

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 Yes |

While NH03/04 and GS 11-15 are above the benchmark, there are no PWD in the SES cohort.

*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 Yes |
| b. Cluster GS-11 to SES (PWTD) | Answer Yes |

GS-9 is above the 2% goal. Underrepresentation of PWTD appear at GS-4, GS-8, GS-12, NH-04, NK-03, and SES levels.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	735	133	18.10	35	4.76
Grades GS-11 to SES	8466	1366	16.14	212	2.50

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

DCMA holds regular EEO and Diversity & Inclusion working group sessions during the preparation of the MD-715 report, as well as quarterly At-A-Glance presentations to DCMA managers, supervisors, and senior leaders. The goals are also reiterated in policy documents distributed to all employees, and are discussed with those involved in the hiring and recruitment 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.

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	0	mailto:antonio.boston.civ@
Architectural Barriers Act Compliance	1	0	0	Mr. Edward Spence; DCMA Director; Facilities Service
Special Emphasis Program for PWD and PWTB	1	0	0	mailto, monique.c.mixon.civ@mail
Processing applications from PWD and PWTB	0	3	0	Rocky Weaver, Director, Field Support Center
Answering questions from the public about hiring authorities that take disability into account	0	3	0	Rocky Weaver, Director, Field Support Center
Processing reasonable accommodation requests from applicants and employees	1	0	0	Sarah Green, Former DPM Sarah.Green.civ@mail.mil

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

Answer Yes

The full-time Disability Program Manager was hired in September 2019. Disability program staff attended the annual EEOC EXCEL training as well as training provided by the DoD Disability Employment team relating to accommodating individuals with mental and psychological 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

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	To hire a permanent full-time Disability Program Manager to effectively manage the disability program in its entirety, overcoming shortfalls associated with part-time management of the program by the Alternative Dispute Resolution Manager.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jun 25, 2018	June 26, 2018	Process Manpower Request Form-Civilian (MRF-C) for DPM position
	Aug 2, 2018	August 2, 2018	Classification review of DPM position description
	Sep 30, 2019		Follow-up quarterly reference funding allocation.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	Classification review of DPM position description	
	2018	Process Manpower Request Form-Civilian (MRF-C) for DPM position	
	2018	DPM unfunded position authorized	
	2018	Met with the American Federation of Government Employees (AFGE) labor union officials and responsible officials and/or designees to garner input for program’s scope and procedures	
2018	Follow-uped with FB Director quarterly reference funding allocation		

Brief Description of Program Deficiency	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
Objective	Add questions to the exit survey that addresses inclusion of IWD/IWTDs.		
Target Date	Mar 30, 2022		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 30, 2021		Develop questions for the exit survey.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

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 continued recruiting efforts through WRP and other hiring programs such as the Wounded Warrior Project, Recruit Military, Hire Our Veterans, and other organizations that assist service-disabled veterans with employment. DCMA continues to educate leaders on the benefits of hiring authorities and the use of WRP.

- 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% 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 HR servicing office 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. (NOTE: In FY20, DCMA changed from receiving HR servicing from the Army Servicing Team (AST) to Defense Logistics Agency (DLA). Many general processes remained the same, but historical personnel data was lost.)

- 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

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. During DLEAD 201, the DCMA Recruitment team explains strategic efforts to recruit PWD and PWTD, the benefits of utilizing special hiring authorities and the connection between recruiting and the MD-715.

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 PWD/PWTD organizations (i.e., WRP, Wounded Warrior Project, Recruit Military, Hire our Veterans, and other organizations that service disabled veterans). We will continue to promote the CAP program to retain PWDs/PWTDs. DCMA 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

Data not available

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	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. 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 Yes
- b. New Hires for MCO (PWTD) Answer Yes

Data not available

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%

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

Data not available

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

Data not available

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.

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 6 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. DCMA continues our commitment to ensuring PWTD have an efficient and effective means to secure qualified Sign Language Interpreters by maintaining a contract that ensures timely interpreter assignments to those in need.

B. CAREER DEVELOPMENT OPPORTUNITES

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 (%)
Fellowship Programs	nodata	nodata	nodata	nodata	nodata	nodata
Mentoring Programs	nodata	nodata	nodata	nodata	nodata	nodata
Other Career Development Programs	nodata	nodata	nodata	nodata	nodata	nodata
Internship Programs	nodata	nodata	nodata	nodata	nodata	nodata
Coaching Programs	nodata	nodata	nodata	nodata	nodata	nodata
Detail Programs	nodata	nodata	nodata	nodata	nodata	nodata
Training Programs	nodata	nodata	nodata	nodata	nodata	nodata

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

The data for this and much of the report was not available.

