

# Management Directive 715

# 2023

**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**  
Equal Employment Opportunity Commission (EEOC)  
MD-715 Annual EEO Program Status Report



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## PART A-D: Agency Information

### Part A – Department/Agency Identifying Information

Agency	Second Level Component	Address	City	State	Zip Code	FIPS Code
Defense Counterintelligence and Security Agency	N/A	27130 Telegraph Road	Quantico	VA	22134	DD12

### Part B – Total Employment

Total Employment	Permanent Workforce	Temporary Workforce	Non-Appropriated Fund Workforce	Total Workforce
Number of Employees	5,088	0	N/A	5088

### Part C.1 – Head of Agency and Head of Agency Designee

Agency Leadership	Name	Title
Head of Agency	Mr. Daniel J. Lecce	Acting Director
Head of Agency Designee	Ms. Ellen M. Ardrey	Chief of Staff

### Part C.2 – Agency Officials Responsible for Oversight of EEO Programs

EEO PROGRAM OFFICIALS	NAME	TITLE
Principal EEO Director	Dr. Theresa Horne	Diversity and Equal Opportunity (DEO) Director
Title VII Affirmative EEO Program Official	Dr. Carey Williams	DEO Deputy Director
Complaint Processing Program Manager	Ms. Yolanda King	EEO Complaints Program Manager
Hispanic Program Manager	Ms. Deirdre Garrett	Cultural Strategist, Central Region
Women's Program Manager	Ms. Deirdre Garrett	Cultural Strategist, Central Region
Disability Program Manager	Ms. Lorraine Lupo	Disability Program Manager
Anti-Harassment Program Manager	Ms. Deana Rasnick	Chief Employee Relations, HCMO
Selective Placement Coordinator	Ms. Lorraine Lupo	Disability Program Manager
ADR Program Manager	Ms. Yolanda King	EEO Complaints Program Manager

Compliance Manager	Dr. Carey Williams	DEO Deputy Director
Principal MD-715 Preparer	Ms. Deirdre Garrett	Cultural Strategist, Central Region

## PART D.1 - LIST OF SUBORDINATE COMPONENTS COVERED IN THIS REPORT

Subordinate Components*	City	State	Country	CPDF Code	FIPS Code
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Defense Counterintelligence and Security Agency does not have subordinate components.

## PART D.2 – SUBMISSION OF REQUIRED DOCUMENTS

Submission of Mandatory Documents	Yes or No	Comments
Organizational Chart	Yes	Appendix A
EEO Policy Statement	Yes	Appendix B
DCSA Strategic Plan	Yes	Appendix C
Alternative Dispute Resolution Procedures	Yes	Appendix D
Anti-Harassment Policy and Procedures	Yes	Appendix E
Reasonable Accommodation Procedures	Yes	Appendix F
Personal Assistance Services Procedures	Yes	Appendix G

## Part E: Executive Summary

### Part E.1

As the largest security agency in the Federal Government, DCSA employs a workforce of 5,088 full-time, permanent employees. DCSA established a new regional field structure on October 1, 2021, merging existing field mission areas into a four-region structure that includes Central, Eastern, Mid-Atlantic, and Western jurisdictions. DCSA's regional structure integrates our agency's different missions and cultures into one cohesive organization and enhances cross-mission information sharing, prioritization coordination, and culture integration. DCSA provides services to over 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 EEOC regulations and guidelines. Our continued pursuit for an organizational culture that promotes the full realization of equality, diversity, inclusion, and accessibility is outlined in DCSA's DEIA Strategic Plan for FY 2024-2028.

The MD-715 was prepared in accordance with the US Equal Employment Opportunity Commission (EEOC) laws and authority governed within the 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 2023 Annual EEO Program Status Report highlights the progress made, efforts taken in connection with the MD-715, and noted areas for improvement.

### Mission

**DCSA's Mission:** Through vetting, industry engagement, education, and counterintelligence and insider threat support, secure 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.

## 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, the purpose behind the work we do to accomplish DCSA's mission as America's Gatekeeper, is being realized.

### Part E.2: Essential Elements of a Model EEO Program

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 154 out of 161 (96%) of the essential element measures listed in Part G.

EEO Essential Element	Measures	FY 2023 #	FY 2023 %
A. Demonstrated Commitment by Agency Leadership	16	16	100%
B. Integration of EEO into the Agency's Strategic Mission	40	34	85%
C. Management and Program Accountability	45	45	100%
D. Proactive Prevention of Unlawful Discrimination	14	14	100%
E. Efficiency	34	33	97%
F. Responsiveness and Legal Compliance	12	12	100%
<b>TOTAL</b>	<b>161</b>	<b>154</b>	<b>96%</b>

#### A. Demonstrated Commitment from DCSA Leadership

The Agency acknowledged its commitment to EEO and DEIA during this reporting period with issuance of the DEIA Strategic Plan for FY 2024-2028, along with a new policy statement on DEIA. DCSA's annual EEO Policy Statement includes our commitment to the principles of equal employment opportunity and DEIA to ensure a workplace free of unlawful

discrimination, harassment, and retaliation. Existing policies and procedures addressing all protected bases contained in laws were issued on Reasonable Accommodation (RA), Personal Assistance Services (PAS), Equal Employment Opportunity (EEO), Alternative Dispute Resolution (ADR), and Anti-Harassment. In accordance with the Notification and Federal Employee Anti-Discrimination and Retaliation (No FEAR) Act of 2002, DCSA ensures all employees, former employees and applicants are informed of their rights and remedies applicable to them under the employment and whistleblower protection laws. Additionally, DCSA disseminated published guidance related to transgender status, pregnancy, and marital and parental status in FY 2023.

All policies and instructions related to EEO, RA, ADR and DEIA are developed under the Office of DEO, distributed throughout the workforce via internal and external networks and various media platforms.

The Office of DEO is aligned under the Agency's Acting Director, Mr. Daniel J. Lecce, as part of DCSA's Special Staff. Our alliance enables open direct lines of communication through scheduled briefings and periodic DEO program reviews with executives and senior leaders. This encourages an inclusive organizational culture through revised cultural norms, values and behaviors that consistently create new standards within DCSA. Our shared values also reinforce DCSA's strategic mission, incorporates DEIA and help guide DCSA's actions and decisions as we continue to move towards an improved culture of inclusivity.

During FY 2023, DCSA focused on improved execution of all statutory missions, sustained operations through hybrid town hall meetings each quarter, monthly workforce messages broadcast across the Agency which highlighted safety, protection of national security, agency/regional realignment efforts, and increased attention on the culture and well-being of DCSA's workforce.

Under Acting Director Lecce's leadership, DCSA's unremitting commitment to the principles of EEO/DEIA is also understood with a new, spirited, agency-wide Gatekeeper methodology, implemented in FY 2023 following an insightful Unity of Effort Road Show. The Road Show afforded DCSA employees' opportunities to meet with senior leadership and executives, including the Director of DEO, who traveled around the country in pursuit of considerate, meaningful conversations, topics, and issues impacting the culture of the Agency. Achieving our mission is seen through transparent leadership, with more programs being redesigned around the workforce's needs. DCSA will continue to uphold its values

and commitment to recruiting and retaining a diverse workforce, and develop new partnerships to enhance recruitment strategies, professional development, and inclusivity.

## B. Integration of EEO into the Agency's Strategic Mission

In FY 2023, the Agency established action plans based on goals outlined in the DCSA Strategic Plan for FY 2022-2027 with values focused on our commitment to mission, service, integrity, innovation, and investment in DCSA's people. The implementation of prioritized strategies shifted towards a more cohesive approach in meeting the elements outlined for a model EEO program.

Additionally, the Agency welcomed 770 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 the Human Capital Management Office (HCMO), hosted monthly brown bag sessions to promote open dialogue, motivation, engagement and increased awareness of EEO/DEIA principles. In FY 2023, DCSA senior leaders, including Acting Director Lecce, Chief of Staff Ms. Ellen Ardrey, and other members of the senior executive leadership team visited several DCSA field sites and regional headquarters, to welcome new regional directors, realigned division leadership, management officials, and mission operations teams who work tirelessly in the defense of national security.

Marked efforts in DCSA encouraged the optional use of pronouns in employee signature blocks across the enterprise and the regeneration of the Special Emphasis Program (SEP) with Field Special Emphasis Program Manager (F-SEPMs) training for 30 employees during the 3<sup>rd</sup> quarter of FY 2023. DCSA's Office of DEO hosted a multitude of educational events and cultural observances to highlight contributions made by all in shaping the fabric of America's culture.

Furthermore, the Agency ensured broad dissemination of EEOC guidance and informative training programs for Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) populations during Pride Month and hosted commemorations/events/informational broadcast for Asian American/Pacific Islander, Dr Martin Luther King, Jr, Black History Month, Women's History Month, Hispanic Heritage Month, Holocaust Days of Remembrance, Juneteenth, Disability Pride Month, Hispanic Heritage Month, Disability Employment Awareness Month, Veterans Day, and Native American/Indigenous Peoples Month. Programs focused on

fostering inclusivity, greater understanding, allyship, and creating safe spaces and acceptance for every DCSA employee.

To further our focus on the pulse of the Agency, DCSA's Employee Council expanded its membership to include the Office of DEO and individuals representing various missions and directorates to serve 2-year terms.

DCSA continues to comply with EEOC guidelines and programs to ensure employees and applicants have access to equal opportunities, regardless of their race, color, national origin, age, sex, religion, disability, genetic information, gender identity, retaliation, or prior participation in EEO activity.

Training is an essential tool for integration of EEO and DEIA principles. During FY 2023, DCSA provided the following 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 (ADR)
- Workplace Diversity
- Everyone Communicates, Few Connect
- New Employee Orientation
- Anti-Harassment
- Unconscious Bias and Cultural Inclusivity
- Teambuilding
- Conflict Management Strategies

Furthermore, the Office of DEO collaborated with HCMO to incorporate EEO presentations in the NEX for new hires, including EEO Complaint Processing, ADR, Prevention of Sexual and Workplace Harassment, Reasonable Accommodation, and the No FEAR Act of 2020 as amended.

In FY 2023, DCSA updated all Diversity and Equal Employment Opportunity policies and published its first DEIA Strategic Plan for FY 2024-2028. With agency-level support, the Office of DEO was realigned, creating a Complaints and Compliance Division (CCD), as the centralized processing center for managing request for reasonable accommodations and equal employment opportunity complaints. The Culture and Inclusion Division focused on understanding new approaches and use of data-driven DEIA tools, metrics and measurements for improved assessments, and

identifying real solutions, impactful changes and sustained value for building a culture of inclusivity in DCSA.

The Office of DEO obtained the contracted services of Ruiz Strategies to conduct a comprehensive barrier analysis for DCSA using information and data provided in the MD-715 reports for FY 2022 and FY 2023.

### C. 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. The DEO Office continues to utilize the diversity dashboard as a demographic snapshot reported to leadership quarterly, which compared DCSA's demographic information against the CLF index, 2014-2018 census data.

EEO and DEIA goals and objectives are incorporated as performance elements for leaders at various levels-including SES, to ensure measurable results. The Office of DEO continued its collaborative efforts with HCMO on several initiatives and programs, including expanded outreach and recruitment with Historically Black Colleges and Universities, Hispanic Association of Colleges and Universities, and Tribal Colleges and Universities; increased use of the resume repository for applicants with self-identified disabilities; and DCSA's Leadership Development Program (LDP) and Virtual Book Club saw increased, enterprise-wide participation through FY 2023. The book club promoted interactive, engaging conversations between individuals from various directorates with diversity of thought, gender identities and ethnicity.

Realignment of regional field offices continued throughout FY 2023 as part of the ongoing consolidation of security services and merger of personnel and systems. Reorganization within directorates included the Office of DEO during this reporting period. As such, the Reasonable Accommodation and EEO Complaints programs transitioned to automated request systems managed through centralized processing centers; trained DEO staff as EEO counselors to manage initial inquiries from current employee, former employees, and applicants; and increased the number of internal trained mediators to serve as neutral parties focused on addressing identified workplace issues at the lowest level. The changes enable faster response to requests made by employees and management officials alike.

EEOC conducted a technical assistance visit (TAV) during FY 2023 to assess DCSA's Diversity and Equal Opportunity program processes and records. The review included reasonable accommodations, EEO complaints compliance, agency-wide climate assessments, and cultural/special emphasis guided commemorations. Following the TAV, EEOC provided recommendations for consideration. DCSA has initiated action plans for implementation of stated recommendations in FY 2024.

