

DOD Defense Counterintelligence and Security Agency

For period covering October 1, 2021 to September 30, 2022

PART A Department or Agency Identifying Information	1. Agency	1. DOD Defense Counterintelligence and Security Agency		
	1.a 2nd level reporting component			
	2. Address	2. 27130 Telegraph Road		
	3. City, State, Zip Code	3. Quantico, VA 22134		
	4. Agency Code 5. FIPS code(s)	4. DD12	5. DD12	

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 4743
	2. Enter total number of temporary employees	2. 0
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 4743

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
		Head of Agency	Williams K. Lietzau
	Principal EEO Director/Official	Dr. Theresa R. Horne	Director, Diversity and Equal Opportunity
	Affirmative Employment Program Manager	Carey J. Williams	Acting Chief, Diversity and Equal Opportunity
	Complaint Processing Program Manager	Yolanda King	EEO Complaints Manager
	Diversity & Inclusion Officer	Deirdre Garrett	Diversity and Inclusion Program Manager
	Hispanic Program Manager (SEPM)	Deirdre Garrett	Diversity and Inclusion Program Manager
	Women's Program Manager (SEPM)	Deirdre Garrett	Diversity and Inclusion Program Manager
	Disability Program Manager (SEPM)	Lorraine Lupo	Disability Program Manager
	Special Placement Program Coordinator (Individuals with Disabilities)	Lorraine Lupo	Disability Program Manager
	Reasonable Accommodation Program Manager	Lorraine Lupo	Disability Program Manager
	Anti-Harassment Program Manager	Carey J. Williams	Acting Chief, Diversity and Equal Opportunity
	ADR Program Manager	Yolanda King	EEO Complaints Manager
	Compliance Manager	Carey J. Williams	Acting Chief, Diversity and Equal Opportunity
	Principal MD-715 Preparer	Staci Froelich	Diversity and Inclusion Program Manager

For period covering October 1, 2021 to September 30, 2022

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
EEOC FORMS and Documents	Required	Uploaded	
EEO Policy Statement	Y	Y	
Agency Strategic Plan	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Organization Chart	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Human Capital Strategic Plan	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	

EXECUTIVE SUMMARY: MISSION

As the largest security organization in the Federal Government, DCSA employs a workforce of 4,743 full-time, permanent employees, located within 150 duty stations across the country. DCSA provides services to more than 100 Federal entities, oversees 10,000 cleared companies, and conducts approximately 2 million background investigations each year.

Our sustained commitment focuses on advancing diversity, equity, inclusion, and accessibility (DEIA) initiatives and establishing and maintaining a model Equal Employment Opportunity (EEO) Program that extends beyond expected compliance with the Equal Employment Opportunity Commission (EEOC) regulations and guidelines. Our continued pursuit for an organizational culture that promotes the full realization of DEIA principles is outlined in DCSA's first DEIA Strategic Plan, with an expected publication in FY 2023.



The MD-715 was prepared in accordance with EEOC laws and authority governed within the

DOD Defense Counterintelligence and Security Agency

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EXECUTIVE SUMMARY: MISSION

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EXECUTIVE SUMMARY: MISSION

auspices of Section 717 of the Civil Rights Act of 1964, as amended; the Reorganization Plan No. 1 of 1978; Executive Order 11748; and Section 501 of the Rehabilitation Act of 1973, as amended. DCSA's FY 2022 Annual EEO Program Status Report highlights the progress made, efforts taken in connection with the MD-715, and noted areas for improvement.

Mission and Organization

DCSA's Mission:

Through vetting, industry engagement, education, and counterintelligence and insider threat support, the Agency secures the trustworthiness of the U.S. Government's workforce, the integrity of its cleared contractor support, and the uncompromised nature of its technologies, services, and supply chains.

In FY 2022, DCSA completed its third year as a new agency following the merger of legacy organizations on October 1, 2019. The merger included over 4,000 billets, approximately 9,000 contractor personnel, and 167 facilities and field locations.

EEO Program

The Office of Diversity and Equal Opportunity (DEO) leads DCSA's efforts to remain unequivocally committed to promoting employee engagement, fostering innovative solutions, affording equitable access to resources and opportunities for all while preserving an environment of trust, where everyone feels safe, respected, motivated, and valued. Most importantly, as DCSA further advances the principles of EEO and DEIA strategies within and across our Agency, the correlation between organizational performance and who we are, and the purpose behind the work we do to accomplish DCSA's mission as America's Gatekeeper, is being realized.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

MD-715 outlines six essential elements that serve as the foundation for a model EEO program. As indicated on the scorecard below, DCSA is compliant with 156 out of 158 (98%) of the essential element measures listed in Part G.

EEO Essential Element	Measures	FY 2022	FY 2022
		#	%
A. Demonstrated Commitment by Agency Leadership	14	14	100%
A. Integration of EEO into the Agency's Strategic Mission	40	39	98%
A. Management and Program Accountability	45	44	98%
A. Proactive Prevention of Unlawful Discrimination	14	14	100%
A. Efficiency	33	33	100%
A. Responsiveness and Legal Compliance	12	12	100%
TOTAL	158	156	98%

A. **Demonstrated Commitment from DCSA Leadership**

The Agency affirmed its commitment to EEO and DEIA during this reporting period with the issuance of a new policy statement on DEIA, and reaffirmed existing policies on reasonable accommodation, equal employment opportunity, alternative dispute resolution, and anti-harassment.

All policies and instructions related to EEO, reasonable accommodation, alternative dispute resolution and DEIA are developed under the DEO; and distributed to the workforce, and posted to internal and external websites.

Director William K. Lietzau, DCSA, consistently exhibits his commitment to the principles of equal employment opportunity and DEIA with creative approaches to augment the footprint of the Office of DEO, which included increased staffing to support the expansion of DCSA's mission, vision, and goals. At the end of FY 2022, Director Lietzau launched the "Unity of Effort Roadshow" in an effort to reaffirm his commitment to building an inclusive and diverse culture. The activity was led by the DCSA Deputy Director and DEO Director, who traveled throughout the Agency and hosted in-person town halls and feedback sessions.

The Office of DEO is aligned under the DCSA Director's special staff since 2019. Our alliance opened

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

direct lines of communication through scheduled briefings and periodic DEO program reviews with executive and senior leaders. DEO encouraged an inclusive organizational culture through revised training catalogs, expansion of services and qualitative research on organizational culture. Our shared values also reinforce DCSA's strategic plan, incorporate DEIA principles, and help guide DCSA's actions and decisions as we continue to mature our agency.