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

Data is unavailable

C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

WD/PWTD receive time-off awards at a slightly higher rate except for the 1-10 hour award category, where they receive 17.23% and 17.12%, respectively, as compared to persons without disabilities (PWOD) at 19.99%. PWD/PWTD receive cash awards at a lower level than PWOD in four categories: \$1,000 - 1,999; \$2,000 – 2,999; \$3,000 – 3,999; and \$5,000+. \$1,000 – 1,999: PWD are included at 41.16%, PWTD are included at 40.14%, and PWOD are included at the higher 43.68%. 2,000 - 2,999: PWD are included at 17.02%, PWTD are included at 14.04%, and \$3,000 – 3,999: PWD are included at 2.72%, PWTD are included at 2.05%, and PWOD are included at the higher 3.31%. \$5,000+: PWD are included at 0.27%, PWTD are included at 0%, and PWOD are included at a slightly higher rate of 0.37%. While these triggers have been identified, barrier analysis will be conducted to determine root causes and statistical significance. No other award/incentive data is available.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	2203	17.24	20.20	17.12	17.26
Time-Off Awards 1 - 10 Hours: Total Hours	15533	120.77	142.83	121.58	120.62
Time-Off Awards 1 - 10 Hours: Average Hours	7.05	0.38	0.08	2.43	-0.01
Time-Off Awards 11 - 20 hours: Awards Given	2000	20.55	16.75	25.00	19.72
Time-Off Awards 11 - 20 Hours: Total Hours	32247	333.44	269.70	395.89	321.65
Time-Off Awards 11 - 20 Hours: Average Hours	16.12	0.88	0.19	5.42	0.02
Time-Off Awards 21 - 30 hours: Awards Given	745	7.18	6.30	6.85	7.24
Time-Off Awards 21 - 30 Hours: Total Hours	18517	179.23	156.44	169.52	181.06
Time-Off Awards 21 - 30 Hours: Average Hours	24.86	1.36	0.29	8.48	0.01
Time-Off Awards 31 - 40 hours: Awards Given	1524	14.19	13.58	14.04	14.22
Time-Off Awards 31 - 40 Hours: Total Hours	57793	537.47	516.33	529.45	538.98

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 Hours: Average Hours	37.92	2.06	0.44	12.91	0.01
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	1403	13.76	11.84	16.44	13.25
Cash Awards: \$501 - \$999: Total Amount	1042284	10157.91	8812.79	11504.79	9903.68
Cash Awards: \$501 - \$999: Average Amount	742.9	40.15	8.61	239.68	2.49
Cash Awards: \$1000 - \$1999: Awards Given	4879	41.16	44.55	40.41	41.31
Cash Awards: \$1000 - \$1999: Total Amount	6984293	58676.35	63937.16	55938.70	59193.08
Cash Awards: \$1000 - \$1999: Average Amount	1431.5	77.51	16.62	474.06	2.66
Cash Awards: \$2000 - \$2999: Awards Given	2278	17.02	21.42	14.04	17.58
Cash Awards: \$2000 - \$2999: Total Amount	5363241	40184.83	50449.85	32064.04	41717.65
Cash Awards: \$2000 - \$2999: Average Amount	2354.36	128.39	27.27	782.05	5.01
Cash Awards: \$3000 - \$3999: Awards Given	362	2.72	3.43	2.05	2.84
Cash Awards: \$3000 - \$3999: Total Amount	1169205	9030.83	11007.95	7192.47	9377.83
Cash Awards: \$3000 - \$3999: Average Amount	3229.85	180.62	37.19	1198.74	-11.56
Cash Awards: \$4000 - \$4999: Awards Given	78	0.33	0.79	1.03	0.19
Cash Awards: \$4000 - \$4999: Total Amount	321689	1364.71	3245.60	4280.82	814.29
Cash Awards: \$4000 - \$4999: Average Amount	4124.22	227.45	47.73	1426.94	1.04
Cash Awards: \$5000 or more: Awards Given	40	0.27	0.32	0.00	0.32
Cash Awards: \$5000 or more: Total Amount	296290	2108.97	2381.27	0.00	2507.05
Cash Awards: \$5000 or more: Average Amount	7407.25	421.79	85.05	0.00	501.41

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	0.00	0.00	0.00	0.00

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

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

DCMA does not have other awards.