## D. Proactive Prevention of Unlawful Discrimination

The fourth element of the 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. Participants also have an opportunity to provide anonymous feedback following each session.

In FY 2023, DCSA's efforts to prevent discrimination was reaffirmed using contracted services, Ruiz Strategies, to identify potential barriers to EEO and provide recommendations to eliminate noted barriers. DCSA continues to use various data sources to assess our progress and areas requiring improvement with the use of workforce data, complaints data, the Federal Employee Viewpoint Survey (FEVS), focus groups, and other survey instruments.

DCSA increased access and opportunity for people with disabilities through various outreach events hosted or attended in FY 2023 in support of the Operation Warfighter and Wounded Warrior Internship Programs. DCSA's Vetting Risk Operations considered resumes from the Workforce Recruitment Program to fill entry-level vacancies.

## E. Efficiency

DCSA has consistently used 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. Annually, DCSA maintains a report of complaints activities 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 iComplaints web-based case management tool for tracking EEO complaints, which provides real-time tracking and allows for prompt reporting. DCSA outsourced most of its EEO counseling services with Mind Your Business, Inc. (MYB) (contract vehicle) and trained DEO staff as counselors to ensure continuity of operations for EEO complaint processing, efficiency, and timeliness, to promote integrity of the process. DCSA's CCD collaborated with MYB (contract EEO counselors) to ensure quality, consistency, and compliance codified process consistent with 29 CFR Part 1614 and EEOC Management Directive 110.

DCSA outsourced the ADR process and services with the Federal Mediation and Conciliation Services, Washington, D.C., to resolve workplace disputes as well as allegations of discrimination. The DoD Investigations and Resolutions Directorate, 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.

DCSA published its anti-harassment policy and conducted training on the policy during NEX (onboarding) throughout FY 2023.

## F. Responsiveness and Legal Compliance

DCSA has continued to comply with EEO statutes and EEOC regulations, policy guidance and written instructions to include EEOC orders and settlement agreements. The Office of DEO ensured leadership was apprised of issues that may have impacted the Agency's ability to comply with final agency decisions during scheduled meetings and reports outlining the status of all compliance actions and potential delays

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

DCSA demonstrates a high degree of accountability and responsiveness with respect to findings of discrimination and compliance and has sufficient controls in place to ensure future compliance with mandated reporting requirements.

### **Part E.3: Workforce Analysis**

DCSA falls under the Excepted Service Hiring Authority. As such, all employees are managed under the Defense Civilian Intelligence Personnel System (DCIPS). At the conclusion of FY 2023, DCSA had a total permanent workforce of 5,088 employees, representing a growth rate of 7.27% and a broad spectrum of cross-cultural ethnicities and diversity.

#### **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. 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, develop 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 is a summary of DCSA's analyses of the overall workforce participation, grade, major occupations, 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 indicates a slightly lower representation of males (48.80%) compared to females (51.20%) and minority population of 35% which includes representation from all ethnic and racial groups.

While DCSA's workforce participation rate shows a higher female population, the male population fell slightly below the CLF 2014-2018 at 2.99% overall this reporting period. Hispanic males and females reflect levels below the CLF at 3.64% and 2.74% respectively, as do white males (1.27%) and females (1.14%) and males and females with two (2) or more races, standing at 0.64% (males) and 0.62% (females). Asian females also fell below the CLF by 0.33% during this report period.

DCSA will examine these gaps further to determine what, if any, barriers may exist.

ERI/G		FY 2023		CLF 2014-2018	
		#	%		
Race/Ethnicity/National Origin	<b>Total Employees</b>	Male	2483	48.80	51.79%
		Female	2605	51.20	48.21%
	<b>Hispanic or Latino</b>	Male	162	3.18	6.82%
		Female	174	3.42	6.16%
	<b>White</b>	Male	1749	34.38	35.65%
		Female	1560	30.66	31.82%
	<b>Black or African American</b>	Male	397	7.80	5.70%
		Female	718	14.11	6.61%
	<b>Asian</b>	Male	130	2.56	2.19%
		Female	94	1.85	2.18%
	<b>Native Hawaiian or Other Pacific Islander</b>	Male	4	0.08	0.08%
		Female	18	0.35	0.08%
	<b>American Indian or Alaska Native</b>	Male	20	0.39	0.31%
		Female	19	0.37	0.31%
	<b>Two or More Races</b>	Male	21	0.41	1.05%
		Female	22	0.43	1.05%

## B. Grade

The DCSA workforce is comprised of 5,088 permanent employees in the General Grade (GG) pay system, covering grades GG4 through GG15, and 41 Senior Executive Service level employees. Overall demographic participation rate across grade levels are as follows:

For GG 4-8, most demographic groups are in line with overall workforce participation rate. Exceptions include males overall and males who identified as Native Hawaiian/Pacific Islander and two or more races.

Fifty-two percent of DCSA's workforce are in mid-level positions, GG 9-12. Males fell slightly below the overall workforce participation rate at 44.63% in this category; however, all demographic groups met or exceeded the workforce participation rate during this reporting period. Participation rates for most demographic groups and females at the GG-13, 14, 15, and SES levels fell below overall workforce participation targets. Populations below the workforce participation rate are highlighted in red.

DCSA will conduct an in-depth review of hiring and separation data to analyze trends and determine what, if any, workforce diversity barriers may 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	GG 14	Executive/Senior Level	
								GG 15	SES
All	Male	48.80%	2483	31.74%	44.63%	55.41%	58.56%	65.02%	73.17%
	Female	51.20%	2605	68.26%	55.37%	44.59%	41.54%	34.98%	26.83%
Hispanic or Latino	Male	3.18%	162	7.93%	6.55%	3.94%	3.65%	1.97%	2.44%
	Female	3.42%	174	7.01%	7.13%	3.17%	1.54%	0.99%	0.00%
White	Male	34.38%	1749	61.90%	70.21%	39.26%	39.23%	53.20%	63.41%
	Female	30.66%	1560	61.25%	61.39%	24.88%	23.85%	20.69%	24.39%
Black or African American	Male	7.80%	397	25.40%	15.74%	8.81%	9.42%	7.39%	4.88%
	Female	14.11%	718	26.57%	25.93%	13.68%	13.46%	9.85%	2.44%
Asian American	Male	2.56%	130	3.96%	5.53%	2.55%	4.62%	1.48%	0.00%
	Female	1.85%	94	2.21%	3.57%	1.70%	1.92%	1.97%	0.00%
Native Hawaiian or Other Pacific Islander	Male	0.08%	4	0.00%	0.25%	0.00%	0.19%	0.00%	0.00%
	Female	0.35%	18	1.11%	0.55%	0.31%	0.19%	0.99%	0.00%
American Indian or Alaska Native	Male	0.39%	20	0.79%	0.77%	0.39%	0.96%	0.00%	2.44%
	Female	0.37%	19	0.37%	0.89%	0.54%	0.00%	0.49%	0.00%
Two or More Races	Male	0.41%	21	0.00%	0.94%	0.46%	0.38%	0.99%	0.00%
	Female	0.43%	22	1.47%	0.75%	0.31%	0.58%	0.00%	0.00%

## C. MISSION CRITICAL OCCUPATIONS

DCSA's top five mission critical occupations series (MCOS) are General Investigation (1810), Security Administration (0080), each with 31% of DCSA's workforce; Information Technology Management (2210) at 6%; Intelligence (0132) occupying 4%; and General Inspection, Investigation, Enforcement, and Compliance (1801) at 3%. Together, they cover 75% of all DCSA positions.



A review of Table A6 revealed the following:

**MCOS 1810** – There are 1,579 DCSA employees currently serving as General Investigation/Investigators, occupying 31.03% of the workforce. Men occupy 51.30% of this occupation and women 48.70%. All races and ethnic groups are represented at the GG-07 through GG-15 grade and Senior Executive Service levels, with the majority found at the GG-12 grade level. Eighty-one vacancy announcements were made for internal competitive promotions and external new hires. Of the 187 qualified internal applicants, Native Hawaiian/Pacific Islander females and individuals with 2 or more races (male and female), were not represented. Of the internal selections for competitive promotions, 41% of selections included minority populations. There were 3,925 qualified external applicants for this series which included all ethnic and racial groups. Of the 96 external selections, minority populations made up 48% of all selections.

**MCOS 0080** – Security Administration/Specialists represent 31.43% or 1,599 positions in DCSA's workforce. Women represent more than half of those in this career path at 56.66% while men represent 43.34% in this occupation. Like those who serve in Background Investigations (1810), all ethnic groups and races are represented here with most serving at the GG-12 grade level. There were 99 vacancy announcements made during FY 2023, with 444 internal qualified applicants for competitive promotion and representation of all ethnic and racial

groups except Native Hawaiian/Pacific Islander females. Of the 23 selections, 7 promotions were extended to minorities (30.43%). External selections/new hires included 4,616 qualified applicants representing all ethnic and racial groups. Of the 147 selections, 57% (84) included minority populations.

**MCOS 2210** – Approximately 6% of DCSA's workforce serve as Information Technology Management/Cybersecurity Specialist. Men have historically filled most of these roles (78.45%), while women occupied 21.55% of these positions. Most ethnic and racial groups are represented in this capacity. Exceptions include Native Hawaiian males and females and American Indian/Alaska Native females. DCSA selected 41 external applicants and noted 6 internal promotions during FY 2023. Hispanic females, Asian American males and females, American Indian females, and individuals with 2 or more races were among the applicants but not selected. There were no Native Hawaiian/Pacific Islanders male or females and American Indian female applicants.

**MCOS 0132** – Individuals serving as Intelligence Operations Specialist occupy 3.81% of DCSA's workforce. This includes 76.80% males and 23.20% females. All ethnic and racial groups are represented except for females with 2 or more races. During this reporting period, there were 25 vacancy announcements with 1 internal promotion and 15 external selections. Minority populations were among the 1,048 qualified internal and external applicants. Of the 16 selections, 5 minorities were selected (31.25%).

**MCOS 1801** – Just under 3% of DCSA's workforce occupies the 1801 job series. Men filled 54.42% and women occupy 45.58% of these positions. Eighty-eight percent (88%) of individuals working in General Inspection/Investigation, Enforcement, and Compliance are found at the GG12-14 grade levels; however, there are noticeable areas of underrepresentation in all ethnic and racial groups other than white males and females. Twenty-seven vacancy announcements were made in FY 2023. The 67 qualified internal applicants included minority representation for promotion but were not among the 3 selections made. External selections were made from an applicant pool of 1,130 which included minority representation in all ethnic and racial groups. Nine of the 28 external selections included minority populations (32.14%).

## 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 exceeded targeted disability goals and fell slightly below the federal government's hiring goals during FY 2023.

		FY 2023	Federal Goal	+/-
<b>Federal Workforce</b>	%	11.60%	12%	0.40%
<b>Targeted Disabilities</b>	%	2.1%	2%	0.10%

Part J of this report provides additional disability workforce trends.

## EEO Complaints

DCSA proactively complies with EEO laws, policies, directives, and executive orders. DCSA continues to implement innovative concepts to ensure employees, former employees, and applicants for federal employment are afforded equal employment opportunities regardless of their national origin, race, color, sex, age, religion, disability, genetic information, or prior participation in EEO activity. DCSA measures the success of its EEO program against the six Essential Elements of a Model Equal Employment Opportunity Program, as outlined by the EEOC MD-715.

DCSA offers ADR mediation services as a tool to improve communication, restore workplace relationships, and promote autonomy to create win-win solutions. The Agency encouraged management participation, as appropriate, to resolve issues at the lowest level. In FY 2023, The Office of DEO increased ADR resources by 400%, with four Regional Culture Strategists being certified as mediators for the Agency. DCSA continued to advocate ADR participation by notifying every EEO contact of the opportunity to participate in ADR. Despite increased resources and effort, ADR was only offered in 10% of the attempts at resolution. In FY 2024, DEO will launch an ADR campaign aimed to educate the workforce to alleviate confusion surrounding the ADR program, proselytizing benefits of ADR participation, and updating Agency policies to foster greater support from management officials.

During FY 2023, DCSA continued to proactively identify and remove physical, institutional, and attitudinal barriers to EEO. The Complaints and Compliance Division (CCD) was instrumental in de-escalating and resolving workplace disputes and conflicts through robust alternative dispute prevention and resolution. DEO provided a neutral and fair forum for the discussion, investigation, adjudication, and resolution of EEO matters under 29 CFR Part 1614 and related Executive Orders. DCSA issued 30 merit-based final actions, including 1 FAD with merit findings, with a 93% timely processing rate. DEO maintained an 80% FAD timeliness rating, although there was a marked

increase in FAD issuance from FY 2022. DEO continued to prioritize EEO investigations to uphold a 100% timeliness rate.

