EEOC FORM

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

MD-715 – Part J

Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their 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 **X**   No

> While NH-03/04 and GS 11-15 are above the benchmark, there are no PWD in the SES cohort.

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

> GS-9 is above the 2% goal, however, grades GS-5, GS-6 and GS-7 are below the 2% goal for PWTD.
>
> GS-11 to SES are all below the 2% goal of PWTD

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

The goals were communicated during our EEO and Diversity & Inclusion working group sessions, and during preparation and briefings that accompany the MD 715. They were also discussed in detail during development of the DVAAP Plan and via quarterly EEO At-A-Glance reports. Hiring goals were also provided to those that were involved with the hiring process.

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.

<div align="center">

Yes **X**   No

</div>

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	0	3	0	Clay Brashear; Director, Recruiting; clay.a.brashear.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	0	3	0	Clay Brashear; Director, Recruiting; clay.a.brashear.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	Debra Simmon, Alternative Dispute Resolution Manager, debra.l.simmon.civ@mail.mil

Section 508 Compliance	1	0	0	Antonio Boston,;508 Compliance ITSCO; antonio.boston.civ@mail.mil
Architectural Barriers Act Compliance	1	0	0	Edward Spence; Facilities Manager; edward.l.spence.civ@mail.mil
Special Emphasis Program for PWD and PWTD	1	0	0	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.

<div align="center">Yes   X   No</div>

> The full-time Disability Program Manager was hired in September 2019, but the program was managed by a dual-hatted manager prior to September 2019. The new DPM formerly served as a Disability Program Manager, Accessibility Coordinator for Section 504 and trained supervisors on Section 508 compliance. The DPM will attend refresher EEOC disability program management training as needed.

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.

<div align="center">Yes **X**   No</div>

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

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

> DCMA effectively utilized the WRP program filling 75% of the allocations provided to the agency. DCMA continued to visit and maintain relationships with the Wounded Warrior Project, Recruit Military, Hire our Veterans and other organizations that assist service disabled veterans with employment. Utilized the Pathways Program to build a pipeline of student veterans and PWD from schools across the country. The Agency also utilized the Keystone program to recruit IWD/IWTDs for the Acquisition Workforce.

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 continued to educate hiring officials on the use of Special Hiring Authorities that included Schedule A, and use of non-competitive appointments for PWD, PWTD and veterans with a compensable service-connected disability of 30% or more.

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 TF recruiter to query the registry for candidates in a specific job series. The Army Servicing Team forwards the applicant's resume to the hiring official prior to the competitive process with an explanation of the type of appointment the individual 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.

<div align="center">Yes X   No   N/A</div>

> Total Force (previously Human Capital) provides training to new supervisors and current hiring managers in areas including Schedule A, VRA, VEOA, Direct Hire and WRP programs via Staff Assistant visits and DLEAD 201.

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 plans to continue to maintain partnerships with IWD/IWTD organizations (i.e., WRP, Wounded Warrior Project, Recruit Military, Hire our Veterans and other organizations that service disabled veterans). Will promote the CAP program to retain PWDs/IWTDs. 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) Yes No **X**

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

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) Yes **X** No

   b. New Hires for MCO (PWTD) Yes **X** No

For the 1102 occupation, there were 2 new hires of PWD and 0 PWDT For the 1910 occupation, there were no new hires of PWD or PWDT For the 0801 occupation, there was 1 new hire of PWD and 0 PWDT

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) Yes No

   b. Qualified Applicants for MCO (PWTD) Yes No

Separate data is not available on qualified internal applicants.

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) Yes No **X**

   b. Promotions for MCO (PWTD) Yes **X** No

PWD for all promotions was 13.46% and PWTD was 1.61%

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.

> **Centralized Development Program**. The Centralized Development Program (CDP) provides offerings at both the agency level and the Contract Management Office level. The agency sponsors a host of developmental opportunities to enhance the talents of DCMA staff at the mid and senior grade levels. The grade level for eligibility in the CDP is typically GS-7 or above. The Centralized Development Program opportunities are offered at numerous prestigious institutions, including Harvard University, the National Defense University, military War Colleges and OPM's Management Development Centers and Federal Executive Institute.
>
> **Keystone Program.** Keystones spend up to three years gaining technical knowledge and skills in accordance with DCMA guidelines and the Defense Acquisition Workforce Improvement Act for education and training. A variety of training methods are used to develop Keystones to include formal classroom training, distance learning (computer-based training), rotational assignments, specialized projects, extensive on-the-job training, coaching, and mentoring. A graduate of the Keystone Program will have the theory and practical experience to perform at the journeyman level in their particular career field.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

> To provide internal advancement opportunities for PWD and PWTD, DCMA utilized several strategies that included career ladder/upward mobility opportunities, mentoring, supervisor training, and the following developmental initiatives: Centralized Developmental program (CDP), Defense Civilian Emerging Leader Program (DCLEP), Leadership for a Democratic Society and the Keystone Program.

