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 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 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)   Answer: No

    b. Cluster GS-11 to SES (PWD)   Answer: No

    * 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 <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)   Answer: Yes

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

The Agency trigger is 1.56 percent communicated in the MD 715 briefing, Defense Contract Management Agency Supervisory Skills Development Course (D-Lead), and organizational demographics summary prepared for Contract Management Offices and Directorates upon request.

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

The numerical goals are communicated during our Equal Employment Opportunity (EEO), Human Capital (HC), and Office of Diversity and Inclusion (OD&I) working group sessions, during preparation and briefings that accompany the MD 715. It is also discussed in detail during our development of the Disabled Veterans Affirmative Action Program Plan.

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 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

Currently the Alternative Dispute Resolution (ADR) program and Disability program are managed by one person. The agency will review this and determine a solution. Also as our Special Emphasis Program Manager (SEPM) was vacant for three months during the reporting period, he is revamping the Special emphasis program and the Disability program will be included along with the other required programs.
Seek additional Full Time Equivalent to execute the Individual With Disability Program Manager (IWDPM). While other SEPs can operate with collateral-duty support, the IWDP would require a full-time trained program manager. Personally Identifiable Information (PII) as well as Health Insurance Portability and Accountability Act of 1996 (HIPAA) information is integral to the program as it is mandated by the Equal Employment Opportunity Commission (EEOC). New requirements from the EEOC has significantly increased the IWDPM workload.

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	Knute Headley, Director Recruiting, HC Knute.Headley@dcma.mil
Answering questions from the public about hiring authorities that take disability into account	0	3	0	Knute Headley, Director Recruiting, HC Knute.Headley@dcma.mil

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	1	0	0	Debra Simmon, ADR/DPM, EEO Debra.Simmon@dcma.mil
Section 508 Compliance	1	0	0	Antonio Boston, 508 Compliance ITSCO, Information Technology (IT) Antonio.Boston@dcma.mil
Architectural Barriers Act Compliance	1	0	0	Edward Spence, Facilities Manager, Facilities Edward.Spence@dcma.mil
Special Emphasis Program for PWD and PWTD	0	0	0	NONE

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(s) that disability program staff have received. If "no", describe the training(s) planned for the upcoming year.

Answer: No

The Agency will clearly identify and perform training for all disability program staff that covers the Special Emphasis Program for PWD and PWTD, Special Hiring Authorities, and best practices for recruiting and retaining PWD and PWTD, and Career Development strategies for PWD and PWTD.

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: No

Seek additional Full Time Equivalent to execute the Individual With Disability Program Manager (IWDPM). While other SEPs can operate with collateral-duty support, the IWDP would require a full-time trained program manager. Personally Identifiable Information (PII) as well as Health Insurance Portability and Accountability Act of 1996 (HIPAA) information is integral to the program as it is mandated by the Equal Employment Opportunity Commission (EEOC). New requirements from the EEOC has significantly increased the IWDPM workload.

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 utilizes the Workforce Recruitment Program to the maximum extent exceeding the allocations provided to the Agency.
DCMA continues to visit and maintain relationships with the Wounded Warrior Project, Recruit Military, Hire our Veterans and other organizations that service disabled veterans. The Agency also utilizes the Pathways Program to build a pipeline of student veterans and PWD from schools across the country.

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 will continue to educate hiring officials on the use of Special Hiring Authorities that include Schedule A, and use of non-competitive appointments for PWD, PWTD and veterans with a compensable service-connected disability of 30 percent 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.

Applicants may submit their resumes and other documentation online through the DCMA Careers website. As positions become vacant, managers can contact the DCMA recruiting team for resumes of PWD/PWTD Schedule A applicants that meet the qualifications for vacancies. Managers that wish to initiate non-competitive hiring actions may make by-name selections under the applicable appointing authority.

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: No

The Agency is developing EEO-web based training. We also have several avenues to get the message out, including the EEO Newsletter, our periodic Supervisors All Call and our Special Emphasis Program Coordinators (SEPCs) once the SEP program has been revamped

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.

The DCMA effectively utilizes the WRP program to the maximum extent exceeding the allocations provided to the Agency.

The Agency continues to visit and maintain relationships with the Wounded Warrior Project, Recruit Military, Hire our Veterans and other organizations that service disabled veterans utilizing the Pathways Program to build a pipeline of student veterans and PWD from schools 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: Yes

    b. New Hires for Permanent Workforce (PWTD)   Answer: Yes

No PWD/PWTD personnel were selected at DCMA.

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)   Answer: Yes

    b. New Hires for MCO (PWTD)   Answer: Yes

For the occupations 1102, 1910, 0801 there were no PWD or PWTD new hires.