In FY 2023, more than 60% of the closed complaints included multiple bases of discrimination; complainants alleged reprisal as the basis of discrimination in 57% of the reported cases, disability was 50%, and race was 30%. The top three issues alleged in FY 2023 closed case were harassment (non-sexual), assigned duties, and disciplinary actions. Throughout FY 2024, CCD will prioritize efforts to enhance workplace dynamics by implementing informative and engaging training, such as effective communication, workplace civility, and conflict resolution. By investing in these initiatives, DCSA will create a more inclusive and harmonious work environment conducive to open communication, productivity, mutual respect, and employee well-being.

## Conclusion

DCSA remains committed to identifying and eliminating barriers that may impede equal opportunity in our affirmative employment efforts. In FY 2024, DCSA will implement actions to address deficiencies identified in this report to achieve a model EEO Program.

EEOC Form 715-01  
Part F

US Equal Opportunity Commission  
Federal Agency EEO Program Status Report

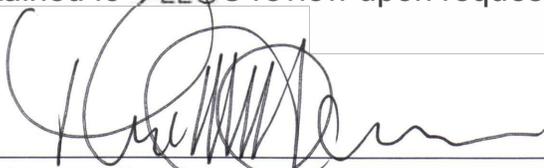
**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, IDr. Theresa Horne, GG-0260-15I am the principal EEO Director/Official for  
Defense Counterintelligence and Security Agency (DCSA)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEOC MD-715. If an essential element was not fully compliant with the standards of EEOC 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, Sex 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 the Principal EEO Director/Official

27 MAR 2024

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEOC MD-715.



Signature of Agency

Head or Agency Head Designee

28 Mar 2024--

Date

## Part G: Agency Self-Assessment Checklist Measuring Essential Elements

 <b>Compliance Indicator</b>  <b>Measures</b>		<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
	<b>A.1 – The agency issues an effective, up to date EEO policy statement.</b>		
<b>A.1.a</b>	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.	Yes	January 27, 2023
<b>A.1.b</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?	Yes	
	<b>A.2 – The agency has communicated EEO policies and procedures to all employees.</b>		
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<b>A.2.a</b>	Does the agency disseminate the following policies and procedures to all employees?	Yes	
<b>A.2.a.1</b>	Anti-harassment policy?	Yes	
<b>A.2.a.2</b>	Reasonable accommodation procedures?	Yes	
<b>A.2.b</b>	Does the agency prominently post the following information throughout the workplace and on its public website?	Yes	
<b>A.2.b.1</b>	The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director?	Yes	
<b>A.2.b.2</b>	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process?	Yes	
<b>A.2.b.3</b>	Reasonable accommodation procedures? If so, please provide the	Yes	<a href="https://dod365.sharepoint-mil.us/sites/DCSA-">https://dod365.sharepoint-mil.us/sites/DCSA-</a>

	internet address in the comment column.		<a href="https://www.dcsa.mil/deo/regulation/">EPP/Library/Forms/Component.aspx</a> <a href="https://www.dcsa.mil/deo/regulation/">https://www.dcsa.mil/deo/regulation/</a>
<b>A.2.c</b>	Does the agency inform its employees about the following topics:		
<b>A.2.c.1</b>	EEO complaint process? If "yes", please provide how often.	Yes	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.
<b>A.2.c.2</b>	ADR process? If "yes", please provide how often.	Yes	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.
<b>A.2.c.3</b>	Reasonable accommodation program? If "yes", please provide how often.	Yes	EEO program topics are thoroughly covered throughout the year in a variety of formats, such as workforce messages, newsletters, brochures, the employee resource guide, classroom training, agency conferences/seminars, webinars, new employee experience, and the college student intern orientation.
<b>A.2.c.4</b>	Anti-harassment program? If "yes", please provide how often.	Yes	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.
<b>A.2.c.5</b>	Behaviors that are inappropriate in the workplace and could result in disciplinary action? If "yes", please provide how often.	Yes	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.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>A.3 – The agency assesses and ensures EEO principles are part of its culture.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>A.3.a</b>	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? If “yes”, provide one or two examples in the comments section.	Yes	Individual Special Act Awards and Agency Award Ceremonies
<b>A.3.b</b>	Does the agency utilize the Federal Employee Viewpoint Survey (FEVS) or other climate assessment tools to monitor the perception of EEO principles within the workforce?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>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>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>B.1.a</b>	Is the agency head the immediate supervisor of the person (“EEO Director”) who has day-to-day control over the EEO office?	Yes	
<b>B.1.a.1</b>	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.	N/A	
<b>B.1.a.2</b>	Does the agency’s organizational chart clearly define the reporting structure for the EEO office?	Yes	
<b>B.1.b</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?	Yes	
<b>B.1.c</b>	During this reporting period, did the EEO Director present to the head of the agency, and other senior	Yes	January 9, 2023

	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? If "yes", please provide the date of the briefing in the comment's column.		
<b>B.1.d</b>	Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.2 – The EEO Director controls all aspects of the EEO program.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>B.2.a</b>	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?	Yes	
<b>B.2.b</b>	Is the EEO Director responsible for overseeing the completion of EEO counseling?	Yes	
<b>B.2.c</b>	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [This question may not be applicable for certain subordinate level components.]	Yes	
<b>B.2.d</b>	Is the EEO Director responsible for overseeing the timely issuing final agency decisions (FADs)?	Yes	
<b>B.2.e</b>	Is the EEO Director responsible for ensuring compliance with EEOC orders?	Yes	
<b>B.2.f</b>	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head?	Yes	
<b>B.2.g</b>	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components?	N/A	No subordinate components
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>

<b>B.3.a</b>	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?	Yes	
<b>B.3.b</b>	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? If "yes", please identify the EEO principles in the strategic plan in the comments column.	Yes	Goal 4 – Enterprise, Recruit, develop, engage, and retain a talented, diverse, and inclusive workforce able to meet the demands of our evolving mission.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>B.4.a</b>	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:	Yes	
<b>B.4.a.1</b>	To conduct a self-assessment of the agency for possible program deficiencies?	Yes	
<b>B.4.a.2</b>	To enable the agency to conduct a thorough barrier analysis of its workforce?	Yes	The contract was awarded and secured on 29 September 2023.
<b>B.4.a.3</b>	To timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions (FADs), and legal sufficiency reviews?	Yes	
<b>B.4.a.4</b>	To provide <u>all supervisors</u> 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? If not, please identify the type(s) of training with insufficient funding in the comment's column.	Yes	EEO Training conducted semi-annually. Monthly brief via New Hire Orientation
<b>B.4.a.5</b>	To conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable?	Yes	
<b>B.4.a.6</b>	To publish and distribute EEO materials (e.g. harassment policies, EEO posters,	Yes	

	reasonable accommodations procedures)?		
<b>B.4.a.7</b>	To maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? If not, please identify the systems with insufficient funding in the comments section.	Yes	
<b>B.4.a.8</b>	To effectively administer its Special Emphasis Programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)?	Yes	
<b>B.4.a.9</b>	To effectively manage its anti-harassment program?	Yes	
<b>B.4.a.10</b>	To effectively manage its reasonable accommodation program?	Yes	
<b>B.4.a.11</b>	To ensure timely and complete compliance with EEOC orders?	Yes	
<b>B.4.b</b>	Does the EEO office have a budget that is separate from other offices within the agency?	Yes	
<b>B.4.c</b>	Are the duties and responsibilities of EEO officials clearly defined?	Yes	
<b>B.4.d</b>	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?	Yes	
<b>B.4.e</b>	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?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>B.5.a</b>	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:		
<b>B.5.a.1</b>	EEO Complaint Process?	No	See Part H

<b>B.5.a.2</b>	Reasonable Accommodation Procedures?	No	See Part H
<b>B.5.a.3</b>	Anti-Harassment Policy?	No	See Part H
<b>B.5.a.4</b>	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?	Yes	
<b>B.5.a.5</b>	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?	No	See Part H
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.6 – The agency involves managers in the implementation of its EEO program.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>B.6.a</b>	Are senior managers involved in the implementation of Special Emphasis Programs?	Yes	
<b>B.6.b</b>	Do senior managers participate in the barrier analysis process?	Yes	Dec 5-9, 2022 -- Leadership Development Program, Tier 1 Cohort, Barrier Analysis Project
<b>B.6.c</b>	When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)?	Yes	
<b>B.6.d</b>	Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.1 – The agency conducts regular internal audits of its component and field offices.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>C.1.a</b>	Does the agency regularly assess its component and field offices for possible EEO program deficiencies? If "yes", please provide the schedule for conducting audits in the comments section.	Yes	Unity of Effort Road Show, EEO Director Touch Point Meetings with Agency Head. Cultural Strategist have monthly meetings with Regional Directors. Ad hoc meetings based on trend analysis.
<b>C.1.b</b>	Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? If "yes", please provide the	Yes	Unity of Effort Road Show, EEO Director Touch Point Meetings with Agency Head. Cultural Strategist have monthly meetings

	schedule for conducting audits in the comments section.		with Regional Directors. Ad hoc meetings based on trend analysis.
<b>C.1.c</b>	Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit?	Yes	Unity of Effort Road Show, EEO Director Touch Point Meetings with Agency Head. Cultural Strategist have monthly meetings with Regional Directors. Ad hoc meetings based on trend analysis.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.2 – The agency has established procedures to prevent all forms of EEO discrimination.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>C.2.a</b>	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance?	Yes	Anti-Harassment policy completed and distributed throughout the agency. Training conducted during new employee experience (onboarding).
<b>C.2.a.1</b>	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment?	Yes	
<b>C.2.a.2</b>	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director?	Yes	
<b>C.2.a.3</b>	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations?	Yes	Anti-Harassment Program Manager is made aware of all allegations of harassment (when anonymity is waived).
<b>C.2.a.4</b>	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment?	Yes	The HCMO/ER office holds primary responsibility for anti-harassment complaints processing.
<b>C.2.a.5</b>	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? If "no", please provide the percentage of timely-processed inquiries in the comment column.	Yes	
<b>C.2.a.6</b>	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment?	Yes	
<b>C.2.b</b>	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance?	Yes	
<b>C.2.b.1</b>	Is there a designated agency official or other mechanism in place to	Yes	

	coordinate or assist with processing requests for disability accommodations throughout the agency?		
<b>C.2.b.2</b>	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director?	Yes	
<b>C.2.b.3</b>	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes?	Yes	
<b>C.2.b.4</b>	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?	Yes	
<b>C.2.b.5</b>	Does the agency process all accommodation requests within the time frame set forth in its reasonable accommodation procedures? If "no", please provide the percentage of timely-processed requests in the comment column.	Yes	
<b>C.2.c</b>	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?	Yes	
<b>C.2.c.1</b>	Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? If "yes", please provide the internet address in the comment column.	Yes	The PAS procedures are included in the Reasonable Accommodation Instruction. The instruction is posted on the public website. <a href="#">EEO Regulation/Laws/Executive Order (dcsa.mil)</a>
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>C.3.a</b>	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	Yes	

	and their participation in the EEO program?		
<b>C.3.b</b>	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities?	Yes	
<b>C.3.b.1</b>	Resolve EEO problems/disagreements/ conflicts, including the participation in ADR proceedings?	Yes	
<b>C.3.b.2</b>	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators?	Yes	HCMO-All employees to include supervisors/managers held to standard of conduct.
<b>C.3.b.3</b>	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation?	Yes	
<b>C.3.b.4</b>	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees?	Yes	
<b>C.3.b.5</b>	Provide religious accommodations when such accommodations do not cause an undue hardship?	Yes	
<b>C.3.b.6</b>	Provide disability accommodations when such accommodations do not cause an undue hardship?	Yes	
<b>C.3.b.7</b>	Support the EEO program in identifying and removing barriers to equal opportunity?	Yes	
<b>C.3.b.8</b>	Support the anti-harassment program in investigating and correcting harassing conduct?	Yes	
<b>C.3.b.9</b>	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?	Yes	
<b>C.3.c</b>	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?	Yes	
<b>C.3.d</b>	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency?	Yes	

