

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 Yes
- b. Cluster GS-11 to SES (PWD) Answer Yes

The participation rate for PWD at GG-1 through GG-10 is 9.41%, which falls below the 12% goal. The participation rate for PWD at GG-11 through SES is 9.97%, which falls below the 12% goal.

*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

Grade Level Cluster(GS or Alternate Pay Plan)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	602	57	9.47	17	2.82
Grades GS-11 to SES	4076	409	10.03	72	1.77

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

Numerical DoD goals are shared during reoccurring senior leadership meetings, at the monthly new employee orientation, published in the agency Affirmative Employment Plan, presented at the annual State of the Agency briefing, discussed with hiring managers and with HCMO specialists, highlighted, on a quarterly basis, in the Demographic Dashboard, published in the DEO newsletter, and shared during National Disability Employment Awareness Month.

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

1. 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

2. 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	
Special Emphasis Program for PWD and PWTB	1	0	0	Staci Froelich, Diversity and Inclusion Program Manager, DEO, staci.l.froelich.civ@mail.mil
Architectural Barriers Act Compliance	1	0	0	Carey J. Williams, Acting Chief, DEO, carey.j.williams2.civ@mail.mil
Section 508 Compliance	1	0	2	
Processing reasonable accommodation requests from applicants and employees	3	0	0	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Leila De'Vore, HR Specialist, HCMO, leila.n.devore.civ@mail.mil
Processing applications from PWD and PWTB	1	0	0	Leila De'Vore, HR Specialist, HCMO, leila.n.devore.civ@mail.mil

3. 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

Nuts and Bolts of Disability Law and Reasonable Accommodation, Resolving Complex Reasonable Accommodation Issues in the Federal Workplace, Connecting Agency Practices to Federal Disability Discrimination Complaints, and COVID-19 and Federal Agencies: Leave and Telework Compliance Based on the Latest Federal Guidance

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

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		
Objective	Agency to post its Affirmative Action Plan on public and internal facing websites.		
Target Date	Oct 1, 2022		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Mar 1, 2022		Revise AAP to represent newly transformed Agency.
	Jun 1, 2022		Submit AAP to EEOC for review/comment.
	Oct 1, 2022		Finalize and post on public/internal facing websites.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	The AAP for individuals with disabilities was first finalized and distributed to the workforce in April 2018. EEOC review identified deficiencies in the agency AAP and due to limited staffing and transitional activities, DEO has been unable to revise and make the necessary changes. In addition, due to transitional activities, there has been a lack of attention/follow up on specific activities identified in the AAP.	
	2020	The AAP for individuals with disabilities was first finalized and distributed to the workforce in April 2018. EEOC review identified deficiencies in the Agency AAP and due to limited staffing and transitional activities, DEO was been unable to revise and make the necessary changes. The AAP is currently being revised to represent the newly transformed Agency.	

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.

The DPM established relationships with disability employee resource groups of other federal agencies and with disability servicing organizations to which vacancy announcements are distributed. HCMO maintains communication with multiple universities and

colleges, collaborates with Armed Forces transition coordinators and medical treatment facilities, and participates in Wounded Warrior events, the Defense Intelligence Agency's quarterly Wounded Warrior meeting, and the Intelligence Community (IC) Wounded Warrior Job Fair, IC Recruitment Committee meeting, and IC Diversity Task Force meetings. In addition, the agency uses social media to conduct broad outreach and marketing across the country to include remote regions. PWD and PWTD are welcome to submit their résumé and certification of disability to the agency résumé repository. The résumé repository can be searched specifically for candidates who are PWD and PWTD, and this category is listed as an area of consideration option for hiring managers to choose when filing vacancies.

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 excepted service and does not have Schedule A hiring authority. Hiring managers are encouraged to select qualified applicants with disabilities from the agency résumé repository and limit competition to among those candidates, when appropriate.

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.