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 Yes

ii. Internal Selections (PWD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

Data not available.

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

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

Data not available.

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

Data not available

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWTD) Answer Yes
 - b. New Hires to GS-15 (PWTD) Answer No
 - c. New Hires to GS-14 (PWTD) Answer No
 - d. New Hires to GS-13 (PWTD) Answer No

There were no PWTD new hires for SES positions

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory

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

a. Executives

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer N/A

b. Managers

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer N/A

c. Supervisors

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer N/A

Separate data for internal applicants/selectees is not available.

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

a. Executives

- i. Qualified Internal Applicants (PWTB) Answer N/A
- ii. Internal Selections (PWTB) Answer N/A

b. Managers

- i. Qualified Internal Applicants (PWTB) Answer N/A
- ii. Internal Selections (PWTB) Answer N/A

c. Supervisors

- i. Qualified Internal Applicants (PWTB) Answer N/A
- ii. Internal Selections (PWTB) Answer N/A

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 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

Data not available.

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

data not available

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

Data not available

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

- a. Voluntary Separations (PWD) Answer Yes
- b. Involuntary Separations (PWD) Answer Yes

PWD are voluntarily separating at a slightly higher rate (0.27%) than PWOD (0.13%). PWD (9.81%) are involuntarily separating at a higher rate than PWODs (7.98%).

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

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 Yes

PWTDs (9.59%) are involuntarily separating at a higher rate than PWODs (7.98%).

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	0	0.00	0.00

- 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.

While triggers exist relating to separation rates for PWD and PWTD, no data was available or review to determine root cause or possible barriers.

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.

- 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.dema.mil/Directorate/P2-IT/SitePages/508.aspx> <https://www.dema.mil/508/>

- 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.dema.mil/508/>

- 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 DCMA 508 Compliance Team initiated action this FY to formalize the procedures through which employees are provided with accessible technology as an accommodation. Working in partnership with the DCMA IT program office and the Computer/Electronic Accommodations Program (CAP), as well as the EEO Office and Disability Program Manager, procedures were codified so all parties involved agreed on the steps to efficiently providing the necessary accommodation. In addition, the DCMA 508 team is working with CAP to test software from their catalogue to identify those that mesh with the DCMA firewalls. When completed, DCMA will be able to implement accommodations much more efficiently.

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 majority of requests for accommodation are processed well within the 30-day timeframe specified in the DCMA Reasonable Accommodation policy.

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 published new guidance on processing requests for accommodation in September, 2020. Requests are documented and a monthly analysis conducted to ensure compliance with the procedures, identify trends in accommodations, and any persistent issues in the procedures. Training in the accommodations process, including the legal foundations, is included in the bi-monthly EEO training available to DCMA employees, as well in several times during the year in supervisory meetings called by Senior Leadership.

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.

DCMA has a Personal Assistance Service (PAS) policy set in place, which is displayed on the EEO intranet page. However, there has been no requirement to utilize the PAS to measure the effectiveness of the program.

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 Yes

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.

The Agency did not have any findings.

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.

The agency did not have any findings.

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 N/A

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

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	PWTD are below the 2% goal at several grade levels (GS-4, GS-8, GS-12,NH-04, NK-03, and SES)					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Disabilities People with Disabilities People with Disabilities					
Barrier Analysis Process Completed?:	Y					
Barrier(s) Identified?:	Y					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
02/21/2019	12/31/2019	No			Pursuant to 29 CFR §1614.203, the agency is to provide full funding to hire a permanent full-time DPM to effectively administer the program.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Information Technology (IT) Director and 508 Compliance Manager		Mr. Ray Coleman/Mr. Antonio Boston		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
03/15/2019	Develop 508 Strategic Action Plan			Yes		
09/30/2019	Fund the program prior to the end of FY19.			Yes		

Report of Accomplishments	
Fiscal Year	Accomplishment
2018	508 program funded and operational
2020	508 program funded. Agency remained above 2% IWTD goal. DPM position filled with permanent employee
2012	

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

Although a Disability Program Manager exists, the Agency allocated no funding for services and equipment to administer the program.

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

No resources were allocated to implement actions toward achieving this requirement.

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.

The 508 Program Manager will request adequate funding to fully implement the program.