 Compliance Indicator  Measures	<b>C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>C.4.a</b>	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?	Yes	HCMO and DEO Data Analyst to create timelines on Action Plan
<b>C.4.b</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?	Yes	
<b>C.4.c</b>	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables?	Yes	
<b>C.4.d</b>	Does the HR office timely provide the EEO office with timely access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request?	Yes	
<b>C.4.e</b>	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:		
<b>C.4.e.1</b>	Implement the Affirmative Action Plan for Individuals with Disabilities?	Yes	
<b>C.4.e.2</b>	Develop and/or conduct outreach and recruiting initiatives?	Yes	
<b>C.4.e.3</b>	Develop and/or provide training for managers and employees?	Yes	
<b>C.4.e.4</b>	Identify and remove barriers to equal opportunity in the workplace?	Yes	
<b>C.4.e.5</b>	Assist in preparing the MD-715 report?	Yes	
 Compliance Indicator  Measures	<b>C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>

Measures			
C.5.a	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct?	Yes	
C.5.b	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	Yes	
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?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.6 – The EEO office advises managers/supervisors on EEO matters.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
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? If "yes", please identify the frequency of the EEO updates in the comment column.	Yes	State of EEO / Mission and Directorate Briefings
C.6.b	Are EEO officials readily available to answer managers' and supervisors' questions or concerns?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
D.1.a	Does the agency have a process for identifying triggers in the workplace?	Yes	
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; reasonable accommodation program; anti-	Yes	

	harassment program; and/or external special interest groups?		
<b>D.1.c</b>	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?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>D.2.a</b>	Does the agency have a process for analyzing the identified triggers to find possible barriers?	Yes	Leadership Development Program Cohort did a Barrier Analysis Dec 2022.
<b>D.2.b</b>	Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability?	Yes	
<b>D.2.c</b>	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?	Yes	
<b>D.2.d</b>	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; reasonable accommodation program; anti-harassment program; and/or external special interest groups? If "yes", please identify the data sources in the comments column.	Yes	Data sources include EEO complaint data, exit surveys, FEVS scores, focus groups, special emphasis program coordinators, and D&I council members.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>D.3 – The agency establishes appropriate action plans to remove identified barriers.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>D.3.a.</b>	Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices?	Yes	The culture action plan has language to remove barriers. The DEO Strategic Plan that has actions.
<b>D.3.b</b>	If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I,	Yes	The culture action plan has language to remove barriers. The

	including meeting the target dates for the planned activities?		DEO Strategic Plan that has actions.
<b>D.3.c</b>	Does the agency periodically review the effectiveness of the plans?	Yes	The culture action plan has language to remove barriers. The DEO Strategic Plan that has actions.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>D.4.a</b>	Does the agency post its affirmative action plan on its public website? Please provide the internet address in the comments.	Yes	<a href="https://www.dcsa.mil/">https://www.dcsa.mil/</a>
<b>D.4.b</b>	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies?	Yes	
<b>D.4.c</b>	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly?	Yes	
<b>D.4.d</b>	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?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>E.1.a</b>	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes	
<b>E.1.b</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)?	Yes	
<b>E.1.c</b>	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	Yes	
<b>E.1.d</b>	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(l)? If	Yes	Average processing time is 15-30 days.

	so, please provide the average processing time in the comments.		
<b>E.1.e</b>	Does the agency ensure 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)?	Yes	
<b>E.1.f</b>	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes	
<b>E.1.g</b>	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)?	Yes	
<b>E.1.h</b>	When the complainant does not request a hearing, does the agency timely issue the final agency decision (FAD), pursuant to 29 CFR §1614.110(b)?	Yes	
<b>E.1.i</b>	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)?	Yes	
<b>E.1.j</b>	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? If "yes", please describe how in the comment column.	Yes	
<b>E.1.k</b>	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?	Yes	
<b>E.1.l</b>	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.2 – The agency has a neutral EEO process.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>

<b>E.2.a</b>	Has the agency established a clear separation between its EEO complaint program and its defensive function? If "yes", please explain.	Yes	To ensure there is no perception of undue influence, OGC is not integrated into the EEO complaint process until case is docketed at the EEOC AJ hearing stage.
<b>E.2.b</b>	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? If "yes," please identify the source/location of the attorney who conducts the legal sufficiency review in the comment column.	Yes	The DCSA General Counsel appoints non-defense attorney to perform legal sufficiency reviews, as needed.
<b>E.2.c</b>	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?	Yes	
<b>E.2.d</b>	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions?	Yes	
<b>E.2.e</b>	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>E.3.a</b>	Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process?	Yes	
<b>E.3.b</b>	Does the agency require managers and supervisors to participate in ADR once it has been offered?	No	EEO ADR mediation is voluntary for all parties. Managers and supervisors are not required to participate in EEO ADR mediation, although deemed appropriate to explore resolution
<b>E.3.c</b>	Does the agency encourage all employees to use ADR, where ADR is appropriate?	Yes	Managers and supervisor seek guidance from OGC when presented with EEO ADR requests and frequently decline participating in EEO ADR mediation.

<b>E.3.d</b>	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process?	Yes	
<b>E.3.e</b>	Does the agency prohibit the responsible management official named in the dispute from having settlement authority?	Yes	
<b>E.3.f</b>	Does the agency annually evaluate the effectiveness of its ADR program?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>E.4.a</b>	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:	Yes	
<b>E.4.a.1</b>	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official?	No	The iComplaints database has been rendered inefficient since June 2023.
<b>E.4.a.2</b>	The race, national origin, sex, and disability status of agency employees?	Yes	
<b>E.4.a.3</b>	Recruitment activities?	Yes	
<b>E.4.a.4</b>	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status?	Yes	DEO continues to work with HCMO to resolve data gaps.
<b>E.4.a.5</b>	The processing of requests for reasonable accommodation?	Yes	
<b>E.4.a.6</b>	The processing of complaints for the anti-harassment program?	Yes	Anti-Harassment program is housed in HCMO/ER.
<b>E.4.b</b>	Does the agency have a system in place to re-survey the workforce on a regular basis?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>E.5.a</b>	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? If "yes", provide an example in the comments.	Yes	DCSA conducted an analysis of higher-level positions (grades 13, 14, 15, and SES).

<b>E.5.b</b>	Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? If "yes", provide an example in the comments.	Yes	DCSA participates in the intelligence community's (IC's) regular council meetings where information and best practices are shared among the 18 IC organizations.
<b>E.5.c</b>	Does the agency compare its performance in the EEO process to other federal agencies of similar size?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>F.1.a</b>	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions?	Yes	
<b>F.1.b</b>	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements?	Yes	
<b>F.1.c</b>	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief?	Yes	
<b>F.1.d</b>	Are procedures in place to process other forms of ordered relief promptly?	Yes	
<b>F.1.e</b>	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?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>F.2.a</b>	Does the agency timely respond and fully comply with EEOC orders?	Yes	
<b>F.2.a.1</b>	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office?	Yes	
<b>F.2.a.2</b>	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?	Yes	

<b>F.2.a.3</b>	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations?	Yes	
<b>F.2.a.4</b>	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.3 - The agency reports to EEOC its program efforts and accomplishments.</b>	<b>Measure Met (Yes/No/NA)</b>	<b>Comments</b>
<b>F.3.a</b>	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report?	Yes	
<b>F.3.b</b>	Does the agency timely post on its public webpage its quarterly No FEAR Act data?	Yes	

## Part H: EEO Plan for Attaining the Elements for a Model EEO Program

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Defense Counterintelligence and Security Agency</b>	<b>FY 2023</b>	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Efficiency B.5.a.1 EEO Complaint Process	
OBJECTIVE:	Managers and supervisors will be trained in the Equal Employment Complaint process.	
RESPONSIBLE OFFICIAL:	Office of DEO Office of HCMO	
DATE OBJECTIVE INITIATED:	March 1, 2024	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2024	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Office of DEO-Compliance and Complaints collaborating with Human Resources to build online training (STEPP)	May 1, 2024	
Ensure student register to support tracking ability	July 8, 2024	
Have capability to obtain training data and assess training results	September 30, 2024	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

<b>EEOC FORM 715-01 PART H</b>	<b><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Defense Counterintelligence and Security Agency</b>	<b>FY 2023</b>	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Efficiency B.5.a.2 Reasonable Accommodation Procedures	
OBJECTIVE:	Managers and supervisors will be trained in the Reasonable Accommodation process.	
RESPONSIBLE OFFICIAL:	Office of DEO Office of HCMO	
DATE OBJECTIVE INITIATED:	<i>March 1, 2024</i>	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	<i>September 30, 2024</i>	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Office of DEO-Compliance and Complaints collaborating with Human Resources to build online training (STEPP)	<i>May 1, 2024</i>	
Ensure student register to support tracking ability	<i>July 8, 2024</i>	
Have capability to obtain training data and assess training results	<i>September 30, 2024</i>	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Defense Counterintelligence and Security Agency</b>	<b>FY 2023</b>	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<b>Efficiency</b> B.5.a.3. Anti-Harassment Policy	
OBJECTIVE:	HCMO in partnership with DEO will start training managers and supervisors on DCSA's Anti-Harassment Policy.	
RESPONSIBLE OFFICIAL:	Office of DEO Office of HCMO	
DATE OBJECTIVE INITIATED:	March 1, 2024	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2024	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Office of DEO - Compliance and Complaints Division to collaborate with Human Capital Management Office (HCMO) to build online training (STEPP)	May 1, 2024	
Ensure participant registration for tracking ability	July 8, 2024	
Have capability to obtain training data and assess training results	September 30, 2024	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

<b>EEOC FORM 715-01 PART H</b>	<b><i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Defense Counterintelligence and Security Agency</b>	<b>FY 2023</b>	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<b>Efficiency</b> 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	
OBJECTIVE:	DEO will begin to train managers and supervisor on DCSA's ADR policy and benefits associated with it.	
RESPONSIBLE OFFICIAL:	Office of DEO Office of HCMO	
DATE OBJECTIVE INITIATED:	March 1, 2024	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2024	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
Office of DEO-Compliance and Complaints collaborating with Human Resources Management Office to build online training (STEPP)	May 1, 2024	
Ensure student register to support tracking ability	July 8, 2024	
Have capability to obtain training data and assess training results	September 30, 2024	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Defense Counterintelligence and Security Agency</b>	<b>FY 2023</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	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)].	
OBJECTIVE:	Agency to post its Affirmative Action Plan on public and internal facing websites.	
RESPONSIBLE OFFICIAL:	Office of DEO	
DATE OBJECTIVE INITIATED:	October 2019	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2023 (updated)	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)	
1. Revise AAP to represent newly transformed agency	<b>September 2023</b>	
2. Submit AAP to EEOC for review/comment	<b>September 2023</b>	
3. Finalize and post on public/internal-facing websites	<b>December 2023</b>	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  DCSA completed the Affirmative Action Plan for individuals with disabilities in September 2021. Previous EEOC recommendations in this area have been corrected to include posting the AAP on DCSA's website on September 30, 2023.		

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Defense Counterintelligence and Security Agency</b>	<b>FY 2023</b>	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<b>Efficiency</b> E.3.b Does the agency require managers and supervisors to participate in ADR once it has been offered	
OBJECTIVE:	DCSA will collaborate with Office of General Counsel to require managers or supervisors to participate in ADR if the other party wants to pursue this process.	
RESPONSIBLE OFFICIAL:	Office of DEO Office of General Council	
DATE OBJECTIVE INITIATED:	February 2024	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 2024	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Office of DEO-Compliance and Complaints to collaborate with Office of General Counsel to promote use of ADR to resolve workplace issues at the lowest level; in line with current ADR Policy.	September 2024	
Incorporate new policy or process in ADR training for supervisor/managers	September 2024	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

<b>EEOC FORM 715-01 PART H</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>DCSA</b>	<b>FY 2023</b>	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	<b>Efficiency</b> E.4.a.1 Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official	
OBJECTIVE:	DCSA is exploring another data base whereas complaints will be entered for processing and tracking.	
RESPONSIBLE OFFICIAL:	Office of DEO Office of OCIO	
DATE OBJECTIVE INITIATED:	February 2024	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	December 2024	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
Rework current contract to ensure security concerns are vetted for replacement tracking system.	December 2024	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

## Part I: EEO Plan to Eliminate Identified Barriers

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

### PART I. 1 - STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce data tables	A1	As compared to Civilian Labor Force (CLF) figures, Hispanic males and females, Asian American females, and White males and females have lower than expected workforce participation rates.

