

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

Both clusters exceed the benchmark for PWTDs. Each grade level with the exception of GS-8, exceeds the 12 percent benchmark for PWDs.

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

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

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

A review of 2 a. and b. revealed that both clusters exceeded the 2 percent benchmark established by EEOC.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	6934	1239	17.87	217	3.13
Grades GS-1 to GS-10	319	69	21.63	15	4.70

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

The Agency communicates the goals during, hiring initiatives, quarterly briefings, and during EEO related training on how DCMA is doing towards meeting the established goals for PWD and PWTD.

### Section II: Model Disability Program

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

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

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

Answer No

The agency is expected to hire a full time Reasonable Accommodation Program Manager to fully support the Disability and Reasonable Accommodation Program in FY 2025.

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	
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Mr. Willie Williams; Director Field Support Center
Special Emphasis Program for PWD and PWTD	1	0	0	Latarche Singh; Special Emphasis Program Manager EEO Office
Architectural Barriers Act Compliance	1	0	0	Mr. Edward Spence; Facilities Manager Facilities Planning & Operations Branch
Section 508 Compliance	1	0	0	Mr. Antonio Boston; 508 Program Manager Information Technology Directorate
Processing reasonable accommodation requests from applicants and employees	1	0	0	Mr. Kenneth Richmond, Disability Program Manager EEO Office
Processing applications from PWD and PWTD	1	0	0	Mr. Willie Williams; Director Field Support Center

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

Answer Yes

In FY 2024, the Disability Program Manager completed the required annual training [Federal Dispute Resolution] to stay abreast of changes in laws/regulations that pertain to persons with disabilities.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

The DPM was provided with sufficient funding and other pertinent resources to support RA requests. The DPM purchased \$8,746.82 of RA related equipment, devices and office furniture (ergonomic chairs and sit and stand systems) for 27 civilian personnel in FY 2024.

## Section III: Program Deficiencies In The Disability Program

## Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

DCMA continues to promote the improvement of recruitment, hiring, retention and advancement of individuals with disabilities in the federal workforce. 1. Disability Program Manager partners with Total Force and works closely with hiring managers to identify qualified PWD and PWTD by utilizing the Workforce Recruitment Program (WRP) as a source for recruiting disabled students and graduating seniors, including disabled Veterans. 2. Total Force continues to promote recruitment events, fairs, and conferences targeting PWD and Veterans, i.e., Hiring Heroes, Wounded Warriors, and the WRP Program.

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

DCMA continues to educate hiring officials on the use of Special Hiring Authorities such as Schedule A, and Direct Hire Authority (DHA for PWD, PWTD and veterans with a compensable service-connected disability of 30 percent or more). Total Force recruiter forwards qualified applicant resumes from the Human Resources servicing agency to hiring officials for review and consideration.

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.

To ensure eligibility, the employee or applicant must provide a signed Schedule A letter or other required documentation that indicates 30 percent or more disabled. The hiring official has the ability to contact a Total Force recruiter to query the registry for candidates in a specific job series. The Human Resource servicing agency forwards the applicant’s resume to the hiring official prior to the competitive process with an explanation of the type of appointment the person is qualified for hire.

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

Answer Yes

Hiring Managers are trained on the use of the Schedule A, VRA, VEOA, Direct Hire and WRP hiring authorities via mandatory supervisor training (DLEAD 201). During DLEAD 201, the Total Force Office explains strategic efforts to recruit PWD and PWTD, the benefits of utilizing special hiring authorities and the connection between recruiting and the MD-715 report.

**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.

DCMA maintains partnerships with PWD/PWTD organizations (i.e., WRP, Wounded Warrior Project, Recruit Military, Hire our Veterans, and other organizations that service disabled veterans). DCMA will continue to promote the CAP program to retain PWTDs/PWTDs and will also utilizes the Pathways and Keystone Programs to recruit and fill positions across the country.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

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

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

Upon review of the B Tables, there is insufficient data to respond to 1. a. and b. A thorough examination into PWD/PWTD new hires will be conducted in FY 2025.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	32664	5.71	4.48	1.97	1.62
% of New Hires	540	7.96	5.19	1.85	0.74