In FY 2022, DCSA focused on improving execution of all statutory missions, and sustained operations through the second year of the COVID-19 pandemic. The Director held virtual town hall meetings each quarter and distributed monthly workforce messages across the enterprise, focused on the safety and protection of national security.

Under Director Lietzau's leadership, commitment is further demonstrated through transparent leadership and deliberate, curated programs designed around the workforce's needs. DCSA leaders continue to uphold Agency values through their commitment to recruiting and retaining a diverse workforce and developing new partnerships to enhance recruitment strategies, professional development, and inclusivity.

A. [Integration of EEO into the Agency's Strategic Mission](#)

In FY 2022, the Agency issued its strategic plan for FY 2022-2027 with values focused on our commitment to mission, service, integrity, innovation, and investment in our workforce. The implementation of the strategic plan enabled the Agency to embrace a more unified approach to meet the elements of a model EEO program.

Additionally, the Agency welcomed new hires through the New Employee Experience (NEX), a virtual onboarding program designed to effectively integrate our workplace culture and optimize mission performance. The Director's office, in collaboration with Human Capital Management Office (HCMO), hosted monthly brown bag sessions in an effort to promote open dialogue, motivation, engagement and increased awareness of DEIA principles. In 2022, Director Lietzau, Deputy Director Lecce, and members of the senior executive leadership team visited several DCSA field sites and regional headquarters to engage with the workforce and hear concerns first hand.

To further our focus on building a culture of inclusion at the Agency, DCSA's employee council was expanded to increase employee morale and promote unity of purpose and efforts across the enterprise. Moreover, DCSA staff at all levels in the Agency responded positively to DCSA's "Unity of Effort" culture survey, which led to in-person discussions with DCSA's Deputy Director and the DEO Director during the nationwide "Unity of Effort Road Show" to uncover root causes of employee concerns and ensure unity around DCSA values and mission.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

DCSA continues to reinforce compliance with EEO guidelines to ensure employees and applicants have access to equal opportunities, regardless of their race, color, national origin, age, sex, religion, disability, genetic information, and gender identity. In addition, DCSA ensures all employees are protected from any forms of retaliation for prior protected EEO activity.

Training is an essential tool for integration of EEO and DEIA principles. During FY 2022, DCSA provided the following EEO and DEIA related training to its workforce:

§ Preventing Workplace Violence for Employees

§ Preventing Workplace Violence for Managers and Supervisors

§ No FEAR Act for Employees

§ No FEAR Act for Managers and Supervisors

Reasonable Accommodation

Alternative Dispute Resolution

Workplace Diversity

Everyone Communicates, Few Connect

New Employee Orientation

Unconscious Bias

Cultural Inclusivity

EEO Complaints Process

Anti-Harassment

Crucial Conversations (abbreviated)

Teambuilding

Conflict Management Strategie

Furthermore, the Office of DEO collaborated with HCMO to incorporate EEO presentations in the NEX for all new hires, including EEO complaint processing, Alternative Dispute Resolution (ADR), Prevention of Sexual and Workplace Harassment, Reasonable Accommodation, and the No FEAR Act.

In FY 2022, DCSA updated all DEO policies. With the merger of DCSA, the Office of DEO increased its staff at the regional offices and headquarters level, to provide EEO services and support throughout the enterprise. Additionally, DEO spearheaded the first DEIA policy standard at DCSA in FY 2022.

The Office of DEO leveraged resources through the Leadership Development Program (LDP) cohorts to assist with barrier analysis of the Agency FY 2021 MD715 report, as a capstone project. The LDP cohort performed gap analysis and recommended solutions to improve demographics underrepresentation that impacts recruitment/hires in mission critical positions across DCSA. The LDP recommendations were as

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

follows:

- § Designate executive-level diversity and inclusion champions
- § Implement mandatory diversity training
- § Engage in focused recruitment in minority populations
- § Expand/revive paid student internship programs
- § Explore option of relocation expenses
- § Increase use of details/TDYS
- § Increase opportunities for telework

DCSA's diversity and inclusion program hosts special emphasis educational events and cultural observances throughout the year to highlight the diversity of contributions in shaping the fabric of American culture. To maximize workforce participation, in-person events are also broadcast virtually. Engagements include: Asian American/Pacific Islander; African American/Black History; Women's History; Days of Remembrance for the Victims of the Holocaust; Lesbian, Gay, Bi-sexual, Transgender, Queer (LGBTQ)+ Pride Month; Disability Pride; Women's Equality Day; Disability Employment Awareness; Native American, First Nation, and Indigenous People; and Hispanic Heritage Month. Special observances, such as the Dr. Martin Luther King, Jr. "Day of Service" and Juneteenth celebrations were also offered in FY 2022 for all DCSA employees.

DCSA maintained its record of compliance with 39 of the 40 measures of this element during this reporting period.

A. Management and Program Accountability

In compliance with MD-715, DCSA incorporated a structure of accountability and self-assessment to ensure we continue to apply the most effective management tools.

DEO developed a comprehensive, diversity dashboard as a demographic snapshot which is reported to leadership quarterly, which compared DCSA's demographic information against the Civilian Labor Force (CLF) index, 2014-2018 census data.

EEO and DEIA goals and objectives, incorporated as performance elements for leaders at various level,

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

including SES employees, to ensure measurable results.

DEO continued to collaborate with HCMO on several initiatives and programs, including outreach and recruitment. Examples of efforts are described below.

- HCMO's recruitment team, in collaboration with the disability program manager, created a résumé repository for applicants with self-identified disabilities.
- DCSA launched a quarterly virtual book club to promote diversity of thought in conjunction with the LDP.
- Realignment of field offices continued throughout FY 2022 as part of the ongoing consolidation of security services and merger of personnel and systems to include risk vetting, insider threat, training, and support directorates.
- The DEO team will develop timetables, identify and conduct triggers identification and barrier analysis in FY 2023.

DCSA is compliant with 44 of the 45 measures in this element.

A. [Proactive Prevention of Unlawful Discrimination](#)

The **fourth element of a model EEO program** is proactive prevention of unlawful discrimination. DCSA ensures all employees are aware of the anti-discrimination policy and what protections the civil rights laws afford, including how to raise complaints in the EEO process or utilize ADR/mediation processes.

