MD-715 - 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.

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving <u>PWD</u> 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	No	X
b. Cluster GS-11 to SES (PWD)	Yes	No	X

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving <u>PWTD</u> 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	No	X
b. Cluster GS-11 to SES (PWTD)	Yes	No	X

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

 Annual and quarterly briefings are given to each component, as well as an overall agency briefing, including the numerical goals compared to actual representation. DCMA exceeds the numerical goals overall as well as in each component.

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

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

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

Yes		x	No	

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD		3		Rocky Weaver, Director, Field Support Center rocky.d.weaver.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account		3		Rocky Weaver, Director, Field Support Center rocky.d.weaver.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	1			Beatrice Bernfeld, Disability Program Manager; Beatrice.m.bernfeld.civ@mail.mil
Section 508 Compliance	1			Antonio Boston; 508 Compliance ITSCO; Antonio.boston.civ@mail.mil
Architectural Barriers Act Compliance	1			Edward Spence; Facilities Manager; Edward.l.spence.civ@mail.mil
Special Emphasis Program for PWD and PWTD	1			Monique Mixon, Special Emphasis Program Manager; Monique.c.mixon.civ@mail.mil

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

Yes		X	No	

EXCEL – 2021; NLI webinars; WRP webinars

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		X	No	

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

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

DCMA encourages managers to access the WRP database as a recruitment tool for full time vacancies as well as short-term internships. Participation in recruitment events has been limited during the pandemic; however, DCMA participates remotely whenever possible.

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

Using the WRP internship program as an entrée, DCMA has been able to convert students into full-time positions through Schedule A.

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

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

Yes		X	No		N/A	

Use of Schedule A as a hiring vehicle is covered in mandatory management training classes as well as in all-employee messaging sent quarterly from the EEO Office.

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.

C. <u>Progression Towards Goals</u> <u>(Recruitment and Hiring)</u>

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

a. New Hires for Permanent Workforce (PWD) *data not available*	Yes	0	No	0
b. New Hires for Permanent Workforce (PWTD) *data not available*	Yes	0	No	0

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. New Hires for MCO (PWD) *data not available*	Yes	0	No	0
b. New Hires for MCO (PWTD) *data not available*	Yes	0	No	0

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Qualified Applicants for MCO (PWD) *data not available*	Yes	0	No	0
b. Qualified Applicants for MCO (PWTD) *data not available*	Yes	0	No	0

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

a. Promotions for MCO (PWD) *data not available*	Yes	0	No	0
b. Promotions for MCO (PWTD) *data not available*	Yes	0	No	0

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

Pursuant to 29 C.F.R §1614.203(d)(1)(aiii), 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.

Reviewing the demographics of the DCMA workforce across salary, grade, and occupations, PWD and PWTD are represented at or above the goals established by EEOC as well as commensurate with their representation in the DCMA workforce.

B. Career Development Opportunities

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

DCMA has several career development programs open to all employees on both a nomination and open enrollment basis. Some are specific to a particular career field, others are available for all interested employees.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

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

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWD) *data not available*	Yes	0	No	0
b. Selections (PWD) *data not available*	Yes	0	No	0

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant

pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

a. Applicants (PWTD) *data not available*	Yes	0	No	0
b. Selections (PWTD) *data not available*	Yes	0	No	0

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

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	No	X
b. Pay Increases (PWTD)	Yes	No	X

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		No	X	N/A
b. Other Types of Recognition (PWTD)	Yes		No	X	N/A

D. Promotions

1. Does your agency have a trigger involving <u>PWD</u> 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.

a. SES

i. Qualified Internal Applicants (PWD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWD) *data not available*	Yes	0	No	0

b. Grade GS-15

i. Qualified Internal Applicants (PWD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWD) *data not available*	Yes	0	No	0

c. Grade GS-14

i. Qualified Internal Applicants (PWD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWD) *data not available*	Yes	0	No	0

d. Grade GS-13

i. Qualified Internal Applicants (PWD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWD) *data not available*	Yes	0	No	0