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

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

Upon review of the B Tables, there is insufficient data to respond to 2. a. and b. A thorough examination into PWD/PWTD new hires in mission critical occupations will be conducted in FY 2025.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0801 GENERAL ENGINEERING	18	5.56	0.00
1102 CONTRACTING	89	21.35	3.37
1150 INDUSTRIAL SPECIALIST	27	11.11	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
1910 QUALITY ASSURANCE	102	15.69	2.94
2210 INFORMATION TECHNOLOGY	22	18.18	18.18

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

- a. Qualified Applicants for MCO (PWD) Answer No
- b. Qualified Applicants for MCO (PWTD) Answer No

Upon review of the B Tables, there is insufficient data to respond to 3. a. and b. A thorough examination into qualified internal applicants in mission critical occupations will be conducted in FY 2025.

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

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

Upon review of the B Tables, there is insufficient data to respond to 4. a. and b. A thorough examination into promotions in mission critical occupations regarding PWD/PWTD employees will be conducted in FY 2025.

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

DCMA offers non-competitive opportunities to streamline the hiring process to fill critical and non-critical positions quickly (e.g., details, including positions that can lead to promotion). DCMA encourages hiring managers to access the WRP database as a recruitment tool for full-time vacancies as well as short-term internships.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

DCMA does not have a formal Career Development Program directed toward PWD or PWTD. However, DCMA has broadly available programs which illustrate their accessibility to all populations in the DCMA workforce.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Other Career Development Programs	145	145	19.10	19.10	6.74	6.74
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

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

- a. Applicants (PWTD) Answer No
- b. Selections (PWTD) Answer No

**C. AWARDS**

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 1 - 10 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 1 - 10 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 11 - 20 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 11 - 20 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 21 - 30 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 21 - 30 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 21 - 30 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 31 - 40 hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 31 - 40 Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 31 - 40 Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards \$500 and Under: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards \$500 and Under: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards \$500 and Under: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$501 - \$999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$1000 - \$1999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$1000 - \$1999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$1000 - \$1999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$2000 - \$2999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$2000 - \$2999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$2000 - \$2999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$3000 - \$3999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$3000 - \$3999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$3000 - \$3999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$4000 - \$4999: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$4000 - \$4999: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$4000 - \$4999: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$5000 or more: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$5000 or more: Total Amount	0.00	0.0000	0.0000	0.0000	0.0000
Cash Awards: \$5000 or more: Average Amount	0.00	0.0000	0.0000	0.0000	0.0000

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

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer No

Data not available.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0.00	0.0000	0.0000	0.0000	0.0000

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

a. Other Types of Recognition (PWD) Answer No

b. Other Types of Recognition (PWTD) Answer No

**D. PROMOTIONS**

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

a. SES

i. Qualified Internal Applicants (PWD) Answer No

ii. Internal Selections (PWD) Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer No

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

Upon review of the B Tables, there is insufficient data to respond to 1. a.-d. A thorough examination into qualified internal applicants for promotions to senior grades will be conducted in FY 2025.

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

a. SES		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

Upon review of the B Tables, there is insufficient data to respond to 2. a. and b. A thorough examination into qualified internal applicants in mission critical occupations will be conducted in FY 2025.

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

a. New Hires to SES (PWD)	Answer	No
b. New Hires to GS-15 (PWD)	Answer	No

- |                             |        |    |
|-----------------------------|--------|----|
| c. New Hires to GS-14 (PWD) | Answer | No |
| d. New Hires to GS-13 (PWD) | Answer | No |

Upon review of the B Tables, there is insufficient data to respond to 3. a. - d. A thorough examination into new hires to the senior grade levels regarding PWD employees will be conducted in FY 2025.

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

- |                              |        |    |
|------------------------------|--------|----|
| a. New Hires to SES (PWTD)   | Answer | No |
| b. New Hires to GS-15 (PWTD) | Answer | No |
| c. New Hires to GS-14 (PWTD) | Answer | No |
| d. New Hires to GS-13 (PWTD) | Answer | No |

Upon review of the B Tables, there is insufficient data to respond to 4. a. - d. A thorough examination into new hires to the senior grade levels regarding PWTD employees will be conducted in FY 2025.