Applications are referred to HCMO's Recruitment Office. HCMO replies to the individual, advising how to submit a résumé to the résumé repository and noting that Schedule A does not apply to our agency. Individuals are asked to provide evidence of eligibility for hiring authorities that take disability into account; a Schedule A letter is accepted to fulfill this requirement. If hiring managers advise that they want to hire a PWD/PWTD, HCMO pulls résumés from the résumé repository, determines qualification for the position, and refers the résumés to the hiring manager for review and interview.

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

As DCSA does not have Schedule A hiring authority under DCIPS, we provide education, guidance, and awareness via training/information to each hiring manager when requests for recruitment are initiated, in the DEO newsletter, and during new employee orientation training.

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.

The DPM maintains contact with the Disability Employee Resource Groups of other federal agencies and with disability servicing organizations (Wounded Warrior Project, Disabled Sports USA, Achilles International, Amputee Coalition of America, Workforce Recruitment Program (WRP), Employer Assistance and Resource Network (EARN), and others). The Human Capital Management Office (HCMO) contacts various colleges and universities, the DoD Operation Warfighter Internship Program, the Veterans Affairs Non-Paid Work Experience Program, and attends Wounded Warrior events. Both the DPM and HCMO collaborate with working groups and Councils within DoD and the Intelligence Community to share sources, information, and best practices (IC Diversity Task Force, Office of the Director of National Intelligence EEO and Diversity Council, DoD DPM Workgroup, DoD WRP Workgroup, and others).

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

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 No

b. New Hires for MCO (PWTD) Answer Yes

Within the qualified applicant pool for MCOs, 254 out of 9,912 (2.56%) applicants identified as PWTD, and within the new hires for MCOs, 1 out of 106 (.94%) identified at PWTD.

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 No

b. Qualified Applicants for MCO (PWTD) Answer No

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 No

b. Promotions for MCO (PWTD) Answer Yes

Within the qualified applicant pool for internal promotions in MCOs, 28 out of 1383 (2.02%) applicants identified as PWTD, and

within those internally promoted to MCOs, none identified as PWTD.

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.

PWD and PWTD are considered, along with all eligible employees without disabilities, for the Leadership Development Program, career development training, mentoring, awards, specialized training, promotions, and any other advancement programs. PWD and PWTD are encouraged to submit their résumé to the résumé repository at any time year round, while those without disabilities can only do so during specific open acceptance periods. This permission increased the advancement potential of DCSA employees with disabilities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Intelligence Community Leadership Summit DCSA Leadership Development Program (LDP) Executive Leadership Development Program (ELDP) Senior Executive Fellow, Harvard Kennedy School, National Security Fellowship Program National Defense University iCollege (NDU) Defense Senior Leader Development Program (DSLDP) Defense Civilian Emerging Leader Program White House Leadership Development Program African American Federal Executive Association Career Development Summit League of United Latin American Citizens (LULAC) National Convention and Federal Training Institute Career Development Summit Joint Duty Program and rotational assignments

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	18	18	16.67%	16.67%	0%	0%
Other Career Development Programs	97	97	10.30%	10.30%	4.12%	4.12%
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	10	5	10%	0%	0%	0%
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A*	N/A	N/A	N/A	N/A	N/A