### EEO GROUP(S) AFFECTED BY TRIGGER

EEO Group	Affected by Trigger? (Yes/No)
All Men	No
All Women	No
Hispanic or Latino Males	Yes
Hispanic or Latina Females	Yes
White Males	Yes
White Females	Yes
Black or African American Males	No
Black or African American Females	No
Asian American Males	No
Asian American Females	Yes
Native Hawaiian or Other Pacific Islander Males	No
Native Hawaiian or Other Pacific Islander Females	No
American Indian or Alaska Native Males	No
American Indian or Alaska Native Females	No

EEO Group	Affected by Trigger? (Yes/No)
Two or More Races Males	No
Two or More Races Females	No

### BARRIER ANALYSIS PROCESS

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected																																																																									
Workforce Data Tables A1	Yes	<p>At the conclusion of FY 2023, DCSA had a total permanent workforce of 5088 employees. DCSA's workforce is a diverse organization with broad demographic representation. Participation rates for groups falling below the CLF are noted in red, as noted in Part A. Further analysis reveals the following:</p> <p><b>Hires and Separations</b></p> <p>DCSA gained 770 employees during FY 2023 and lost 469 employees. The following table shows a comparison of the rates of each group within new hires and separations by ERI/G to their respective workforce participation and CLF rates. The benchmark for workforce participation and new hires is the CLF and the benchmark for separations is workforce participation. New hires <u>below</u> the CLF are in red. Separations <u>above</u> the workforce participation rate are in red.</p> <table border="1"> <thead> <tr> <th rowspan="2">ERI/G</th> <th rowspan="2">CLF 2014-2018</th> <th colspan="3">FY 2023</th> </tr> <tr> <th>% Workforce Participation</th> <th>% New Hires</th> <th>% Separations</th> </tr> </thead> <tbody> <tr> <td>Males</td> <td>51.79%</td> <td>48.80</td> <td>48.18</td> <td>55.22</td> </tr> <tr> <td>Females</td> <td>48.21%</td> <td>51.20</td> <td>51.82</td> <td>44.78</td> </tr> <tr> <td>Hispanic Males</td> <td>6.82%</td> <td>3.18</td> <td>2.86</td> <td>2.77</td> </tr> <tr> <td>Hispanic Females</td> <td>6.16%</td> <td>3.42</td> <td>3.90</td> <td>3.41</td> </tr> <tr> <td>White Males</td> <td>35.65%</td> <td>34.38</td> <td>30.91</td> <td>37.10</td> </tr> <tr> <td>White Females</td> <td>31.82%</td> <td>30.66</td> <td>29.22</td> <td>22.39</td> </tr> <tr> <td>Black Males</td> <td>5.70%</td> <td>7.80</td> <td>10.00</td> <td>10.45</td> </tr> <tr> <td>Black Females</td> <td>6.61%</td> <td>14.11</td> <td>14.94</td> <td>15.35</td> </tr> <tr> <td>Asian Males</td> <td>2.19%</td> <td>2.56</td> <td>2.21</td> <td>2.35</td> </tr> <tr> <td>Asian Females</td> <td>2.18%</td> <td>1.85</td> <td>1.17</td> <td>1.71</td> </tr> <tr> <td>Native Hawaiian-Pacific Islander Males</td> <td>0.08%</td> <td>0.08</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Native Hawaiian-Pacific Islander Females</td> <td>0.08%</td> <td>0.35</td> <td>0.26</td> <td>0.43</td> </tr> <tr> <td>American Indian or Alaska Native Males</td> <td>0.31%</td> <td>0.39</td> <td>0.00</td> <td>0.43</td> </tr> </tbody> </table>	ERI/G	CLF 2014-2018	FY 2023			% Workforce Participation	% New Hires	% Separations	Males	51.79%	48.80	48.18	55.22	Females	48.21%	51.20	51.82	44.78	Hispanic Males	6.82%	3.18	2.86	2.77	Hispanic Females	6.16%	3.42	3.90	3.41	White Males	35.65%	34.38	30.91	37.10	White Females	31.82%	30.66	29.22	22.39	Black Males	5.70%	7.80	10.00	10.45	Black Females	6.61%	14.11	14.94	15.35	Asian Males	2.19%	2.56	2.21	2.35	Asian Females	2.18%	1.85	1.17	1.71	Native Hawaiian-Pacific Islander Males	0.08%	0.08	0.00	0.00	Native Hawaiian-Pacific Islander Females	0.08%	0.35	0.26	0.43	American Indian or Alaska Native Males	0.31%	0.39	0.00	0.43
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<p>Examination of applicant flow data for DCSA's major occupations (General Investigation (1810), Security Administration (0080), General Inspection, Investigation, Enforcement, and Compliance (1801), Information Technology Management (2210), and Intelligence (0132) indicates that 100% of males (55.10%) and females (44.90%) of all qualified applicants voluntarily identified their race, ethnicity, and gender. The following table is for Security Administration (0080), representing the largest segment of the DCSA workforce.</p>																																																																																																												
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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
		<p>Review of this data indicates that all ethnicities and races were among applicants who applied, were qualified, and referred for positions in this series, white males and females were selected for 43% of available positions, black males and females were selected for 39%, and Hispanic males and females were selected to fill approximately 10% of available positions. Native Hawaiian/Pacific Islanders females, American Indian males and females, and males with two or more races were not selected for these positions in FY 2023. Recruitment and application stages for underrepresented populations are identified for additional barrier analysis.</p>
Complaint Data (Trends)	No	
Grievance Data (Trends)	N/A	
Findings from Decisions	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	NA	

### STATUS OF BARRIER ANALYSIS PROCESS

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No-In Progress 9/30/2023	No

### STATEMENT OF IDENTIFIED BARRIER(S)

Description of Policy, Procedure, or Practice
<p><b>Policy:</b> Lack of required training for hiring managers in advance of filling positions. Guidance needed on how to conduct fair, equitable, and/or inclusive recruitment or selections strategies.</p> <p><b>Practice:</b> Limited outreach events focused on affected groups or populations.</p> <p><b>Practice:</b> Limited/no availability, use, or comprehension of applicant flow data to communicate deficiencies.</p> <p><b>Practice:</b> Barrier analysis was not conducted in DCSA during the first few years following the merger/transition (2019). However, a contract was awarded at the end of FY 2023 to Ruiz Strategies to correct this need.</p> <p>NOTE: Ruiz Strategies consultants were tasked with analyzing workforce data to identify any potential barriers or trends related to employment with DCSA that warrant further investigation. Triggers were identified based on anomalies between the percentages associated with groups representing various dimensions of diversity and the appropriate comparison value as stated within the MD-715.</p>

### OBJECTIVE(S) AND DATES FOR EEO PLAN

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed
Complete a barrier analysis to identify specific policy, procedure or practices that may be causing triggers.	9/30/2023	3/30/2024	Yes		2/16/2024
Examine triggers to determine reasons why certain groups are underrepresented in the workplace.	3/30/2024	9/30/2024	Yes		
Recommend and communicate ways to eliminate identified barriers.	4/30/2024	9/30/2024	Yes		

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed
Track progress towards reversing or eliminating identified barriers.	5/30/2024	9/30/2024	Yes		

**RESPONSIBLE OFFICIAL(S)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DEO	Dr. Theresa Horne	No
Deputy Director, DEO	Dr. Carey Williams	No
Deputy Chief, Complaints and Compliance Division	Ms. Suhai Alston	No
Deputy Chief, Culture and Inclusion Division	Ms. Carolyn Leary	No
Director, Human Capital Management Office	Mr. Rich Rennolds	No

**PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE**

Target Date	Planned Activities	Modified Date	Completion Date
3/2024	Complete barrier analysis, identify triggers impacting affected populations.		2/16/2024
5/2024	Conduct a comprehensive applicant flow data analysis of DCSA's major occupations and senior leadership occupations.		
9/2024	Increase outreach and recruitment efforts geared toward underrepresented populations.		
9/2024	Gather/collect exit (or stay) interview data to identify possible trends, barriers that affect and/or influence identified populations.		

**REPORT OF ACCOMPLISHMENTS**

Fiscal Year	Accomplishments

<b>2023</b>	N/A
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**PART I.2 - STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

<b>Source of the Trigger</b>	<b>Specific Workforce Data Table</b>	<b>Narrative Description of Trigger</b>
Workforce data tables	A4	Certain demographic groups have lower participation rates in GG-13 through 15 and SES as compared to total workforce participation.

**EEO GROUP(S) AFFECTED BY TRIGGER**

<b>EEO Group</b>	<b>Affected by Trigger? (Yes/No)</b>
All Men	No
All Women	Yes (GG-13 through 15, SES)
Hispanic or Latino Males	Yes (GG-15, SES)
Hispanic or Latino Females	Yes (GG-13 through 15, SES)
White Males	No
White Females	Yes (GG-13 through 15, SES)
Black or African American Males	No
Black or African American Females	Yes (GG-13 through 15, SES)
Asian Males	Yes (GG-15, SES)
Asian Females	Yes (GG-13 through 14, SES)
Native Hawaiian or Other Pacific Islander Males	Yes (GG-13, SES)
Native Hawaiian or Other Pacific Islander Females	Yes (GG13 through 14, SES)
American Indian or Alaska Native Males	Yes (GG-13 through 15, SES)
American Indian or Alaska Native Females	Yes (SES)
Two or More Races Males	Yes (GG-13 through 14, SES)
Two or More Races Females	Yes (GG-13, GG-15, SES)

BARRIER ANALYSIS PROCESS

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected																																																																																																																																	
Workforce Data Tables  A1, A4, A7 (SES)	Yes	<p>Participation rates for grades 13, 14, 15, and SES are shown below and groups falling below their respective workforce participation rates are indicated in red.</p> <table border="1" data-bbox="461 829 1490 1507"> <thead> <tr> <th rowspan="2">ERI/G</th> <th rowspan="2"></th> <th rowspan="2">Workforce Participation</th> <th rowspan="2">GG 13</th> <th rowspan="2">GG 14</th> <th colspan="2">Executive/Senior Level</th> </tr> <tr> <th>GG 15</th> <th>SES</th> </tr> </thead> <tbody> <tr> <td rowspan="2">All</td> <td>Male</td> <td>48.80%</td> <td>2483</td> <td>55.41%</td> <td>58.46%</td> <td>65.02%</td> <td>73.17%</td> </tr> <tr> <td>Female</td> <td>51.20%</td> <td>2605</td> <td>44.59%</td> <td>41.54%</td> <td>34.98%</td> <td>26.83%</td> </tr> <tr> <td rowspan="2">Hispanic or Latino</td> <td>Male</td> <td>3.18%</td> <td>162</td> <td>3.94%</td> <td>3.65%</td> <td>1.97%</td> <td>2.44%</td> </tr> <tr> <td>Female</td> <td>3.42%</td> <td>174</td> <td>3.17%</td> <td>1.54%</td> <td>0.99%</td> <td>0.00%</td> </tr> <tr> <td rowspan="2">White</td> <td>Male</td> <td>34.38%</td> <td>1749</td> <td>39.26%</td> <td>39.23%</td> <td>53.20%</td> <td>63.41%</td> </tr> <tr> <td>Female</td> <td>30.66%</td> <td>1560</td> <td>24.88%</td> <td>23.85%</td> <td>20.69%</td> <td>24.39%</td> </tr> <tr> <td rowspan="2">Black or African American</td> <td>Male</td> <td>7.80%</td> <td>397</td> <td>8.81%</td> <td>9.42%</td> <td>7.39%</td> <td>4.88%</td> </tr> <tr> <td>Female</td> <td>14.11%</td> <td>718</td> <td>13.68%</td> <td>13.46%</td> <td>9.85%</td> <td>2.44%</td> </tr> <tr> <td rowspan="2">Asian</td> <td>Male</td> <td>2.56%</td> <td>130</td> <td>2.55%</td> <td>4.62%</td> <td>1.48%</td> <td>0.00%</td> </tr> <tr> <td>Female</td> <td>1.85%</td> <td>94</td> <td>1.70%</td> <td>1.92%</td> <td>1.97%</td> <td>0.00%</td> </tr> <tr> <td rowspan="2">Native Hawaiian or Other Pacific Islander</td> <td>Male</td> <td>0.08%</td> <td>4</td> <td>0.00%</td> <td>0.19%</td> <td>0.00%</td> <td>0.00%</td> </tr> <tr> <td>Female</td> <td>0.35%</td> <td>18</td> <td>0.31%</td> <td>0.19%</td> <td>0.99%</td> <td>0.00%</td> </tr> <tr> <td rowspan="2">American Indian or Alaska Native</td> <td>Male</td> <td>0.39%</td> <td>20</td> <td>0.39%</td> <td>0.96%</td> <td>0.00%</td> <td>2.44%</td> </tr> <tr> <td>Female</td> <td>0.31%</td> <td>19</td> <td>0.54%</td> <td>0.00%</td> <td>0.49%</td> <td>0.00%</td> </tr> <tr> <td rowspan="2">Two or More Races</td> <td>Male</td> <td>1.05%</td> <td>21</td> <td>0.46%</td> <td>0.38%</td> <td>0.99%</td> <td>0.00%</td> </tr> <tr> <td>Female</td> <td>1.05%</td> <td>22</td> <td>0.31%</td> <td>0.58%</td> <td>0.00%</td> <td>0.00%</td> </tr> </tbody> </table> <p><b>Applicant Flow Data</b></p> <p>A review of the applicant flow data for FY 2023 of applicants for GG-13 through 15 and SES positions was conducted. Of the applicants for GG-13 through 15 and SES positions, all identified their race and/or gender.</p> <p>A preliminary review of the data reveals the following trends:</p> <ul style="list-style-type: none"> <li>• White applicants were selected at higher rates than any other group;</li> <li>• White females applied at rates significantly lower than their respective CLF rates;</li> </ul>	ERI/G		Workforce Participation	GG 13	GG 14	Executive/Senior Level		GG 15	SES	All	Male	48.80%	2483	55.41%	58.46%	65.02%	73.17%	Female	51.20%	2605	44.59%	41.54%	34.98%	26.83%	Hispanic or Latino	Male	3.18%	162	3.94%	3.65%	1.97%	2.44%	Female	3.42%	174	3.17%	1.54%	0.99%	0.00%	White	Male	34.38%	1749	39.26%	39.23%	53.20%	63.41%	Female	30.66%	1560	24.88%	23.85%	20.69%	24.39%	Black or African American	Male	7.80%	397	8.81%	9.42%	7.39%	4.88%	Female	14.11%	718	13.68%	13.46%	9.85%	2.44%	Asian	Male	2.56%	130	2.55%	4.62%	1.48%	0.00%	Female	1.85%	94	1.70%	1.92%	1.97%	0.00%	Native Hawaiian or Other Pacific Islander	Male	0.08%	4	0.00%	0.19%	0.00%	0.00%	Female	0.35%	18	0.31%	0.19%	0.99%	0.00%	American Indian or Alaska Native	Male	0.39%	20	0.39%	0.96%	0.00%	2.44%	Female	0.31%	19	0.54%	0.00%	0.49%	0.00%	Two or More Races	Male	1.05%	21	0.46%	0.38%	0.99%	0.00%	Female	1.05%	22	0.31%	0.58%	0.00%	0.00%
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Findings from Decisions	No																																																																																																													