Awareness includes engagement between managers, supervisors and employees to acknowledge issues when they arise, take allegations seriously, and work to resolve such issues through good faith efforts.

DCSA offers ADR/mediation services as a tool to improve communication and/or restore workplace relationships and promotes management participation, as appropriate, to resolve issues at the lowest level. In FY 2022, DCSA offered ADR in approximately 90 percent of all cases. Participants also have an opportunity to provide anonymous feedback to assist DEO in delivery of ADR services.

In FY 2022, DCSA updated policies pertaining to reasonable accommodation, and established a new EEO policy statement and DEIA statements.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

DCSA increased access and opportunity for people with disabilities through various outreach events hosted or attended in FY 2022 in support of the Operation Warfighter and Wounded Warrior Internship Programs.

DCSA has included résumés from the workforce recruitment program for consideration to fill entry-level vacancies.

DCSA is compliant with 13 of the 14 measures in this element.

A. **Efficiency**

DCSA has established a fair and impartial dispute resolution process with a record of expedited resolutions using an automated system to evaluate the timeliness and effectiveness of the program.

DCSA maintains an annual report of complaints activity to identify, monitor and report current trends. This ensures DCSA is meeting its obligations under Title VII of the 1964 Civil Rights Act and the Rehabilitation Act of 1973.

DCSA utilizes the i-Complaints web-based case management tool for tracking EEO complaints, which provides real-time tracking and allows for prompt reporting. DCSA outsourced its EEO counseling services with Mind Your Business (MYB), Inc. (contract vehicle) to ensure continuity of operations for EEO complaint processing, efficiency, and timeliness, to promote integrity of the process. DCSA's EEO complaints program manager and regional EEO program managers collaborated with MYB (contract EEO counselors) to ensure quality, consistency, and compliance with 29 CFR Parts 1614 and EEOC Management Directive 110.

DCSA outsourced the ADR process and services with Federal Mediation and Conciliation Services, Washington, D.C., in an effort to resolve workplace disputes as well as allegations of discrimination. The DoD Investigations and Resolutions Directorate (IRD), Diversity Management Operations Division oversees formal EEO complaint investigations.

HCMO maintained a recruitment activity tracking system to permit analysis of these efforts in any examination of potential triggers/barriers to equal opportunity. HCMO also acts as DCSA's liaison with the Defense Logistics Agency to obtain needed data for employment and personnel related actions.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

DCSA's anti-harassment policy was completed and distributed throughout the Agency in FY 2022. DCSA conducted over 13 sessions, reaching 619 employees during anti-harassment training for managers, supervisors and employees in FY2022.

DCSA meets all measures in this element.

A. **Responsiveness and Legal Compliance**

DCSA complies with EEO statutes and EEOC regulations, policy guidance, and other instructions.

DCSA fulfills this element and remains committed to continued adherence to these mandates.

DCSA demonstrates a high degree of accountability and responsiveness with respect to findings of discrimination and compliance with EEOC regulations and directives, and has sufficient controls in place to ensure future compliance with mandated reporting requirements. The Agency provided EEO counseling services to 100 percent of individuals who filed an EEO complaint and provided reasonable accommodations to nearly 3.4 percent of the workforce.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Workforce Analysis

DCSA falls under the Excepted Service Hiring Authority, and as such, all employees are managed under the Defense Civilian Intelligence Personnel System (DCIPS). At the conclusion of FY 2022, DCSA had a total permanent workforce of 4,743 employees, representing a broad spectrum of cross-cultural ethnicities and diverse workforce.

Trigger and Barrier Identification

The MD-715 report requires detailed analysis to determine whether any policies, procedures, or practices constitute a barrier to equality of employment opportunity for employees and applicants. By definition, triggers are indicators of a condition, disparity, or numeric anomaly warranting further inquiry and noted when comparing workforce statistics with an appropriate benchmark to reveal disparities. DCSA conducts root cause analysis to determine whether the condition is the result of an identifiable barrier and, if so, develops action plans to eliminate or minimize that impediment to equality.

Assembled demographic data used in this report referenced EEOC, DCSA, HCMO, and the Defense Logistics Agency. The following sections A - D are a summary of DCSA's analyses of the overall workforce participation, grade, major occupations, and representation of persons with disabilities (PWDs) and persons with targeted disabilities (PWTDs).

A. Overall Workforce Participation

Workforce representation by race, ethnicity and gender compared with the U.S. Census Bureau's CLF index for 2014-2018. The Federal Government's 12% (PWDs) and 2% (PWTDs) onboard goals are the comparator for disability status.

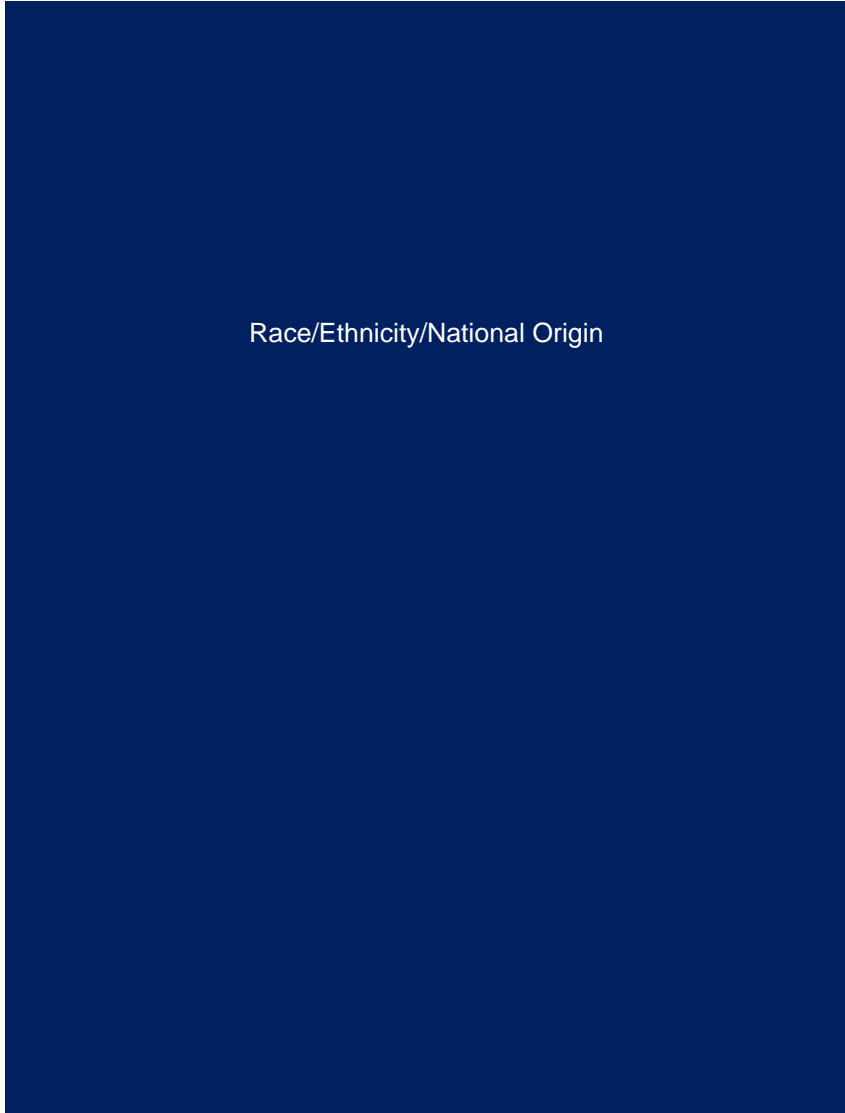
A review of DCSA's workforce resulted in a slightly lower representation of males (49.25%) compared to females (50.71%), which includes representation from all ethnic and racial populations.