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 No

b. Selections (PWD) Answer No

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 No

b. Selections (PWTD) Answer No

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 Yes

b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

Awards \$501 - \$999: The inclusion rate for PWD is 15.3% and PWTD is 11.5%, which is below the inclusion rate of persons with no disability, 19.7%. Awards \$2000 -\$2999: The inclusion rate for PWD is 6.65% and PWTD is 4.59% which is below the inclusion rate of persons with no disability, 8.45%. Awards \$3000 - \$3999: PWTD is 0, which is below the inclusion rate of persons with no disability, 1.72%. Time-off Awards 11-20 hours: The inclusion rate for PWTD is 0, which is below the inclusion rate of persons with no disability. 1.90%.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	114	3.65	2.09	3.85	3.61
Time-Off Awards 1 - 10 Hours: Total Hours	912	29.18	16.74	30.77	28.87
Time-Off Awards 1 - 10 Hours: Average Hours	8	1.72	0.22	10.26	0.00
Time-Off Awards 11 - 20 hours: Awards Given	69	2.58	1.35	2.56	2.58
Time-Off Awards 11 - 20 Hours: Total Hours	1095	40.34	21.59	35.90	41.24
Time-Off Awards 11 - 20 Hours: Average Hours	15.87	3.36	0.44	17.95	0.43
Time-Off Awards 21 - 30 hours: Awards Given	21	0.86	0.47	1.28	0.77
Time-Off Awards 21 - 30 Hours: Total Hours	504	20.60	11.24	30.77	18.56
Time-Off Awards 21 - 30 Hours: Average Hours	24	5.15	0.66	30.77	0.00
Time-Off Awards 31 - 40 hours: Awards Given	5	0.00	0.14	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	200	0.00	5.51	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	40	0.00	1.10	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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	2086	38.20	45.14	48.72	36.08
Cash Awards: \$501 - \$999: Total Amount	1565267	28717.60	33861.25	36602.56	27132.47
Cash Awards: \$501 - \$999: Average Amount	750.37	161.33	20.66	963.23	0.13
Cash Awards: \$1000 - \$1999: Awards Given	282	5.15	6.31	6.41	4.90
Cash Awards: \$1000 - \$1999: Total Amount	398646	7190.13	8859.32	9492.31	6727.32
Cash Awards: \$1000 - \$1999: Average Amount	1413.64	299.59	38.69	1898.46	-21.84
Cash Awards: \$2000 - \$2999: Awards Given	1694	37.34	37.07	32.05	38.40
Cash Awards: \$2000 - \$2999: Total Amount	3607381	78796.35	78809.03	67683.33	81030.41
Cash Awards: \$2000 - \$2999: Average Amount	2129.5	452.85	58.55	2707.33	-0.37
Cash Awards: \$3000 - \$3999: Awards Given	727	15.24	15.97	15.38	15.21
Cash Awards: \$3000 - \$3999: Total Amount	2537548	52974.03	55845.44	53656.41	52836.86
Cash Awards: \$3000 - \$3999: Average Amount	3490.44	746.11	96.29	4471.37	-2.78
Cash Awards: \$4000 - \$4999: Awards Given	256	3.22	6.06	2.56	3.35
Cash Awards: \$4000 - \$4999: Total Amount	1121833	14055.15	26551.72	11224.36	14624.23
Cash Awards: \$4000 - \$4999: Average Amount	4382.16	937.01	120.69	5612.18	-2.84
Cash Awards: \$5000 or more: Awards Given	202	4.72	4.63	2.56	5.15
Cash Awards: \$5000 or more: Total Amount	1477391	33080.04	34410.85	13403.85	37035.57
Cash Awards: \$5000 or more: Average Amount	7313.82	1503.64	204.83	6701.92	458.62

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 Yes

For quality step increases, the inclusion rate for PWTD, is 1.15%, which is below the inclusion rate of persons with no disability, 4.31%.

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

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 No
 - ii. Internal Selections (PWD) Answer No
 - c. Grade GS-14
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer Yes
 - d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer No
 - ii. Internal Selections (PWD) Answer No

*SES data is unavailable for DCSA’s internal applicants. For GG-14 within the qualified applicant pool, there are 5.46% PWD and within the internal selections, there are none.

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	No
ii. Internal Selections (PWTD)	Answer	Yes
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

*SES data is unavailable for DCSA’s internal applicants. For GG-15 within the qualified applicant pool, there are 2.90% PWTD and within the internal selections, there are none. For GG-14 within the qualified applicant pool, there are 2.59% PWTD and within the internal selections, there are none.