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	NA	

**STATUS OF BARRIER ANALYSIS PROCESS**

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No—In Progress	Yes

**STATEMENT OF IDENTIFIED BARRIER(S)**

Description of Policy, Procedure, or Practice
<p><b>Policy:</b> Lack of required training for hiring managers in advance of filling positions. Guidance needed on how to conduct fair, equitable, and/or inclusive recruitment or selections strategies.</p> <p><b>Practice:</b> DCSA’s vacancy announcements for Senior Executive Service (SES) are made as external hires only. There are no announced opportunities for internal promotions to the SES level.</p>

Description of Policy, Procedure, or Practice
<p><b>Practice:</b> Limited outreach events focused on affected groups or populations.</p> <p><b>Practice:</b> Limited/no availability, use, or comprehension of applicant flow data to communicate deficiencies.</p> <p><b>Practice:</b> Limited/no review of noted disparities in the four stages of the hiring process (application, qualified, referred, and selection).</p> <p><b>Practice:</b> Barrier analysis was not conducted in DCSA during the first few years following the merger/transition (2019). However, a contract was awarded at the end of FY 2023 to Ruiz Strategies to correct this need.</p> <p>NOTE: Ruiz Strategies consultants were tasked with analyzing workforce data to identify any potential barriers or trends related to employment with DCSA that warrant further investigation. Triggers were identified based on anomalies between the percentages associated with groups representing various dimensions of diversity and the appropriate comparison value as stated within the MD-715.</p>

### OBJECTIVE(S) AND DATES FOR EEO PLAN

Objective	Date Initiated	Target Date	Sufficient Funding & Staffing? (Yes or No)	Modified Date	Date Completed
Complete Barrier Analysis, identify triggers	9/30/2023	9/30/2024	Yes		2/16/2024

### RESPONSIBLE OFFICIAL(S)

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DEO	Dr. Theresa Horne	No
Chief, HCMO	Mr. Richard Rennolds	No

### PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE

Target Date	Planned Activities	Modified Date	Completion Date
September 2024	Conduct a review of DCSA's merit promotion program.		
September 2024	Examine tracking methods for career development and mentoring programs to ensure accuracy.		
September 2024	Conduct a comprehensive barrier analysis of higher grades and senior executive positions.		

REPORT OF ACCOMPLISHMENTS

Fiscal Year	Accomplishments
FY 2023	<ol style="list-style-type: none"> <li>1 DCSA's "Diversity, Equity, Inclusion and Accessibility (DEIA) Strategic Plan for Fiscal Years 2024-2028" was approved in FY 2023. The strategic plan provides a framework through which DCSA can create and sustain a diverse and inclusive workforce. In compliance with EO 14035, Diversity, Equity, Inclusion and Accessibility in the Federal Workplace. The purpose of DCSA's first DEIA Strategic Plan is to advance and drive the principles of DEIA across every continuum within DCSA to create a lasting and prevalent cultural transformation deeper into the 21st century. As implementation begins in FY 2024, action and communication plans will reinforce leadership's commitment to EEO and DEIA in program structure and governance.</li> <li>2 DCSA transitioned to a centralized processing center for reasonable accommodation requests and Equal Employment Opportunity complaints processing due to restructure of resources. This change in processes ensures timely responses to DCSA staff from subject matter experts.</li> <li>3 Approximately 200 requests for reasonable accommodations were processed in FY 2023. The average processing time for routine requests averaged 10 business days.</li> <li>4 DCSA utilizes automated system Entellitrak, a web-based case management tool for tracking reasonable accommodation requests. This tool will provide real-time tracking and allows for prompt reporting and case management.</li> <li>5 A total of approximately \$16,000 was utilized for the purchase of equipment through the reasonable accommodation program. The items included: stand-up desks, ergonomic equipment, and ergonomic chairs, etc.</li> <li>6 DCSA DEO completed a white paper on sit-to-stand desks being a workplace flexibility vs reasonable accommodation request (reduces RA requests, increased management approval authority).</li> <li>7 DCSA's reasonable accommodation team partnered with the Safety &amp; Occupational Health team to provide ergonomic assessments. The assessments provided helpful information on how to utilize the standard ergonomic chair issued to employees. They also provided</li> </ol>

	<p>recommendations on correct body posture, lumbar support, foot support, and correct line of site for monitors.</p> <ol style="list-style-type: none"> <li>8 Approximately 15 Architectural Barriers Studies were conducted at DCSA facilities to ensure compliance. In addition, DCSA conducted accessibility reviews of common area spaces to include gender neutral bathrooms, lactation lounges, etc.</li> <li>9 DCSA hired 770 employees in FY 2023. Of the 770 employees hires, 52.64% or (399) identified as not having a disability, 11.08% or (84) identified as an individual with a disability, 2.77% or (21) identified as an individual with a targeted disability and 33.51% or (254) chose not to identify.</li> <li>10 DCSA welcomes new hires through the New Employee Experience (NEX), a virtual onboarding program designed to effectively integrate workplace culture and optimize mission performance. The Diversity and Equal Opportunity Office provides EEO Complaint Processing, Alternative Dispute Resolution (ADR), Prevention of Sexual and Workplace Harassment, Reasonable Accommodation, and the No FEAR Act of 2002 training. In FY 2023, DCSA offered 13 NEX sessions and trained a total of 821 employees.</li> <li>11 DCSA created the framework for the 508-Compliance program. Successfully structured the 508-Compliance program within DCSA and created resourcing pathway for a team of 3-5 members supporting the program.</li> <li>12 DCSA provided American Sign Language (ASL) services contract support. In FY 2023, ASL was provided during eight agency-wide events and 43 times to support hearing impaired employees. DCSA has also provided this service for 5 background investigations to support mission critical work.</li> <li>13 Approval was authorized for 12 DCSA leaders and recruitment personnel to pilot the use of braille business cards. This increased inclusion and equity for positions with public interaction. In FY 2024, an assessment will be conducted to determine the necessity for other employees to have braille business cards.</li> <li>14 Using consistent communication with the workforce, reasonable accommodation articles were published in the Diversity and Equal Opportunity newsletter, and all policies/practices regarding reasonable accommodation were announced to the workforce via internal communications channels such as through intranet, F-SEPM network, Chief of Staff network, Teams channels and training opportunities.</li> <li>15 DCSA started a self-identification campaign to ensure that its current workforce data is accurate and up to date. The workforce was encouraged to voluntarily self-identify as an IWD or IWTD in an effort towards achieving the respective participation goals.</li> <li>16 HQ and Regional disability events were conducted to include Cultural Conversations "Neurodiversity in the Workplace" with 150+ attendees.</li> <li>17 DCSA posts disability awareness information on LinkedIn to maximize external outreach/education.</li> <li>18 DEO issued new policy for DEIA FY 2023. Leadership support, engagement, and communication of DCSA policy reviews and updates to incorporate DEIA initiatives in compliance with national guidance. In FY 2023, the Office of DEO expanded training offerings of EEO, DEIA, Cultural Competence, and Reasonable Accommodation to DCSA senior leaders, managers, supervisors, and staff at all levels in the organization.</li> </ol>
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	<p>19 DCSA continued its D&amp;I/EEO training contract agreement in compliance with Executive Order (EO) 13583, "Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workplace" and EO 14035, "Diversity, Equity, Inclusion and Accessibility in the Federal Workplace." This availability further equipped DCSA employees with knowledge, skills, and essential tools to drive change and improve accountability through participation in DEIA-related briefings. A few training topics offered to managers, supervisors and staff during this reporting period included Cultural Competency, Conflict Competency, and the Business Case for D&amp;I. Additionally, throughout the reporting cycle, the Office of DEO conducted a vast number of virtual training sessions with DCSA staff. Topics included but were not limited to the New Employee Experience (NEX), Civil Treatment in the Workplace, Workplace Diversity, Communication, Team Building, Conflict Management Strategies, and the Prevention of Workplace Harassment.</p> <p>20 During the FY 2023 reporting period, DCSA's Office of DEO continued to fill several vacancies to include Deputy Chiefs for Complaints and Compliance Division and the Culture and Inclusion Division, Culture Strategists, and two detailed military personnel in to fill the Data Analysts, and Climate Assessment Program Manager. Selections also included Career Broadening and Details of 6-months which further helped align and direct resources for the execution and achievement of EEO/DEIA initiatives. As DCSA continues its transformation and growth, the Office of DEO positions remain vital to ensure the success of meeting DCSA mission and goals.</p> <p>21 DCSA and the Office of DEO stood up a reimagined Special Emphasis Program with the training of 30 new Field Special Emphasis Program Managers (F-SEPMs) representing all regions and various directorates. The collaborative efforts of the Culture Strategists and F-SEPMs equip DCSA employees with knowledge to help drive change by hosting commemorative events and observances, assisting with community outreach efforts, performing data reviews and analysis, and serving as subject matter experts in the delivery of regional DEIA/EEO related information. Inclusion in an inspiring, supportive culture that is welcoming and encourages creativity at all levels across DCSA. A few highlighted programs in FY 2023 included Dr. Martin Luther King, Jr. commemoration, Women's History Month, Asian American, LGBTQ+ Pride, Hispanic Heritage Month, Native American Heritage, Disability Employment and Veterans Day.</p> <p>22 The Office of DEO continues to work with HCMO to improve accessibility for applicants with disabilities during the recruitment process to include expedited placement of current resumes in DCSA's repository. Through continuous improvement of accessibility and available resources for applicants with disabilities throughout the recruitment phase, DCSA continues to promote a supportive culture for all employees regardless of limitations.</p> <p>23 In FY 2023, DCSA created online advertisements in equal opportunity publications to highlight available opportunities in DCSA. DEO also publishes its quarterly, agency-wide newsletter, InVision. This effort is one forum through which DCSA can promote career and leadership development opportunities to include underserved and underrepresented populations.</p>
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	<p>24 Additionally, HCMO's Training Team sought participants for DCSA's Virtual Book Club as part of the Leadership Development Program. DEO in collaboration with HCMO's Training Team, served as facilitators during for DCSA's Virtual Book Club, reaching a diverse audience of employees from various directorates across DCSA. Likewise, with a focused approach on creating a more inclusive workplace, advertisements reached individuals with disabilities and underrepresented populations.</p> <p>25 The Office of DEO continues to provide current DEIA demographic data to regional directors and agency senior leadership each quarter. We continue to utilize DOD's standardized approach to data collection and analysis of DEIA-related information to accurately report trends and identify potential barriers. Quarterly reviews of available data with senior leadership, demonstrates DCSA's unequivocal commitment to promoting employee engagement, fostering innovative solutions, affording equitable access to resources and opportunities for all.</p>
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## Part J: Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

### EEOC FORM

#### *U.S. Equal Employment Opportunity Commission*

#### FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

### Section I: Efforts to Reach Regulatory Goals

EEOC regulations (29 C.F.R. § 1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with reportable and targeted disabilities in the Federal Government.

