average Hours	8	1.22	0.21	6.14	0.18
Time-Off Awards 11 - 20 hours: Awards Given	288	4.42	5.39	6.14	4.06
Time-Off Awards 11 - 20 Hours: Total Hours	4608	70.73	86.19	98.25	64.94
Time-Off Awards 11 - 20 Hours: Average Hours	16	2.44	0.42	14.04	0.00
Time-Off Awards 21 - 30 hours: Awards Given	149	3.66	2.19	3.51	3.69
Time-Off Awards 21 - 30 Hours: Total Hours	3576	87.80	52.60	84.21	88.56
Time-Off Awards 21 - 30 Hours: Average Hours	24	3.66	0.63	21.05	0.00
Time-Off Awards 31 - 40 hours: Awards Given	18	0.76	0.24	1.75	0.55
Time-Off Awards 31 - 40 Hours: Total Hours	664	29.27	8.87	70.18	20.66
Time-Off Awards 31 - 40 Hours: Average Hours	36.89	5.85	0.99	35.09	-0.30
Time-Off Awards 41 or more Hours: Awards Given	100	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1845	200.76	5.10	31.58	236.35
Cash Awards: \$501 - \$999: Total Amount	1383650	150556.40	3822.29	23684.21	177241.70
Cash Awards: \$501 - \$999: Average Amount	749.95	114.32	19.80	657.89	-0.01
Cash Awards: \$1000 - \$1999: Awards Given	4801	528.05	12.89	70.18	624.35
Cash Awards: \$1000 - \$1999: Total Amount	7200500	791920.73	19329.28	105263.16	936346.86
Cash Awards: \$1000 - \$1999: Average Amount	1499.79	228.61	39.61	1315.79	-0.05
Cash Awards: \$2000 - \$2999: Awards Given	1861	207.77	5.81	28.95	245.39
Cash Awards: \$2000 - \$2999: Total Amount	4653195	519544.05	14528.28	72368.42	613599.45
Cash Awards: \$2000 - \$2999: Average Amount	2500.37	381.18	66.04	2192.98	0.10
Cash Awards: \$3000 - \$3999: Awards Given	885	98.17	2.80	19.30	114.76
Cash Awards: \$3000 - \$3999: Total Amount	3097500	343597.56	9796.67	67543.86	401660.52
Cash Awards: \$3000 - \$3999: Average Amount	3500	533.54	92.42	3070.18	0.00
Cash Awards: \$4000 - \$4999: Awards Given	2	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Total Amount	8776	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4388	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	222	22.56	0.71	0.88	27.12
Cash Awards: \$5000 or more: Total Amount	1212680	123731.71	4158.96	4385.96	148833.95
Cash Awards: \$5000 or more: Average Amount	5462.52	836.02	154.04	4385.96	89.36

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

NA

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

NA

D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

NA

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

NA

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWD) Answer N/A
- b. New Hires to GS-15 (PWD) Answer N/A
- c. New Hires to GS-14 (PWD) Answer N/A
- d. New Hires to GS-13 (PWD) Answer N/A

NA

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWTB) Answer N/A
- b. New Hires to GS-15 (PWTB) Answer N/A
- c. New Hires to GS-14 (PWTB) Answer N/A
- d. New Hires to GS-13 (PWTB) Answer N/A

NA

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

NA

6. Does your agency have a trigger involving PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

NA

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWD) Answer N/A

b. New Hires for Managers (PWD) Answer N/A

c. New Hires for Supervisors (PWD) Answer N/A

NA

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD) Answer N/A

b. New Hires for Managers (PWTD) Answer N/A

c. New Hires for Supervisors (PWTD) Answer N/A

NA

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

Under the Defense Civilian Intelligence Program (DCIPS) personnel system, we are excepted service and do not have Schedule A authority.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

NA

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	25	0.76	0.41
Permanent Workforce: Resignation	292	7.16	5.04
Permanent Workforce: Retirement	89	3.05	1.42
Permanent Workforce: Other Separations	7	0.30	0.10
Permanent Workforce: Total Separations	413	11.28	6.97