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)   Answer: Yes

    b. Qualified Applicants for MCO (PWTD)   Answer: Yes

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)   Answer: No

    b. Promotions for MCO (PWTD)   Answer: Yes

The qualified applicant pool for PWD is 3.91 percent and the promotions for PWD is 11.2 percent.

The qualified applicant pool for PWTD is 2.78 percent the trigger for PWTD is 1.12 percent.

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.

The DCMA continues to recruit for the following development programs without discrimination.

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 CDP opportunities are offered at numerous prestigious institutions, including Harvard University, the National Defense University, military war colleges and Office of Personnel Management's (OPM) 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 or CBT), rotational assignments, specialized projects, extensive on-the-job training, coaching and mentoring. A graduate of the Keystone Program will have not only the theory, but also the practical experience to perform at the journeyman level in their particular career field.

Reasonable Accommodation Program Supervisors will continue to be trained on the requirements to provide reasonable accommodation to qualified individuals with disabilities. Leaders will be informed that accommodations may include job restructuring, alternative work schedules, job sharing, part-time employment, assistive technology, work site modifications, interpreters, readers and removal of architectural and attitudinal barriers to employment.

Mentoring Program and training on unconscious biases.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

> The Agency provides internal advancement opportunities for PWD/PWTD DCMA utilized several strategies that included career ladder and upward mobility opportunities including merit promotions coupled with an emphasis on supervisor training, career development programs, and mentoring. The DCMA has a mentoring program that currently has 137 volunteer mentors.

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

    a. Applicants (PWD)   Answer: No

    b. Selections (PWD)   Answer: Yes

> A Career Development Program trigger exists in that 8.39 percent are PWD. There are 11 PWD in the Career Development Program that has 131 total persons. Data for selectees only .

3. 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)   Answer: No

    b. Selections (PWTD)   Answer: Yes

> Career Development Programs triggers exist .76 percent are PWTD. There is 1 PWDT in the Career Development Program that has 131 total persons. Data for selectees only.

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

Using the agency inclusion rate of 12.91 percent for PWD the Agency has a trigger for performance awards of 12.88 percent. There were 10893 ratings received by 1403 PWD.
Using the Agency inclusion rate of 1.56 percent for PWTD, the Agency has a trigger for Performance Awards of .55 percent.

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: Yes

    b. Pay Increases (PWTD)   Answer: No

The inclusion rate for PWD is 12.91 percent, the trigger involving PWD is 5.60 percent. There were 7 PWD out of 125 for a rate of 5.60 percent.
The Inclusion rate for PWTD is 1.56 percent there is no trigger PWTD"s had 2 QSI's out of 125 for a rate of 1.60 percent.

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

The agency does not have any other types of recognition that collects PWD and PWTD information

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)   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: Yes

We do not have internal applicant data, however we will work with our servicing Agency to retrieve data. Our table B10-1 contains internal selection data. There were no SES-level selections or GS15-level selections. The GS13 trigger was 10.2 percent.

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)   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: Yes

   d. Grade GS-13

      i. Qualified Internal Applicants (PWTD)   Answer: No

      ii. Internal Selections (PWTD)   Answer: Yes

> We do not have internal applicant data, however we will work with our servicing Agency top retrieve data. Our table B10-1 contains internal selection data. There were no SES-level or GS15-level hires. There were no GS-14 PWDT hires out of 14 promotions. The GS13 trigger was 1.96 percent with 1 PWDT hire out 51 total GS-13 promotions.

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)   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

> New hire applicant data in table B-7-1-1 indicates that there were no SES-level or GS15-level sought. There were no GS-14 PWD selections. The PWD Applicant Pool benchmark is 3.91 percent which is the equivalent of 754 out of 19,264. NH03 has no

trigger with 3 out of 34 NH03 being selected. NH04 has no trigger with 4 out of 12 selections being PWD.

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)   Answer: No

    b. New Hires to GS-15 (PWTD)   Answer: No

    c. New Hires to GS-14 (PWTD)   Answer: Yes

    d. New Hires to GS-13 (PWTD)   Answer: Yes

New hire applicant data in table B-7-1-1 indicates there were no SES-level or GS15-level sought. There were no GS13, GS14, NH03, NH04 PTWD selections with a PWTD Applicant Pool benchmark of .015 percent, which is the equivalent of 3 referrals out of 19,264.

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)   Answer: No

        ii. Internal Selections (PWD)   Answer: No

    b. Managers

        i.Qualified Internal Applicants (PWD)   Answer: No

        ii. Internal Selections (PWD)   Answer: Yes

    c. Supervisors

        i.Qualified Internal Applicants (PWD)   Answer: No

        ii. Internal Selections (PWD)   Answer: No

There were no SES-level or GS15-level hires. New hire applicant data in table B8-1 indicates that for Officials and Managers the trigger was 2.74 percent selected. Applicant pool data for supervisory positions is not collected. We will collaborate with our Army service providers to facilitate collecting the data. The PWD Applicant Pool benchmark is 3.91 percent which is the equivalent of 754 out of 19,264.