As the workforce participation rate increased in female population, the male rates fell slightly below the CLF 2014-2018 at 2.54% overall this reporting period. Likewise, Hispanic males and females reflect levels below the CLF at 3.72% and 2.87% respectively, as do males and females with two or more races, standing at 0.71% (males) and 0.73% (females). White and Asian females also fell below the CLF by 1.35% (White) and 0.24% (Asian American). Similarly, White males fell below the CLF by 0.52% during this report period.

DCSA will examine these gaps further to determine whether any barriers exist.

ERI/G

EXECUTIVE SUMMARY: WORKFORCE ANALYSES



Race/Ethnicity/National Origin

Total Employees	Male
	Female
Hispanic or Latino	Male
	Female
White	Male
	Female
Black or African American	Male
	Female
Asian	Male
	Female
Native Hawaiian or Other Pacific Islander	Male
	Female
American Indian or Alaska Native	Male
	Female
Two or More Races	Male
	Female

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Grade

The DCSA workforce is comprised of 4,743 permanent employees in primarily the general grade (GG) pay system, covering grades GG4 through GG15, and 34 Senior Executive Service level employees. Overall demographic participation rates across grade levels are as follows:

For GG 4-8, most demographic groups fell below the overall workforce participation rate. Exceptions include females who identified as White, Black/African American, American Indian/Alaska Native and two or more races. Fifty-five percent of DCSA's workforce are in mid-level positions, GG 9-12. Males identified as Hispanic, White, Black, and two or more races fell slightly below the overall workforce participation rate; American Indian/Alaska natives females and females with two or more races at this grade level saw a decline. Participation rates for most demographic groups at the GG-13, 14, 15, and

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

SES levels fell below overall workforce participation targets. Populations in red are below the workforce participation rate.

DCSA will conduct an in-depth review of hiring and separation data to analyze trends and determine whether any workforce diversity barriers exist. DCSA will execute the plan detailed in Part I of this report.

ERI/G	Workforce Participation	GG 4-8	GG 9-12	GG 13	G S				
					14	15	16		
All	Male	49.25%	2336	38.11%	44.03%	57.60%	58	67	70
	Female	50.71%	2405	61.89%	55.96%	42.40%	41	32	29
Hispanic or Latino	Male	3.10%	147	2.08%	2.76%	4.15%	2	1	0
	Female	3.29%	156	10.56%	3.73%	2.65%	1	1	0
White	Male	35.13%	1666	28.51%	28.81%	40.90%	42	54	64
	Female	30.47%	1445	43.77%	35.38%	23.85%	23	17	26
Black or African American	Male	7.63%	362	10.82%	8.40%	8.92%	8	7	2
	Female	13.96%	662	14.21%	13.68%	13.43%	12	9	2
Asian	Male	2.51%	119	1.78%	3.21%	2.74%	3	1	0
	Female	1.94%	92	2.67%	2.03%	1.41%	2	2	0
Native Hawaiian Or Other Pacific Islander	Male	0.08%	4	.00%	.21%	0.00%	.	24	00
	Female	0.36%	17	.30%	.40%	0.27%	.	1	00
American Indian or Alaska Native	Male	0.46%	22	.89%	.38%	0.62%	.	0	2
	Female	0.38%	18	.59%	.48%	0.53%	.	0	0

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

							00		
Two or More Races	Male	0.34%	16	.00%	.59%	0.27%	.24	1.	0.
	Female	0.32%	15	.30%	.38%	0.27%	.71	0.	0.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Major Occupational Series

As depicted here, DCSA's top five major occupational series (MOS) are General Investigation (1810), Security Administration (0080), General Inspection, Investigation, Enforcement, and Compliance (1801), Information Technology Management (2210), and Intelligence (0132). Together, they comprise nearly 79% of all DCSA positions.

The resource of this report item is not reachable.

Table A6 in the appendix is compared with relevant occupational CLF (OCLF) figures from the primary external benchmark for comparing the composition of an organization's internal workforce, by job category or geographic region to the analogous external labor market:

MOS 1810 – Males, both overall and in nearly every group, participate at rates significantly below the OCLF. Conversely, females, both overall and in nearly every group, participate at rates above the CLF. The only exception to this finding was with respect to Asian and Native Hawaiian and Pacific Islander males who participate above the CLF.

MOS 0080 – Participation rates for most groups fell below the OCLF, with the exception of males, Black males, and Black females, which were all significantly higher.

MOS 1801 – Males, both overall and in nearly every group, participate at rates significantly below the OCLF. Conversely, females overall participate at rates significantly above the OCLF as well as White, Black, and Native Hawaiian Pacific Islander females.

MOS 2210 – Males, White males, Black males, and Asian males participate at rates well above the OCLF. Females, overall and in every group except Black and Asian females, participate well below their respective OCLFs.

MOS 0132 – Males, both overall and in every group except Black males, participate at rates significantly above the OCLF. Conversely, females, both overall and in nearly every group, participate at rates

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

significantly below the OCLF.