2. Does your agency have a trigger involving <u>PWTD</u> 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.

a. SES

i. Qualified Internal Applicants (PWTD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWTD) *data not available*	Yes	0	No	0

b. Grade GS-15

i. Qualified Internal Applicants (PWTD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWTD) *data not available*	Yes	0	No	0

c. Grade GS-14

i. Qualified Internal Applicants (PWTD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWTD) *data not available*	Yes	0	No	0

d. Grade GS-13

i. Qualified Internal Applicants (PWTD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWTD) *data not available*	Yes	0	No	0

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> 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.

a. New Hires to SES (PWD) *data not available*	Yes	0	No	0
b. New Hires to GS-15 (PWD) *data not available*	Yes	0	No	0
c. New Hires to GS-14 (PWD) *data not available*	Yes	0	No	0
d. New Hires to GS-13 (PWD) *data not available*	Yes	0	No	0

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWTD</u> 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.

a. New Hires to SES (PWTD) *data not available*	Yes	0	No	0
b. New Hires to GS-15 (PWTD) *data not available*	Yes	0	No	0
c. New Hires to GS-14 (PWTD) *data not available*	Yes	0	No	0
d. New Hires to GS-13 (PWTD) *data not available*	Yes	0	No	0

5. Does your agency have a trigger involving <u>PWD</u> 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.

a. Executives

	Yes		No	
i. Qualified Internal Applicants (PWD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWD) *data not available*	Yes	0	No	0

b. Managers

	Yes		No	
i. Qualified Internal Applicants (PWD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWD) *data not available*	Yes	0	No	0

c. Supervisors

	Yes		No	
i. Qualified Internal Applicants (PWD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWD) *data not available*	Yes	0	No	0

6. Does your agency have a trigger involving <u>PWTD</u> 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.

a. Executives

	Yes		No	
i. Qualified Internal Applicants (PWTD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWTD) *data not available*	Yes	0	No	0

b. Managers

	Yes		No	
i. Qualified Internal Applicants (PWTD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWTD) *data not available*	Yes	0	No	0

c. Supervisors

	Yes		No	
i. Qualified Internal Applicants (PWTD) *data not available*	Yes	0	No	0
ii. Internal Selections (PWTD) *data not available*	Yes	0	No	0

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

	Yes		No	
a. New Hires for Executives (PWD) *data not available*	Yes	0	No	0
b. New Hires for Managers (PWD) *data not available*	Yes	0	No	0
c. New Hires for Supervisors (PWD) *data not available*	Yes	0	No	0

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWTD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

a. New Hires for Executives (PWTD) *data not available*	Yes	0	No	0
b. New Hires for Managers (PWTD) *data not available*	Yes	0	No	0
c. New Hires for Supervisors (PWTD) *data not available*	Yes	0	No	0

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

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

a. Voluntary Separations (PWD) *data not available*	Yes	0	No	0
b. Involuntary Separations (PWD) *data not available*	Yes	0	No	0

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

a. Voluntary Separations (PWTD) *data not available*	Yes	0	No	0
b. Involuntary Separations (PWTD) *data not available*	Yes	0	No	0

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*.

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.

https://360.intranet.dcma.mil/Directorate/P2-IT/SitePages/508.aspx

https://www.dcma.mil/508/

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.

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.

DCMA has created a training program on creating accessible documents and encouraged all employees to participate. The 508 Compliance Team is monitoring participation rates.

DCMA is also creating a working group made up of employees who rely on accessible technology to assess the accessibility of current communications transmitted electronically.

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.)

Initial requests for accommodation that do not require the purchase of equipment are addressed on average in 10-20 working 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.

DCMA has an active and responsive reasonable accommodations program. Information is readily available on how to access the process, training is provided to all managers through monthly open enrollment classes as well as individually tailored training for specific organizations and all-hands supervisory meetings. DCMA centrally funds equipment requests not provided by CAP to ensure accommodations are not contingent on organizational budgets.

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.

The policy is posted on the DCMA website and available to all employees. DCMA did not have any requests for PAS during FY 21.

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		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		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.

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	0	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	0	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.

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		No		x

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

Yes		No		N/A		x

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.

Trigger 1	
Barrier(s)	
Objective(s)	

Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)			

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

Fiscal Year	Accomplishments

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

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

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.