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)	Yes X	No 0
b. Cluster GS-11 to SES (PWD)	Yes 0	No X

Analysis of the permanent workforce data contained in table B-4 indicates the percentage of PWD in the GG-1 to GG-10 cluster was 8.58% in FY 2023, which falls below the 12% goal. However, there are 699 employees in that grade cluster compared to 4,389 employees in the GG-11-SES. DCSA will monitor to determine what hiring efforts can be put in place to increase participation rates for PWD at those grade levels.

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)	Yes 0	No X
b. Cluster GS-11 to SES (PWTD)	Yes 0	No X

N/A

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

Numeric hiring goals are shared during reoccurring senior leadership meetings, the monthly new employee orientation, presented at the annual State of the Agency briefing; discussed with hiring managers and HCMO. The goals are also highlighted on a quarterly basis in the demographic diversity dashboard, published in the DEO newsletter, and shared during National Disability Employment Awareness Month. Additionally, Part J was published in the agency's internal and external webpages.

## Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program

and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. Plan to Provide Sufficient & Competent Staffing for the Disability Program

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

Yes X      No 0

N/A

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			Kim Kersey Branch Chief, Special Hiring Human Capital Management Office <a href="mailto:Kimberly.l.kersey.civ@mail.mil">Kimberly.l.kersey.civ@mail.mil</a>
Answering questions from the public about hiring authorities that take disability into account	1			Kim Kersey Branch Chief, Special Hiring Human Capital Management Office <a href="mailto:Kimberly.l.kersey.civ@mail.mil">Kimberly.l.kersey.civ@mail.mil</a> **The recruitment team has 4 Recruiters and disability recruitment is a shared responsibility between all of the Recruiters.

Processing reasonable accommodation requests from applicants and employees	3			<p>Lori Lupo, Disability Program Manager, Diversity and Equal Opportunity, <a href="mailto:lorraine.a.lupo.civ@mail.mil">lorraine.a.lupo.civ@mail.mil</a></p> <p>Joy Chontosh, EEO Specialist <a href="mailto:joy.m.chontosh.civ@mail.mil">joy.m.chontosh.civ@mail.mil</a></p> <p>Suzette Ward, EEO Specialist <a href="mailto:Suzette.b.ward.civ@mail.mil">Suzette.b.ward.civ@mail.mil</a></p>
Section 508 Compliance	2			<p>Dr. Barbara Jackson, Deputy Chief Information Officer DCSA 508 Program Manager <a href="mailto:barbara.c.jackson.civ@mail.mil">barbara.c.jackson.civ@mail.mil</a></p> <p>Cpt. Liz Garza-Guidara, 508 Program Coordinator <a href="mailto:elizabeth.j.garzaguidara.civ@mail.mil">elizabeth.j.garzaguidara.civ@mail.mil</a></p>
Architectural Barriers Act Compliance	1			<p>Dr. Carey Williams, Deputy Director, Diversity and Equal Opportunity Office <a href="mailto:carey.J.williams2.civ@mail.mil">carey.J.williams2.civ@mail.mil</a> in coordination with Logistics Management Divisions and Facilities Management</p>
Special Emphasis Program for PWD and PWTB	1			<p>Dr. Carey Williams, Deputy Director, Diversity and Equal Opportunity Office <a href="mailto:carey.J.williams2.civ@mail.mil">carey.J.williams2.civ@mail.mil</a> in coordination with Logistics Management Divisions and Facilities Management</p>

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.

Yes X      No 0

In FY 2023, the agency engaged in training designed to increase the knowledge and skills among disability program staff. Key staff attended, Nuts and Bolts of Disability Law and Reasonable Accommodation, The Excel

Training Conference, Cultural Conversations: Emotional Intelligence, Cultural Conversations: Understanding Neurodiversity, Computer/Electronic Accommodation Program training, Diversity, Equity, Inclusion and Accessibility Summit, Unconscious Bias Training, OPM Guidance Regarding Gender Identity & Inclusion in Fed Workplace, Workplace Diversity, Equity and Inclusion in Action, Welcome Neurodiversity and Breaking Disability Barriers: Inclusive Practices for the Workplace.

**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*.

Yes  No

N/A

### 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 Applicants with Disabilities**

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

DCSA 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.

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

Under the Defense Civilian Intelligence Program (DCIPS) personnel system, DCSA is under the excepted service and does not have Schedule A hiring authority. Hiring managers are encouraged to select qualified applicants with disabilities from the agency resume repository and limit competition among those candidates when appropriate.

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

The applications are referred to the recruitment office of Human Capital Management Office (HCMO). HCMO replies to the individual advising where to find open positions and how to apply and that Schedule A does not apply. Individuals are asked to provide evidence of eligibility for hiring authorities that take disability into account; Schedule A letter is accepted to fulfill this requirement.

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.

Yes X      No 0      N/A 0

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

DCSA 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)

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)	Yes 0	No X
b. New Hires for Permanent Workforce (PWTD)	Yes 0	No X

In FY 2023 DCSA increased PWD hires to 14.81%. PWTD new hires also increased to 3.38% in FY 2023.

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.

a. New Hires for MCO (PWD)	Yes X	No 0
b. New Hires for MCO (PWTD)	Yes X	No 0

DCSA has five mission-critical occupations. The occupations are, 0080,0132,1801,1810 and 2210. Hiring for PWD and PWTD in the MCO's listed below fall below the 12 and 2 percent goals.

0080, PWD: 10.26%  
 0132, PWD: 9.09%  
 1801, PWTD: 0  
 1810, PWD: 8.00%  
 1810, PWTD: 0

DCSA continues to strategically recruit individuals with disabilities in an effort to meet its hiring goals.

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.

a. Qualified Applicants for MCO (PWD)	Yes 0	No 0
b. Qualified Applicants for MCO (PWTD)	Yes 0	No 0

DCSA does not have relevant applicant data.

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.

a. Promotions for MCO (PWD)	Yes X	No 0
b. Promotions for MCO (PWTD)	Yes X	No 0

The triggers that exist for the internal competitive promotions in the mission-critical occupations are listed below:

There were nine internal competitive promotions in the 0080 MCO, none identified as a PWD or PWTD.

There was one internal competitive promotion in the 0132 MCO, the individual did not identify as a PWD or PWTD.

There were seven internal competitive promotions in the 1810 MCO, none identified as a PWD or PWTD.

There were two internal competitive promotions in the 2210 MCO, none identified as a PWD or PWTD.

## 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

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

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



All applicants for career development opportunities are selected with supervisory approval. However, some also have course capacity numbers and registration is on a first come first serve basis. The only exception is the Leadership Development Program but only the selectees are tracked.

### 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)	Yes X	No 0
b. Awards, Bonuses, & Incentives (PWTD)	Yes X	No 0

**Time-Off Awards:** 1-10 hours, the inclusion rate for PWD is 4.58% and for PWTD is 1.87%, which is below the inclusion rate of persons with no disabilities at 5.56%

**Time-Off Awards:** 11-20 hours, the inclusion rate for PWD is 3.05%, which is below the inclusion rate of persons with no disabilities at 3.66%

**Cash Awards:** \$501 - \$999 the inclusion rate for PWD is 28.14% and for PWTD is 21.50% which is below the inclusion rate of persons with no disabilities at 31.43%

**Cash Awards:** \$1000 - \$1999, the inclusion rate for PWD is 53.90% and for PWTD is 39.25% which is below the inclusion rate of persons with no disabilities at 70.80%

**Cash Awards:** \$2000 - \$2999 the inclusion rate for PWD is 39.49% and for PWTD is 39.25% which is below the inclusion rate of persons with no disabilities at 45.51%

**Cash Awards:** \$3000 - \$3999, the inclusion rate for PWD is 26.27% and for PWTD is 23.36% which is below the inclusion rate of persons with no disabilities at 29.01%

**Cash Awards:** \$4000 - \$4999, the inclusion rate for PWD is 5.42% and for PWTD is 2.80% which is below the inclusion rate of persons with no disabilities at 6.06%

**Cash Awards:** \$5000 or more, the inclusion rate for PWD is 3.73% and for PWTD is 2.80% which is below the inclusion rate of persons with no disabilities at 7.58%

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)	Yes X	No 0
b. Pay increases (PWTD)	Yes X	No 0

Quality Step Increases (QSI) the inclusion rate for PWD is 4.58% and for PWTD is 1.87% which is below the inclusion rate of persons with no disabilities at 6.97%

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)	Yes 0	No 0	N/A X
b. Other types of recognition (PWTD)	Yes 0	No 0	N/A X

N/A

## D. Promotions

- a. 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.

1. *SES			
a. Qualified internal applicants (PWD)	Yes 0	No 0	
b. Internal selections (PWD)	Yes 0	No 0	
2. Grade GS-15			
a. Qualified internal applicants (PWD)	Yes 0	No X	
b. Internal selections (PWD)	Yes 0	No X	
3. Grade GS-14			
a. Qualified internal applicants (PWD)	Yes 0	No X	
b. Internal selections (PWD)	Yes X	No 0	
4. Grade GS-13			
a. Qualified internal applicants (PWD)	Yes 0	No X	
b. Internal selections (PWD)	Yes X	No 0	

\*SES data is unavailable for internal applicants

GG-14: There were 282 qualified applicants. 180 identified as having no disability (63.83%) 61 identified as PWD (21.63%), and 41 chose not to identify (14.54%) There were 13 selections, 11 (84.62%) no disability, 1 (7.69%) PWD, and 1 (7.69%) chose not to identify.

GG-13: There were 507 qualified applicants. 360 (71.01%) identified as having no disability, 84 (16.57%) identified as PWD, and 63 (12.43%) chose not to identify. There were 20 selections, 19 (95%) no disability, 0 PWD, and 1 (5%) chose not to identify.

- b. 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.

1. *SES			
a. Qualified internal applicants (PWTD)	Yes 0	No 0	
b. Internal selections (PWTD)	Yes 0	No 0	
2. Grade GS-15			
a. Qualified internal applicants (PWTD)	Yes 0	No X	
b. Internal selections (PWTD)	Yes 0	No X	

3. Grade GS-14			
a. Qualified internal applicants (PWT)	Yes 0	No X	
b. Internal selections (PWT)	Yes X	No 0	
4. Grade GS-13			
a. Qualified internal applicants (PWT)	Yes 0	No X	
b. Internal selections (PWT)	Yes X	No 0	

\* SES data is unavailable for internal applicants.

GG-14: There were 282 qualified applicants. 180 identified as having no disability (63.83%), 36 (12.77%) identified as PWT, and 41 chose not to identify (14.54%). There were 13 selections, 11 (84.62%) no disability, 0 PWT, 1 (7.69%) chose not to identify.

GG-13: There were 507 qualified applicants. 360 (71.01%) identified as having no disability, 32 (6.31%) identified as PWT, and 63 (12.43%) chose not to identify. There were 20 selections, 19 (95%) no disability, 0 PWT, and 1 (5%) chose not to identify.

c. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWT 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.

1. New hires to SES	(PWT)	Yes 0	No X
2. New hires to GS-15	(PWT)	Yes X	No 0
3. New hires to GS-14	(PWT)	Yes X	No 0
4. New hires to GS-13	(PWT)	Yes 0	No X

GG-15: 490 qualified applicants. 348 (71.02%) identified as no disability, 90(18.37%) identified as PWT, and 52 (10.61%) chose not to identify. There were 5 selections, 4 (80%) no disability, 0 PWT, and 1 (20%) chose not to identify.

GG-14: 1745 qualified applicants. 1259 (72.15%) identified as no disability, 311 (17.82%) identified as PWT, and 175 (10.03%) chose not to identify. There were 35 selections, 31 (88.57%) no disability, 2 (5.71%) PWT, and 2 (5.71%) chose not to identify.