D. Disability Workforce Trends

DCSA is committed to hiring persons with disabilities and further recognizes the importance of ensuring these individuals are provided opportunities to succeed in the workplace.

As the chart below demonstrates, DCSA fell slightly below both targeted disability goals and Federal Government hiring goals during FY 2022.

		FY2022	Federal Goal	+/-
Federal Workforce	%	10.25%	12%	1.75%
Targeted Disabilities	%	1.70%	2%	0.30%

Part J of this report provides additional disability workforce trends.

EEO Complaints

In 2022, the Agency continued improving through environmental challenges and structural changes as an organization in a transformative state. DCSA grew rapidly from 950 employees in 2019 to more than 4,750 since the merger beginning in FY 2020. The increase of DCSA’s population increased EEO complaints activity, and contact with the DEO office grew by more than 50% from previous years. The number of formal EEO complaints filed in FY 2022 remained equal to those filed in 2021. The most frequently alleged bases of discrimination were disability, reprisal, race and age (40 or older), respectively. Nearly 67% of EEO complaints filed alleged multiple bases of discrimination. At the end of FY 2022, more than 30% of EEO complaints inventory closed with following results: 5 findings of “No Discrimination,” 3 negotiated settlement agreements, 2 withdrew from the EEO process, and 3 merit dismissals.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

To ensure continuity of operations, efficiency and integrity of EEO complaint processing, DEO outsourced EEO counseling services through the use of a contract vehicle. The agency renewed its EEO policies for EEO complaints processing procedures, prevention of sexual harassment, workplace anti-harassment and alternative dispute resolution programs.

The DEO office conducted numerous training events and educational awareness sessions agency-wide, to include specialized sessions for supervisors and managers, and senior leaders throughout a geographically dispersed workforce. The DEO staff continued its collaboration with HCMO by providing extensive EEO presentations, including informative briefings and interactive training, to more than 619 civilians, military reservists and Joint Duty Assignment through the new employee experience (NEX).

The DEO office processed EEO complaints pertaining to employment discrimination. Upon receipt of formal EEO complaints, DEO acknowledged receipt of the complaint within 1 business day and issued the letters to accept/dismiss claims for investigation within 10 business days to maintain timeliness of EEO complaint processing. The DEO office submitted 14 comprehensive investigative files to the Investigations and Resolutions Case Management Systems (IRCMS) for EEO investigations. In accordance with Management Directive 110, the IRD completed 5 efficient, and timely investigations throughout FY 2022. In FY 2022, in accordance with MD110, DCSA timely issued 4 final agency decisions (FADs) during FY 2022.

Conclusion

DCSA remains committed to identifying and eliminating barriers that may impede equal opportunity in our affirmative employment efforts. In FY 2023, DCSA will implement actions to address deficiencies identified in this report in an effort to achieve a model EEO program.

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EXECUTIVE SUMMARY: ACCOMPLISHMENTS

Accomplishments and planned activities are detailed within each element in Part E.2 above.

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Conclusion

DCSA remains committed to identifying and eliminating barriers that may impede equal opportunity in our affirmative employment efforts. In FY 2023, DCSA will implement actions to address deficiencies identified in this report in an effort to achieve a model EEO program.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

[Redacted] am the
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]
(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee



Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			A policy statement was issued by the Director on March 24, 2022. 4/24/2022
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report

A.2.a. Does the agency disseminate the following policies and procedures to all employees:

A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			https://www.dcsa.mil/Portals/91/DSS%20documents/eeo/DSS-Reg-08-12.pdf . Currently being revised for issuance in FY 2021.

A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:

A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			https://www.dcsa.mil/deo/regulation/

A.2.c. Does the agency inform its employees about the following topics:

A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			EEO Program topics are thoroughly covered throughout the year in a variety of formats, such as workforce messages, newsletters, brochures, the employee resource guide, agency conferences/seminars, webinars, new employee experience, and the college student intern orientation.
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A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.

X

EEO Program topics are thoroughly covered throughout the year in a variety of formats, such as workforce messages, newsletters, brochures, the employee resource guide, agency conferences/ seminars, webinars, new employee experience, and the college student intern orientation.

A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.

X

EEO Program topics are thoroughly covered throughout the year in a variety of formats, such as workforce messages, newsletters, brochures, the employee resource guide, agency conferences/ seminars, webinars, new employee experience, and the college student intern orientation.

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A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If “yes”, please provide how often.

X

EEO Program topics are thoroughly covered throughout the year in a variety of formats, such as workforce messages, newsletters, brochures, the employee resource guide, agency conferences/ seminars, webinars, new employee experience, and the college student intern orientation.

A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.



X

EEO Program topics are thoroughly covered throughout the year in a variety of formats, such as workforce messages, newsletters, brochures, the employee resource guide, agency conferences/ seminars, webinars, new employee experience, and the college student intern orientation.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.			N/A	
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .	X			Recognition is provided through individual performance evaluations and during agency-wide Special Emphasis Program activities.
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X			

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Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.				
	B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.			X	N/A
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	X			[Insert date]
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			N/A
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			In collaboration with the Office of General Counsel.
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			No subordinate level components.
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Yes	No	N/A	
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			Goal 4 - Empower a mission-driven workforce responsive to the changing environment

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			N/A
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			Still working some issues with applicant flow tracking.
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			N/A
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.6. The agency involves managers in the implementation of its EEO program.				



B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.				
	C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	DCSA does not have subordinate components.
	C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.			X	DCSA does not have subordinate components.
	C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]			X	DCSA does not have subordinate components.