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

NA

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	25	0.88	0.44
Permanent Workforce: Resignation	292	4.39	5.31
Permanent Workforce: Retirement	89	3.51	1.57
Permanent Workforce: Other Separations	7	0.00	0.13
Permanent Workforce: Total Separations	413	8.77	7.46

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

NA

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.dcsa.mil/accessibility/>

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.dcsa.mil/accessibility/>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

Several Architectural Barriers studies were conducted at DCSA facilities. These studies assist the Agency in ensuring compliance and addressing areas that impose barriers. DCSA's Compliance Branch is represented at the monthly 508 Working Group Meetings.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

Reasonable accommodation requests are acted upon within three business days to ensure the interactive process is initiated, and the accommodation is provided as soon as possible factoring in time for ordering equipment and vetting assistive technology. When possible, an interim accommodation is put in place while awaiting additional documentation. Average case processing time is between 25 and 30 days, depending on the circumstances of the request.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

Approximately 200 requests for reasonable accommodation were processed in FY 2024. DCSA utilizes automated system Entellitrak, a web-based case management tool for tracking reasonable accommodation requests. This tool provides real-time tracking and allows for prompt reporting and case management. A total of approximately \$12,200 was utilized for the purchase of equipment through the reasonable accommodation program during FY 2024. The items included: stand-up desks, ergonomic equipment, and ergonomic chairs, etc. The DoD Computer/Electronic Accommodations Program (CAP) was utilized to provide 60 reasonable accommodations. The cost savings to DCSA was approximately \$12,000. The Compliance Branch instituted bi-weekly meetings with DCSA's logistics-based program offices to ensure timely fulfillment of items associated with reasonable accommodation requests. DCSA's reasonable accommodation team partnered with the safety & occupational health team to provide ergonomic assessments. The assessments provided helpful information on how to utilize the standard ergonomic chair issued to employees. They also provided recommendations on correct body posture, lumbar support, foot support, and correct line of site for monitors. DCSA provides American Sign Language (ASL) services through contract support. In FY 2024, ASL was provided during 26 events and 55 times to support hearing impaired employees. DCSA also provided this service for 2 background investigations to support mission critical work. The Compliance Branch shared consistent communication with the workforce. Reasonable accommodation articles were published in the OEEO newsletter, and all policies/practices regarding reasonable accommodation were announced to the workforce via internal communications channels such as through intranet, Chief of Staff Network, Teams channels and training opportunities. DCSA's Compliance Branch offers quarterly reasonable accommodation training. The training sessions for managers/supervisors was developed with a specific focus on the role of the first line supervisor in the reasonable accommodation effort. The employees training is intended to increase their knowledge of the reasonable accommodation process. Participation increased 30 percent during Fiscal Year 2024. All sessions are recorded for viewing later. DCSA offers reasonable accommodations to applicants on all job postings. DCSA posts reasonable accommodation contact information for all events and uses close captioning online. DCSA developed a 508 Working Group in FY 2024, the group meets monthly. Representation from program offices responsible for technology, training, human resources, equal opportunity, acquisitions and contracting and procurement participate. The mission of the working group is to ensure all users have equivalent access to information communication and communication technology that is developed, procured, maintained or used by federal agencies. DCSA welcomes new hires through the New Employee Experience (NEX), a virtual onboarding program designed to effectively integrate workplace culture and optimize mission performance. The Office of Equal Employment Opportunity provides EEO Complaint Processing, Alternative Dispute Resolution (ADR), Prevention of Sexual and Workplace Harassment, Reasonable Accommodation, and the No FEAR Act of 2002 training. In FY 2024, DCSA offered 13 NEX sessions and trained a total of 968 employees.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

PAS procedures are incorporated in the revised DCSA reasonable accommodation policy. PAS requests are processed in the same manner as reasonable accommodation requests. In FY 2024, DCSA did not receive any PAS requests.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

- 1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

- 2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

- 3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

NA

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

- 1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

- 2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

- 3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

NA

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

- 1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

NA

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

NA

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

NA