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

- |  |        |    |
|--|--------|----|
| a. Executives                          |        |    |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |
| b. Managers                            |        |    |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |
| c. Supervisors                         |        |    |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |

Upon review of the B Tables, there is insufficient data to respond to 5. a. - c. A thorough examination into qualified internal applicants and/or selectees for promotions to supervisory positions regarding PWD employees will be conducted in FY 2025

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

- a. Executives

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
c. Supervisors		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

Upon review of the B Tables, there is insufficient data to respond to 6. a. - c. A thorough examination into qualified internal applicants and/or selectees for promotions to supervisory positions regarding PWTD employees will be conducted in FY 2025.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- |                                    |        |    |
|------------------------------------|--------|----|
| a. New Hires for Executives (PWD)  | Answer | No |
| b. New Hires for Managers (PWD)    | Answer | No |
| c. New Hires for Supervisors (PWD) | Answer | No |

Upon review of the B Tables, there is insufficient data to respond to 7. a.- c. A thorough examination into selectees for new hires to supervisory positions regarding PWD employees will be conducted in FY 2025.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- |                                     |        |    |
|-------------------------------------|--------|----|
| a. New Hires for Executives (PWTD)  | Answer | No |
| b. New Hires for Managers (PWTD)    | Answer | No |
| c. New Hires for Supervisors (PWTD) | Answer | No |

Upon review of the B Tables, there is insufficient data to respond to 8. a. - c. A thorough examination into selectees for new hires to supervisory positions regarding PWTD employees will be conducted in FY 2025.

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

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	9	0.17	0.07
Permanent Workforce: Resignation	63	0.62	0.62
Permanent Workforce: Retirement	370	4.98	3.37
Permanent Workforce: Other Separations	283	3.14	2.72
Permanent Workforce: Total Separations	725	8.90	6.78

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

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	9	0.00	0.09
Permanent Workforce: Resignation	63	0.97	0.61
Permanent Workforce: Retirement	370	2.90	3.68
Permanent Workforce: Other Separations	283	2.58	2.80
Permanent Workforce: Total Separations	725	6.45	7.18

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.

A review of the data contained in the exit interviews and other related data sources revealed that no triggers were identified.

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

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

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

[www.dcms.mil/508/](http://www.dcms.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.

[https://www.dcms.mil/DCMA-Pricing-Support/Architectural-Barriers-Act-ABA/#:~:text=The%20Architectural%20Barriers%20Act%20\(ABA\)%20enacted%20by%20Congress%20in%201968,certain%20Federal%20grants%20and%20loans.](https://www.dcms.mil/DCMA-Pricing-Support/Architectural-Barriers-Act-ABA/#:~:text=The%20Architectural%20Barriers%20Act%20(ABA)%20enacted%20by%20Congress%20in%201968,certain%20Federal%20grants%20and%20loans.)

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 maintains an Agency-wide implementation plan that identifies the facility accessibility needs of each DCMA facility. The Facilities Offices routinely reviews this plan and provides senior leadership with recommendations to address noted deficiencies. In FY 2025, The DPM plans to create a working group comprised of the DCMA workforce throughout the regions to identify and remove existing or potential barriers that prevent or hinder employees in fully gaining access to DCMA buildings, office spaces, break rooms, etc.

### 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.)

The agency's average time frame for processing initial requests for reasonable accommodations in FY 2024 was 37 calendar days. DCMA is reviewing the RA tracker database to add a field that can be manipulated to eliminate the need to manually calculate processing timeframes in FY25.

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.

The EEO office provided RA and related training to nearly 9,000 DCMA civilian and military personnel. The DPM created RA brochures to serve as an educational tool to familiarize employees about the RA program.

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

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

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

The DPM reviewed the DCMA Personal Assistance Services in FY 2024 to ensure compliance with DCMA and applicable guidance. There were no requests made for PAS in FY2024.

## Section VII: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

There were no EEO complaints nor findings of discrimination alleging harassment based on disability in FY 2024 or FY 2023.

### B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

There was one EEO complaint filed in FY 2024 for untimely processing of an EEO complaint filed. However, there was no finding of discrimination regarding the aforementioned EEO complaint.

## Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer No

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

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

N/A

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

TN/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