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 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
C.2. The agency has established procedures to prevent all forms of EEO discrimination.					
C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			Anti-Harassment policy completed and distributed throughout the Agency. Training was conducted during new employee experience (onboarding).
C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X			
C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X			
C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			
C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]				X	The EEO Office holds primary responsibility for the Anti-Harassment Program.
C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X			
C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		X			
C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]		X			Regulation (April 2004) is currently active and in the process of being revised and vetted for distribution in FY 2021.
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]		X			
C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]		X			
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]		X			

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C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			Within 30 days
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.	X			https:// www.dcsa.mil/ Portals/91/ Documents/ Contact/deo/ Policy_Memo_20-

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
	C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			N/A
	C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
	C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			N/A
	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X			
	C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
	C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
	C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
	C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			
	C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/ personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]		X		As the DEO team increases to meet the Agency's needs, we plan to develop timetables and conduct trigger identification and barrier analysis.
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			N/A
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			Monthly
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.				
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			Data sources include EEO complaint data, exit surveys, FEVS scores, focus groups, Special Emphasis Program Coordinators, and D&I Council members.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.			N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]			X	No barriers have been identified.
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]			X	No barriers have been identified.
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]			X	No barriers have been identified.
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.			N/A	
	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.		X		
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist



Essential Element: E Efficiency

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			Average processing time is 21-30 days.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X			
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X			
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			DCSA's Complaints Program manager and EEO Regional Program managers collaborate with contractors to ensure consistency and compliance with EEOC MD-110, and to enhance overall work productivity.
E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.2. The agency has a neutral EEO process.			N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			To ensure there is no perception of undue influence, typically, OGC is not integrated into the EEO complaint process until the EEOC AJ hearing stage.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			The Director of the Office of General Counsel, who is not the defensive part of the legal staff, conducts legal sufficiency reviews, as needed.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
	E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			DEO continues to work with HR to resolve data gaps.
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]			X	Anti-Harassment regulation is pending final vetting.
	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			DCSA conducted an analysis of higher level positions (grades 13, 14, 15, and SES).
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			DCSA participates in the Intelligence Community's (IC's) regular council meetings where information and best practices are shared among the 18 IC organizations.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.				
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	F.3. The agency reports to EEOC its program efforts and accomplishments.				
	F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	X			
	F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	X			

Essential Element: O Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency: B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]

The agency has sufficient budget and staffing to support the success of its EEO programs to enable the Agency to conduct a thorough barrier analysis of its workforce [MD-715, II(B)]

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2018	10/01/2022	07/31/2021		Achieve appropriate staffing levels to enable a thorough barrier analysis.

Responsible Officials

Title	Name	Standards Address the Plan?
Acting Chief, Diversity and Equal Opportunity	Carey J. Williams	Yes
Chief Operating Officer	Troy Littles	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
11/01/2018	Identify staffing/contract to conduct Agency barrier analysis	No		11/01/2018
03/01/2019	Explore/evaluate options to conduct barrier analysis.	No		03/01/2019
08/01/2019	Identify action plan with support of senior leadership	No		08/01/2019
09/01/2019	Pursue contract/additional staffing	No		09/01/2019
10/01/2022	Obtain contract/staffing for barrier analysis.	Yes		

Accomplishments

Fiscal Year	Accomplishment
2019	While still lacking sufficient staffing levels, we have been able to leverage some resources (i.e. D&I Council, SEPC, LDP Cohorts) to assist with our agency assessment and barrier analysis process. We still have work to do in this area. DCSA is in the process of hiring a Diversity & Inclusion Program Manager and EEO Specialist (D&I) who will work towards this end during FY 2020 and continuing.
2020	Due to the tremendous growth in Agency size experienced this year, DEO is expanding to align with the Agency's transformation model. Three new positions were filled in FY 2020 (Diversity and Inclusion Program manager, Reasonable Accommodations coordinator, and Regional EEO Program manager – Boyers). An additional six new positions are expected to be filled in FY 2021. As the Agency transformation progresses, administrative functions and operational processes will be addressed.

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Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency:	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]
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The Agency has not established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2017	10/01/2022	07/31/2021		Develop timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups.

Responsible Officials

Title	Name	Standards Address the Plan?
Acting Chief, Diversity and Equal Opportunity	Carey J. Williams	Yes
Chief, Human Capital Management Office	Elizabeth Hoag	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
10/01/2021	Establish timetables/schedules to review policies/procedures as outlined	Yes		
12/01/2021	Identify policies to be reviewed during FY 2022	Yes		
09/01/2022	3. Review aforementioned policies	Yes		
10/01/2022	4. Identify policies for review in FY 2023	Yes		

Accomplishments

Fiscal Year	Accomplishment
2020	The DEO Chief and Deputy Chief are included in policy review, revision, and implementation as new policies are introduced to the Agency. The DEO Chief established a policy review schedule to be followed and conducted throughout FY 2019; however, limited staffing prohibited a full examination. Once staffing levels permit, DEO plans to re-establish a policy review schedule with HCMO.

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Plan to Attain Essential Elements

PART H.3

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.

D.4.a. – The agency does not currently post its Affirmative Action Plan (AAP) on its public Website [29 C.F.R. 1614.203(d)(4)].

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Plan to Attain Essential Elements

PART H.4

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.

The Agency does not post its Affirmative Action Plan (AAP) on its public Website. 29 C.F.R. 1614.203(d)(4).

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2018	10/01/2022	07/31/2021		Agency to post its Affirmative Action Plan on public and internal facing websites.

Responsible Officials

Title	Name	Standards Address the Plan?
Chief Operating Officer	Troy Littles	Yes
Acting Chief, Diversity and Equal Opportunity	Carey J. Williams	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/01/2022	Revise AAP to represent newly transformed Agency.	Yes	07/31/2021	
06/01/2022	Submit AAP to EEOC for review/comment.	Yes	07/31/2021	
10/01/2022	Finalize and post on public/internal facing websites.	Yes	07/31/2021	

Accomplishments

Fiscal Year	Accomplishment
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.

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Plan to Eliminate Identified Barriers

PART I1

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A1	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	As compared to Civilian Labor Force (CLF) figures, certain groups have lower than expected workforce participation rates.	
STATEMENT OF BARRIER GROUPS:	<p><i>Barrier Group</i></p> <p>All Men Hispanic or Latino Males Hispanic or Latino Females White Males White Females Asian Females American Indian or Alaska Native Males American Indian or Alaska Native Females Two or More Races Males</p>	
Barrier Analysis Process Completed?:	N	
Barrier(s) Identified?:	N	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name	Description of Policy, Procedure, or Practice
	A barrier has yet to be identified.	A barrier has yet to be identified.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
07/31/2021	09/01/2022	Yes			Examine the trigger to determine reasons why certain groups are underrepresented in the workplace.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Director, Human Capital Management Office	Elizabeth Hoag	Yes

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Plan to Eliminate Identified Barriers

Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Chief, Diversity and Equal Opportunity	Carey J. Williams	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/01/2022	Conduct a comprehensive applicant flow data analysis of DCSA's major occupations.	Yes		
09/01/2022	Increase outreach and recruitment efforts geared toward minorities and women.	Yes		
09/01/2022	Continue exit interviews to identify possible trends impacting a particular group.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments
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Plan to Eliminate Identified Barriers