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)   Answer: No

      ii. Internal Selections (PWTD)   Answer: No

   b. Managers

      i. Qualified Internal Applicants (PWTD)   Answer: No

      ii. Internal Selections (PWTD)   Answer: Yes

   c. Supervisors

      i. Qualified Internal Applicants (PWTD)   Answer: No

      ii. Internal Selections (PWTD)   Answer: Yes

New hire applicant data in table B-7-1-1 indicates there were no SES-level or GS15-level sought. There were no officials and Manager PTWD selections. The PWTD Applicant Pool benchmark is .015 percent, which is the equivalent of 3 referrals out of 19,264.

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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)   Answer: No

      b. New Hires for Managers (PWD)   Answer: Yes

      c. New Hires for Supervisors (PWD)   Answer: No

A There were no SES-level hires. New hire applicant data in table B8-1 indicates that for Officials and Managers the trigger was 3.80 percent selected. The PWD Applicant Pool benchmark is 3.91 percent which is the equivalent of 754 PWD referrals out of 19,264 total referrals.   Applicant pool data for supervisory positions is not collected. We will collaborate with our Army service providers to facilitate collecting the data.

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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)   Answer: No
>
>   b. New Hires for Managers (PWTD)   Answer: Yes
>
>   c. New Hires for Supervisors (PWTD)   Answer: No

Applicant pool data for supervisory positions is not collected. New hire applicant data in table B-7-1-1 indicates there were no SES-level hires. There were no officials and Manager PTWD selections. The PWTD Applicant Pool benchmark is .015 percent, which is the equivalent of 3 referrals out of 19,264. We will collaborate with our Army service providers to facilitate collecting the data.

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.

Answer: Yes

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

a. Voluntary Separations (PWD)   Answer: Yes

b. Involuntary Separations (PWD)   Answer: Yes

The Voluntary Separations (PWD) benchmark is 12.91 percent, the trigger is 13.21 percent.
The Involuntary Separations (PWD) is 12.91 percent, the trigger is 16.21 percent.

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)   Answer: No

b. Involuntary Separations (PWTD)   Answer: Yes

The Voluntary Separations benchmark for (PWTD) is 1.56 percent. The trigger is .88 percent.
The Involuntary Separations benchmark for (PWTD) is 1.56 percent. The trigger is 2.70 percent.

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.

The Agency exit surveys do not identify if a respondent has a disability. We will review our exit survey process to improve collection of PWD/PWTD data.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 C.F.R. § 1614.203(d)(4), federal agencies are required to inform job 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.

Guidance explaining the 508 program, including information on how to file a complaint is currently under review and is posted on the DCMA internal website located at: http://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.

Currently, The Agency does not have a public website explaining employees' and applicants' rights under the Architectural Barriers Act or a description of how to file a complaint.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The Agency will add Architectural Barriers Act information to the public website. Relevant 508 Program information will also be added.

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.)

This information was not collected in the past. However, the Agency will implement processes using a tool from the Department of the Army which will track requests for reasonable accommodation in a timely manner.

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 DCMA conducts training for managers and supervisors. We are implementing a new tool and process from Army to monitor accommodation requests for trends

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, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

> The PAS policy guidance is currently under review by EEOC.

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?

    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 government average given by EEOC as the benchmark for complaints alleging harassment is 14.23 percent and DCMA's rate of PWD filing formal EEO complaints alleging harassment is 22.40 percent. There were no 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: Yes

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 government average given by EEOC as a benchmark for complaints alleging failure to provide a Reasonable Accommodation is 9.74 percent and DCMA's rate is 16.32 percent. There were no findings

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?

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.

Trigger 1	PWTD Trigger is 1.56
Barrier(s)	
Objective(s)	Continue to educate and encourage employees and supervisors regarding biases and hiring flexibilities regarding PWTD. Encourage self-identification.

Responsible Official(s)	**Performance Standards Address the Plan? (Yes or No)**
Disability Program Manager	No

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

Sources of Data	Sources Reviewed? (Yes or No)	Identify Information Collected		
Workforce Data Tables	Yes	Trigger for PWTD		
Complaint Data (Trends)	Yes	disability harassment Reasonable accomodation		
Grievance Data (Trends)	No			
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No			
Climate Assessment Survey (e.g., FEVS)	Yes	DEOCS		
Exit Interview Data	No			
Focus Groups	No			
Interviews	No			
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes			
Other (Please Describe)	No			

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
03/20/2019	Continue to provide training on biases EEO will continue quarterly reminders to Agency to self-identify in MyBiz. Enhance Outreach to Targeted Disability serving organizations. .	Yes		

Fiscal Year	Accomplishments

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

New Plan

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

New plan

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.

New plan