It is important to note, SES, GG-15, GG-14 and GG-13 PWT in the permanent workforce all meet or exceed the 12 percent goal. (Exceeding in the total workforce)

d. 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.

1. New hires to SES	(PWTD)	Yes 0	No X
2. New hires to GS-15	(PWTD)	Yes X	No 0
3. New hires to GS-14	(PWTD)	Yes X	No 0
4. New hires to GS-13	(PWTD)	Yes 0	No X

GG-15: 490 qualified applicants. 348 (71.02%) identified as no disability, 49 (10%) identified as PWTD, and 52 (10.61%) chose not to identify. There were 5 selections, 4 (80%) no disability, 0 PWTD and 1 (20%) chose not to identify.

GG-14: 1745 qualified applicants. 1259 (72.15%) identified as no disability, 154 (8.83%) identified as PWTD, and 175 (10.03%) chose not to identify. There were 35 selections, 31 (88.57%) no disability, 2 PWTD (5.71%), and 2 (5.71%) chose not to identify.

It is important to note, SES, GG-14, and GG-13 PWTD in the permanent workforce all exceed the 2 percent goal. (Exceeding in the total workforce)

e. 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.

1. Executives				
a)	Qualified internal applicants (PWD)	Yes	0	No 0
b)	Internal selections (PWD)	Yes	0	No 0
2. Managers				
a)	Qualified internal applicants (PWD)	Yes	0	No 0
b)	Internal selections (PWD)	Yes	0	No 0
3. Supervisors				
a)	Qualified internal applicants (PWD)	Yes	0	No 0
b)	Internal selections (PWD)	Yes	0	No 0

DCSA does not collect relevant applicant data. Data is also unavailable for internal applicants at the management level and executive level.

Supervisory internal applicants are not broken down by grade level. Collectively there were 330 qualified applicants. 224 (67.88%) identified as no disability, 61 (18.48%) identified as PWD, and 45 (13.64) did not identify. There were 24 selections, 20 (83.33%) no disability, 2 PWD, (8.33%), and 2 (8.33%) chose not to identify.

In FY 2023 DCSA met the PWD 12 percent goal in the Executive, Management and Supervisory occupational categories.

f. Does your agency have a trigger involving PWTD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box.

1 Executives				
a)	Qualified internal applicants (PWTD)	Yes	0	No 0
b)	Internal selections (PWTD)	Yes	0	No 0
2 Managers				
a)	Qualified internal applicants (PWTD)	Yes	0	No 0
b)	Internal selections (PWTD)	Yes	0	No 0
3 Supervisors				
a)	Qualified internal applicants (PWTD)	Yes	0	No 0
b)	Internal selections (PWTD)	Yes	0	No 0

DCSA does not collect relevant applicant data. Data is also unavailable for internal applicants at the management level and executive level.

Supervisory internal applicants are not broken down by grade level. Collectively there were 330 qualified applicants. 224 (67.88%) identified as no disability, 30 (9.09%) identified as PWTD, and 45 (13.64) did not identify. There were 24 selections, 20 (83.33%) no disability, 1 (4.17%) PWTD, and 2 (8.33%) chose not to identify.

In FY 2023 DCSA met the PWTD 2 percent goal in the Executive, Management and Supervisory occupational categories.

- g. 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.
- |   |                                 |       |      |
|---|---------------------------------|-------|------|
| 1 | New hires for executives (PWD)  | Yes 0 | No X |
| 2 | New hires for managers (PWD)    | Yes 0 | No 0 |
| 3 | New hires for supervisors (PWD) | Yes 0 | No X |

Data is unavailable for new hires at the management level. Analysis of table B8-1 reveals supervisory internal applicants are not broken down by grade level. Collectively in FY 2023 qualified internal applicants and selections exceed the benchmark of 12 percent for PWD.

- h. 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.
- |    |                                  |       |      |
|----|----------------------------------|-------|------|
| 1. | New hires for executives (PWTD)  | Yes 0 | No X |
| 2. | New hires for managers (PWTD)    | Yes 0 | No 0 |
| 3. | New hires for supervisors (PWTD) | Yes 0 | No X |

Data is unavailable for new hires at the management level. Analysis of table B8-1 reveals 24333 supervisory internal applicants are not broken down by grade level. Collectively in FY 2023 qualified internal applicants and selections exceed the benchmark of 2 percent for PWTD.

## Section V: Plan to Improve Retention of Persons with Disabilities

To be a 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 personal assistance services.

### A. Voluntary and Involuntary Separations

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

Yes 0                      No 0                      N/A X

Under the Defense Civilian Intelligence Program (DCIPS) personnel system, we are excepted service and do not have Schedule A authority so conversion to competitive service is N/A.

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.

Voluntary separations (PWD)	Yes X	No 0
Involuntary separations (PWD)	Yes 0	No X

For voluntary separations, the inclusion rate for PWD is 11.86% which is higher than the inclusion rate for persons with no disabilities, 7.98%.

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.

Voluntary separations (PWTD)	Yes X	No 0
Involuntary separations (PWTD)	Yes 0	No X

Voluntary separations, the inclusion rate for PWTD is 14.01% which is higher than the inclusion rate for persons with no disability, 7.98%.

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*.

N/A

## B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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.

<http://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.

<http://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.

Fifteen (15) Architectural Barriers studies were conducted at DCSA facilities to ensure compliance. In addition, DCSA conducted accessibility reviews at all DCSA facilities to determine which locations had gender neutral bathrooms and lactation lounges.

DCSA created the framework for the 508-compliance program and created resourcing pathway for a team of 3-5 members supporting the program.

## C. Reasonable Accommodation Program

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

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

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

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.

DCSA transitioned to a centralized processing center for reasonable accommodation request processing due to restructure of resources. This change in process ensures consistent reasonable accommodation request handling by SMEs and a reduction in errors or miscommunication.

Approximately 250 requests for reasonable accommodation were processed in FY 2023.

DCSA utilizes automated system Entellitrak, a web-based case management tool for tracking reasonable accommodation requests. This tool provides real-time tracking and allows for prompt reporting and case management.

A total of approximately \$12,200 was utilized for the purchase of equipment through the reasonable accommodation program. The items included: stand-up desks, ergonomic equipment, and ergonomic chairs, etc.

DCSA's Office of DEO developed a white paper on sit-to-stand desks as a workplace flexibility versus a request for reasonable accommodation. With the approval in FY 2023 and collaboration between the Office of DEO and DCSA's Logistics Management Office, implementation of stated equipment needs as a flexibility, reduced the number of RA requests and increased managers ability to assess the needs of their employees for timely issuance of equipment.

DCSA's reasonable accommodation team partnered with the safety & occupational health team to provide ergonomic assessments. The assessments provided helpful information on how to utilize the standard ergonomic chair issued to employees. They also provided recommendations on correct body posture, lumbar support, foot support, and correct line of site for monitors.

DCSA provides American Sign Language (ASL) services contract support. In FY 2023, ASL was provided during eight agency-wide events and 43 times to support hearing impaired employees. DCSA has also provided this service for 5 background investigations to support mission critical work.

Approval was authorized for 12 DCSA leaders and recruitment personnel to pilot the use of braille business cards. This increased inclusion and equity for positions with public interaction. In FY 2024, an assessment will be conducted to determine the necessity for other employees to have braille business cards.

Using consistent communication with the workforce, reasonable accommodation articles were published in the Diversity and Equal Opportunity newsletter, and all policies/practices regarding reasonable accommodation were announced to the workforce via internal communications channels such as through intranet, F-SEPM network, Chief of Staff Network, Teams channels and training opportunities.

HQ and Regional disability events were conducted to include Cultural Conversations "Neurodiversity in the Workplace" with 150+ attendees.

DCSA posts disability awareness information on LinkedIn to maximize external outreach/education.

DCSA also offers reasonable accommodations to applicants on all job postings.

DCSA post reasonable accommodation contact information for all events, flyers, posters and use close captioning online.

DCSA welcomes new hires through the New Employee Experience (NEX), a virtual onboarding program designed to effectively integrate workplace culture and optimize mission performance. The Diversity and Equal Opportunity Office provides EEO Complaint Processing, Alternative Dispute Resolution (ADR), Prevention of Sexual and Workplace Harassment, Reasonable Accommodation, and the No FEAR Act of 2002 training. In FY 2023, DCSA offered 13 NEX sessions and trained a total of 821 employees.

## D. Personal Assistance Services Allowing Employees to Participate in the Workplace

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

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

PAS procedures are incorporated in the revised DCSA reasonable accommodation policy. PAS requests are processed in the same manner as reasonable accommodation requests. In FY 2023, 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?

Yes 0                      No X                      N/A 0

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?

Yes 0                      No X                      N/A 0

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?  
 Yes 0      No X      N/A 0
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?  
 Yes 0      No X      N/A 0
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.

N/A

## 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?  
 Yes 0      No X      N/A 0
2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?  
 Yes 0      No X      N/A 0
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.

<b>Trigger 1</b>	The percentage of internal applications from PWD and PWTD appears higher than PWD and PWTD representation in Internal Selections.			
<b>Barrier(s)</b>	More data is needed on the experience of Internal Competitive Promotions to Senior Grade Levels.			
<b>Objective(s)</b>	DCSA has contracted Ruiz Strategies to assist with the barrier analysis during FY 2024.			
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan? (Yes or No)</b>		
Office of Diversity and Equal Opportunity Human Capital Management Office				
<b>Barrier Analysis Process Completed? (Yes or No)</b>		<b>Barrier(s) Identified? (Yes or No)</b>		
No		No		
<b>Sources of Data</b>	<b>Sources Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>		
Workforce Data Tables	Yes	Workforce data tables revealed internal applications from PWD and PWTD at the GG-13 and GG-14 grade to be higher than the selection rate at those grade levels.		
Complaint Data (Trends)	No			
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No			
Climate Assessment Survey (e.g., FEVS)	No			
Exit Interview Data	No			
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No			
Other (Please Describe)	N/A			
<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Staffing &amp; Funding (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
8/2024	Work with Ruiz Strategies to identify specific objectives, strategies, and action steps to complete barrier analysis.			
9/2024	Develop Action plan based on results.			
<b>Fiscal Year</b>	<b>Accomplishments</b>			
	N/A			

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

<b>Trigger 2</b>	PWD are voluntarily departing the agency at a higher rate than persons with no disability.	
<b>Barrier(s)</b>	More data is needed to determine if the higher rate of voluntary separations is the result of a barrier.	
<b>Objective(s)</b>	DCSA has contracted Ruiz Strategies to assist with the barrier analysis during FY 2024.	
<b>Responsible Official(s)</b>		<b>Performance Standards Address the Plan? (Yes or No)</b>
Diversity and Equal Opportunity Office Human Capital Management Office		
<b>Barrier Analysis Process Completed? (Yes or No)</b>		<b>Barrier(s) Identified? (Yes or No)</b>
No		No
<b>Sources of Data</b>	<b>Sources Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>
Workforce Data Tables	Yes	The inclusion rate for PWD is 11.86 percent which is higher than the inclusion rate for persons with no disability, 7.98 percent.  The inclusion rate for PWTDD is 14.01% which is higher than the inclusion rate for persons with no disability, 7.98%.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	

Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	N/A	

## Supporting Documents:

Documents	Yes/No	Comments
Organizational Chart	Yes	Appendix A
EEO Policy Statement	Yes	Appendix B
DCSA Strategic Plan	Yes	Appendix C
Alternative Dispute Resolution Procedures	Yes	Appendix D
Anti-Harassment Policy and Procedures	Yes	Appendix E
Reasonable Accommodation Procedures	Yes	Appendix F
Personal Assistance Services Procedures	Yes	Appendix G

DCSA Organization Chart-HQ



DCSA Components  
Leadership Org Cha

[Annual Statement on Equal Employment Opportunity\(1\).pdf](#)

DCSA Strategic Plan FY22-FY27

[https://dod365.sharepoint-mil.us/sites/DCSA-CSO/\\_layouts/15/viewer.aspx?sourcedoc={d37596d5-e8f3-4e2f-87e0-6f4409df6255}](https://dod365.sharepoint-mil.us/sites/DCSA-CSO/_layouts/15/viewer.aspx?sourcedoc={d37596d5-e8f3-4e2f-87e0-6f4409df6255})

[Alternative Dispute Resolution.pdf](#)

[Workplace Harassment Prevention and Response.pdf](#)

[Reasonable Accommodation Program.pdf](#)

[Personal Assistance Services.pdf](#)