PART I.2

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A1	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	<p>Certain demographic groups have lower participation rates in GG-13 through 15 and the SES as compared to their workforce participation. [see table in uploaded document] Applicant Flow Data A review of the applicant flow data for FY 2020 of applicants for GG-13 through 15 and SES positions was conducted. Of the 17,601 applicants for GG-13 through 15 and SES positions, 12,630 (or 72%) identified their race and/or gender. 8,670 (or 69%) of all applicants were found to be qualified. The total number of selections for Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native, and Two or More Races applicants are small which creates statistically unreliable data for selections. A preliminary review of the data reveals the following trends: • White applicants were selected at higher rates than any other group; • White females applied at rates significantly lower than their respective CLF rates; • Hispanics were at relative parity across all milestones for GG-13 and 14, but were not selected at the GG-15 and SES levels; and • Black males were significantly higher at all milestones for the GG-13 and 14 levels. Further analysis, to include a separate examination of external new hires and internal promotions, will be conducted to determine if any barriers exists. [see table in uploaded document]</p>	
STATEMENT OF BARRIER GROUPS:	<p>Barrier Group</p> <p>All Women Hispanic or Latino Males Hispanic or Latino Females White Females Black or African American Females Asian Males Asian Females Native Hawaiian or Other Pacific Islander Males Native Hawaiian or Other Pacific Islander Females American Indian or Alaska Native Males American Indian or Alaska Native Females Two or More Races Males Two or more Races Females</p>	
Barrier Analysis Process Completed?:	N	
Barrier(s) Identified?:	N	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name	Description of Policy, Procedure, or Practice
	A barrier has yet to be identified.	A barrier has yet to be identified.

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Plan to Eliminate Identified Barriers

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
07/31/2021	09/01/2022	Yes			Examine the trigger to determine reasons why certain groups are underrepresented in the workplace.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Acting Chief, Diversity and Equal Opportunity	Carey J. Williams	Yes
Chief, Human Capital Management Office	Elizabeth Hoag	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/01/2022	Conduct a review of DCSA's merit promotion program.	Yes		
09/01/2022	Examine tracking methods for career development and mentoring programs to ensure accuracy.	Yes		
09/01/2022	Conduct a comprehensive barrier analysis of higher grades and senior executive positions.	Yes		

Report of Accomplishments

Fiscal Year	Accomplishments

MD-715 – Part J
Special Program 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 10.01%, which falls below the 12% goal. The participation rate for PWD at GG-11 through SES is 10.48%, which falls below the 12% goal. The participation rate for PWTD at GG-11 through GG-SES is 1.70%, which falls below the 2% 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 | Yes |

Numerical DoD goals are shared during recurring senior leadership meetings, such as at the monthly new employee orientation, presented at the annual State of the Agency briefing; discussed with hiring managers and HCMO. DCSA's Affirmative Employment Plan is posted at <https://www.dcsa.mil/Contact-Us/Office-of-Diversity-Equal-Opportunity-DEO/EEO-Regulation-Laws-Executive-Order/> . It is highlighted in the quarterly Demographic Diversity Dashboard, published in the DEO newsletter, and shared during National Disability Employment Awareness Month. Additionally, Part J was published to the agency internal and external websites.

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

Numerical DoD goals are shared during recurring senior leadership meetings, such as at the monthly new employee orientation, presented at the annual State of the Agency briefing; discussed with hiring managers and HCMO. DCSA's Affirmative Employment Plan is posted at <https://www.dcsa.mil/Contact-Us/Office-of-Diversity-Equal-Opportunity-DEO/EEO-Regulation-Laws-Executive-Order/> . It is highlighted in the quarterly Demographic Diversity Dashboard, published in the DEO newsletter, and shared during National Disability Employment Awareness Month. Additionally, Part J was published to the agency internal and external websites.

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	
Processing applications from PWD and PWTD	1	0	0	Leila DeVore, HR Specialist, HCMO, leila.n.devore.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Deirdre Garrett, EEO Program Manager Diversity and Equal Opportunity deirdre.k.garrett.civ@mail.mil Erika McBride, EEO Program Manager Diversity and Equal Opportunity erika.k.mcbride3.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	5	0	0	Lori Lupo, Disability Program Manager, DEO, lorraine.a.lupo.civ@mail.mil Joy Chontosh, EEO Specialist, joy.m.chontosh.civ@mail.mil Kwasi Davis, EEO Program Manager Diversity and Equal Opportunity kwasi.davis.civ@mail.mil
Section 508 Compliance	1	0	2	Carey J. Williams, Acting Chief, DEO, carey.j.williams2.civ@mail.mil Mubarak Allotey, Chief Information Office, mubarak.n.allotey.civ@mail.mil
Architectural Barriers Act Compliance	1	0	0	Carey J. Williams, Deputy Chief, DEO, carey.j.williams2.civ@mail.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Shacara Detrick-Johnson, Diversity & Inclusion Specialist shacara.m.detrackjohanson.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

The Diversity and Equal Opportunity Office 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). 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 Disability Program Manager (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).

Section III: 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 Diversity and Equal Opportunity Office maintains relationships with the Disability Employee Resource Group's external federal agencies and with disability servicing organizations, where 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 Fairs, IC Recruitment Committee 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 resume and certification of disability to the agency resume repository. The resume 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 in 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 Diversity and Equal Opportunity Office 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). 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 Disability Program Manager (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 | Yes |
| b. New Hires for Permanent Workforce (PWTD) | Answer | No |

New hires for PWD in the permanent workforce is 9.52% which falls below the 12% goal.

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 |

Statistically there is no way to determine if a trigger exists based on the number of applicants that did not self-identify. DCSA encourages self-identification in an effort to show accurate representation. However, disclosure is strictly voluntary. The following breakdown demonstrates the large number of applicants that did not disclose disability status.

4965 qualified applicants for mission critical job series 1810. 49.65% of the applicants did not disclose disability status. 3720 qualified applicants for mission critical job series 0080. 46.15% of the applicants did not disclose disability status. 674 qualified applicants for the mission critical job series 1801. 56.97% did not disclose disability status. 1688 qualified applicants for the mission critical job series 2210. 52.37% of the applicants did not disclose disability status. 1953 qualified applicants for the mission critical job series 0132. 54.68% of the applicants did not disclose disability status

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

Statistically there is no way to determine if a trigger exists based on the number of applicants that did not self-identify.