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	No
b. New Hires to GS-15 (PWD)	Answer	Yes
c. New Hires to GS-14 (PWD)	Answer	Yes
d. New Hires to GS-13 (PWD)	Answer	No

Within the qualified applicant pool for GG-15, there are 6.01% PWD and within the new hires, there are none. Within the qualified applicant pool for GG-14, there are 5.39% PWD and within the new hires, there are none.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD 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 (PWTD)	Answer	Yes
b. New Hires to GS-15 (PWTD)	Answer	Yes
c. New Hires to GS-14 (PWTD)	Answer	Yes
d. New Hires to GS-13 (PWTD)	Answer	Yes

Within the qualified applicant pool for SES, there are 4.43% PWTD and within the new hires, there are none. Within the qualified applicant pool for GG-15, there are 3.75% PWTD and within the new hires, there are none. Within the qualified applicant pool for GG-14, there are 3.11% PWTD and within the new hires, there are none. Within the qualified applicant pool for GG-13, there are 2.62% PWTD and within the new hires, there are 1.14%.

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

Data is not available.

6. Does your agency have a trigger involving PWTD 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 (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

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

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

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

ii. Internal Selections (PWTD) Answer N/A

Data is not available.

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

Data is not available.

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

Data is not available.

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, DCSA is excepted service and does not have Schedule A authority. Accordingly, conversion to competitive service is not applicable.

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 Yes

b. Involuntary Separations (PWD)

Answer No

For voluntary separations, the inclusion rate for PWD is 9.97%, which is higher than the inclusion rate for persons with no disability, 7.87%.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	5	0.00	0.12
Permanent Workforce: Resignation	100	2.58	2.09
Permanent Workforce: Retirement	144	6.22	2.73
Permanent Workforce: Other Separations	145	4.29	2.97
Permanent Workforce: Total Separations	394	13.09	7.91

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 Yes

b. Involuntary Separations (PWTD) Answer No

For voluntary separations, the inclusion rate for PWTD is 13.79% (6), is above the inclusion rate for persons with no disability, 7.87%.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	5	0.00	0.11
Permanent Workforce: Resignation	100	3.85	2.11
Permanent Workforce: Retirement	144	8.97	2.98
Permanent Workforce: Other Separations	145	5.13	3.07
Permanent Workforce: Total Separations	394	17.95	8.26

- 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.

When evaluating the types of voluntary separations for PWD and PWTD, a majority were due to retirements. DCSA does not consider separations due to retirement a trigger.

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.

- 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/>

- 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/>

- 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.

DCSA’s training and certification directorate, the Center for Development and Excellence (CDSE), converts existing products to support 508 accessibility guidelines, including screen reader support, full keyboard navigation, visible focus indicators, and more. CDSE also screens their websites for accessibility using FAE 2.0, and uses Accessible Name and Description Inspection (ANDI) to test web content for accessibility. CDSE is working with the Defense Avulsion University and the Harvard new accessibility tool for best practices in modeling their 508 efforts. DCSA plans to hire a 508 coordinator. Closed Captioning was also utilized during the virtual environment.

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 24-48 hours to ensure the interactive process is initiated, and the accommodation is provided as soon as possible while factoring in time for ordering equipment and vetting assistive technology.

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.

Requests for accommodation are acted upon in a timely manner, usually within 24 to 48 hours of receipt. Approved accommodations are provided as quickly as possible, and when possible, put in place at least on a temporary basis while awaiting additional documentation or supporting information. Reasonable accommodations are centrally funded. Training is provided to employees and supervisors. Informational brochures for employees and for supervisors are available on the website and hardcopy. Articles on reasonable accommodation are published in the DEO newsletter, and any new policy/practice regarding reasonable accommodation is announced to the workforce via internal communications from agency leadership. The reasonable accommodation coordinator works closely with HCMO, the Occupational Safety, Finance, and Acquisitions offices, the Logistics Management Division, the 508 Coordinator, the Office of the Chief Information Officer, and the office responsible for DCSA’s Organizational Emergency Plan. Accommodations are tracked and trends are monitored and reported. A new reasonable accommodation policy was drafted and an automated reasonable accommodation system is in the final stages of the testing process and will be fully operational by the end of FY2021.

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. PAS is included in DCSA’s reasonable accommodation training. In FY 2020, 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.

DCSA had no findings of discrimination in FY 2020.

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 N/A

- 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.

DCSA had no findings of discrimination in FY 2021.

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 No

- 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.

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

N/A

- 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.

N/A