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 (%)
Internship Programs	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Fellowship Programs	24	14	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Training Programs	40	39	0	0	0	0
Detail Programs	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Other Career Development Programs	81	43	0	0	0	0

3. Do triggers exist for <u>PWD</u> 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)   Yes   No **X**
      b. Selections (PWD)   Yes   No **X**

4. Do triggers exist for <u>PWTD</u> 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)   Yes   No **X**
      b. Selections (PWTD)   Yes   No **X**

The career development programs were realigned under leadership and training. Data was not available this year for employees, PWD or PWTD in career development programs.

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**

N/A

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**

N/A

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**
   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)   Yes **X**   No

      ii. Internal Selections (PWD)   Yes   No

   b. Grade GS-15

      i. Qualified Internal Applicants (PWD)   Yes **X**   No

      ii. Internal Selections (PWD)   Yes   No

   c. Grade GS-14

      i. Qualified Internal Applicants (PWD)   Yes   No **X**

      ii. Internal Selections (PWD)   Yes   No

   d. Grade GS-13

      i. Qualified Internal Applicants (PWD)   Yes   No **X**

      ii. Internal Selections (PWD)   Yes   No

The SES and GS15 grades did not have any promotions from PWD.

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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)	Yes	No
ii. Internal Selections (PWTD)	Yes	No

   b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Yes	No
ii. Internal Selections (PWTD)	Yes	No

   c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Yes	No
ii. Internal Selections (PWTD)	Yes	No

   d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Yes	No
ii. Internal Selections (PWTD)	Yes	No

<mark>Separate data for internal applicants/selectees not available.</mark>

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

N/A

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)	Yes **X**	No
b. New Hires to GS-15 (PWTD)	Yes	No **X**
c. New Hires to GS-14 (PWTD)	Yes	No **X**
d. New Hires to GS-13 (PWTD)	Yes	No **X**

There were no PWTD new hires for SES positions.

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

i. Qualified Internal Applicants (PWD)	Yes	No
ii. Internal Selections (PWD)	Yes	No

   b. Managers

i. Qualified Internal Applicants (PWD)	Yes	No
ii. Internal Selections (PWD)	Yes	No

   c. Supervisors

i. Qualified Internal Applicants (PWD)	Yes	No
ii. Internal Selections (PWD)	Yes	No

Separate data for internal applicants/selectees is not available.

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

        i. Qualified Internal Applicants (PWTD)   Yes   No

        ii. Internal Selections (PWTD)   Yes   No

    b. Managers

        i. Qualified Internal Applicants (PWTD)   Yes   No

        ii. Internal Selections (PWTD)   Yes   No

    c. Supervisors

        i. Qualified Internal Applicants (PWTD)   Yes   No

        ii. Internal Selections (PWTD)   Yes   No

Separate data for internal applicants/selectees is not available.

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.

    a. New Hires for Executives (PWD)   Yes **X**   No

    b. New Hires for Managers (PWD)   Yes   No **X**

    c. New Hires for Supervisors (PWD)   Yes   No **X**

No new hire PWD executives this FY.

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)   Yes **X**   No

    b. New Hires for Managers (PWTD)   Yes   No **X**

    c. New Hires for Supervisors (PWTD)   Yes   No **X**

No new hire PWD executives this FY.

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   No   N/A **X**

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.

   a. Voluntary Separations (PWD)   Yes   No **X**

   b. Involuntary Separations (PWD)   Yes   No **X**

N/A

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)   Yes   No **X**

    b. Involuntary Separations (PWTD)   Yes   No **X**

N/A

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 – No triggers for separations

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://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.

http://www.section508.gov

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.

The section 508 coordinator is currently working to implement changes to the 508 policy, hire additional coordinators or appoint collateral duty coordinators, acquire funding and develop a plan moving forward toward full compliance.

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 average time for processing initial RA requests, not involving equipment, was 16 calendar days. The average time for processing RA requests with equipment was 34 calendar days, just above the 30-day timeline. The delay was a result of utilizing CAP, shipping to Commands worldwide and replacing equipment.

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 agency hired a new disability program manager who began implementing RA training to subordinate Commands and HQ personnel; drafted supplemental forms and process timeline diagram to help bridge communication gaps and further assist employees and management in understanding RA requests. The agency also provided a RA fact sheet, guidance and forms on the main page of the intranet site.

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.

DCMA has a Personal Assistance Service (PAS) policy set in place. However, there has been no requirement to utilize the PAS to measure the effectiveness of the program.

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

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 **X**   No   N/A

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.

No findings of discrimination during the last FY; however, two (2) settlement agreements were reached via ADR for complaints alleging disability discrimination.

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   No **X**   N/A

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   No **X**   N/A

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

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   No **X**

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

Yes   No   N/A **X**

2. 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	N/A				
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				

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

N/A

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

N/A

5. 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