Section IV: 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 OPPORTUNITIES

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. African American Federal Executive Association Career Development Summit 10. League of United Latin American Citizens (LULAC) National Convention and Federal Training Institute Career Development Summit 11. 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	33	33	3.03%	3.03%	0%	0%
Other Career Development Programs	172	172	9.88%	9.88%	1.16%	1.16%
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
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
Fellowship Programs	292	292	7.53%	7.53%	0.68%	0.68%
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

1. Awards \$3000 - \$3999, the inclusion rate for PWTD is 10.47% which is below the inclusion rate of persons with no disability 14.81%. 2. Awards \$5000 and above, the inclusion rate for PWTD is 0 which is below the inclusion rate of persons with no disability 2.56%. 3. Time off awards 1-10 hours, the inclusion rate for PWTD is 2.32% which is below the inclusion rate of persons with no disability 3.49%. 4. Time off awards 11-20 hours, the inclusion rate for PWTD is 0 which is below the inclusion rate of persons with no disability 4.03%. 5. Time off awards 21-30 hours, the inclusion rate for PWTD is 0% which is below the inclusion rate of persons with no disability 0.46%. 6. Time off awards 31-40 hours, the inclusion rate for PWD and PWTD is 0% which is below the inclusion rate of persons with no disability 0.84%.

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

QSI, the inclusion rate for PWTD is 3.48% which is below the inclusion rate of persons with no disability, 5.19%.

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 No

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 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

*SES data is unavailable for internal applicants. 1. GG-15: There were 384 qualified applicants. 65 (16.93%) identified as having no disability, 17 (4.43%) identified as PWD, 8 (2.08%) identified at PWTD, 7 (1.82% chose not to identify and 287 (74.74%) did not make any disclosure. There were 22 selections, 6 (27.27%) no disability, 1, (4.55%) PWD, 0 PWTD, 0 chose not to identify and 15 (68.18%) did not make any disability disclosure. 2. GG-14: There were 546 qualified applicants. 97 identified as having no disability (17.77%) 23 identified as PWD (4.21%), 15 (2.75%) identified at PWTD, 13 chose not to identify (2.38%) and 398 (72.89%) did not make any disclosure. There were 45 selections, 7(15.56%) no disability, 1 (2.22%) PWD, 0 PWTD, 2 (4.44%) chose not to identify and 35 (77.78%) did not make any disability disclosure. 3. GG-13: There were 772 qualified applicants. 160 (20.73%) identified as having no disability, 44 (5.70%) identified as PWD, 17 (2.20%) identified at PWTD, 28 (3.63%) chose not to identify and 523 (67.74%) did not make any disability disclosure. There were 87 selections, 19 (21.84%) no disability, 3 (3.45%) PWD, 1 (1.15% PWTD) 2 (2.30%) chose not to identify and 62 (71.26%) did not make any disclosure. Based on the number of internal applicants that chose not to identify there is no way to determine if a trigger exists.

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 No
- c. New Hires to GS-14 (PWD) Answer No
- 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% PWTB and within the new hires, there are none. Within the qualified applicant pool for GG-15, there are 3.75% PWTB and within the new hires, there are none. Within the qualified applicant pool for GG-14, there are 3.11% PWTB and within the new hires, there are none. Within the qualified applicant pool for GG-13, there are 2.62% PWTB 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 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 (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A

Data is unavailable for internal applicants at the management level (GG 14 and 15) or executive level (SES). At the supervisory level (GG13 and below), there were 810 qualified applicants. 148 (18.27%) identified as no disability, 34 (4.20%) identified as PWD, 18 (2.22%) identified as PWTB, 28 (3.46%) did not identify and 582 (71.85%) did not make any disclosure. There were 70 selections, 16 (22.86%) no disability, 3 PWD, (4.29%), 0 PWTB, 2 (2.86%) chose not to identify, and 49 (70.00%) did not make any disclosure. Based on the number of applicants that chose not to identify there is no way to determine if a trigger exists.

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 unavailable for internal applicants at the management level (GG 14 and 15) or executive level (SES) At the supervisory level (GG13 and below), there were 810 qualified applicants. 148 (18.27%) identified as no disability, 34 (4.20%) identified as PWD, 18 (2.22%) identified as PWTD, 28 (3.46%) did not identify and 582 (71.85%) did not make any disclosure. There were 70 selections, 16 (22.86%) no disability, 3 PWD, (4.29%), 0 PWTD, 2 (2.86%) chose not to identify, and 49 (70.00%) did not make any disclosure. Based on the number of applicants that chose not to identify there is no way to determine if a trigger exists.

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 unavailable for internal applicants at the management level (GG 14 and 15) At the supervisory level (GG13 and below), there were 2319 qualified applicants. 617 (26.61%) identified as no disability, 171 (7.37%) identified as PWD, 83 (3.58%) identified as PWTD, 84 (3.62%) did not identify and 1364 (58.81%) did not make any disclosure. There were 95 selections, 15 (15.79%) no disability, 1 PWD, (1.05%), 0 PWTD, 1 (1.05%) chose not to identify, and 78 (82.10%) did not make any disclosure. At the executive level (SES), there were 149 qualified applicants. 30 (20.13%) identified as no disability, 3 (2.01%) identified at PWD, 1 (.67%) identified as PWTD, 6 (4.03%) did not identify and 109 (73.15%) did not make any disclosure. Based on the number of applicants that chose not to identify there is no way to determine if a trigger exists.

Section V: 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 CFR § 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 11.50% which is higher than the inclusion rate for persons with no disability, 10.33%.

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

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.

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.

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.

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 Acquisitions University and the Harvard new accessibility tool for best practices in modeling their 508 efforts.

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, within three days 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 also available on the website and as a hardcopy. Articles on reasonable accommodation are published in the Diversity and Equal Opportunity 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, Occupational Safety Office, Finance Office, Acquisitions Office, Logistics Management Office, the 508 Coordinator, Chief Information Office, and the office responsible for the Organizational Emergency Plan. Accommodations are tracked and trends are monitored and reported.

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 2022, DCSA did not receive any PAS requests.

Section VI: 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 government-wide 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.

N/A

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.

DCSA had no findings of discrimination in FY 2022.

Section VII: 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