

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

DOD Defense Contract Management Agency - FY 2025

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

A review of the workforce data revealed both clusters exceeded the 12 percent benchmark as indicated below:

- a. There is no trigger for Cluster GS-1 to GS-10. (17.21 percent)
- b. There is no trigger for Cluster GS-11 to SES. (19.09 percent)

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

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

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

A review of the workforce data revealed both clusters exceeded the 2 percent benchmark as indicated below:

- a. There is no trigger for Cluster GS-1 to GS-10. (2.97 percent)
- b. There is no trigger for Cluster GS-11. (3.98 percent)

Grade Level Cluster (GS or Alternate Pay Planb)	Total	Reportable Disability Total	Reportable Disability Percentage (Numerical Goal 12 Percent)	Targeted Disability Total	Targeted Disability Percentage (Numerical Goal 2 Percent)
Grades GS-11 to SES	6556	1203	18.35	232	3.54
Grades GS-1 to GS-10	256	64	25.00	18	7.03

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

The Agency Total Force provides periodic briefs and statistical information to hiring managers, and recruiting teams regarding special hiring authorities for veterans, disabled veterans and 30 percent or more disabled veterans.

Section II: Model Disability Program

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

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

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

Answer: No

During FY 2025, the agency hired a Reasonable Accommodation Program Manager (NH-0260-03) to fully support the Disability and Reasonable Accommodation Program.

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	Total Full Time	Total Part Time	Total Collateral Duty	Responsible Official (Name, Title, Office Email)
Processing reasonable accommodation requests from applicants and employees	2	0	0	Mr. Kenneth Richmond, Disability Program Manager EEO Office - kenneth.l.richmond.civ@mail.mil EEO Office; debbie.joseph2.civ@mail.mil
Section 508 Compliance	1	0	0	Mr. William O'Brien; 508 Compliance Program Manager; IT Office;
Special Emphasis Program for PWD and PWTB	1	0	0	Latarche Singh; Special Emphasis Program Manager EEO Office
Architectural Barriers Act Compliance	1	0	0	Mr. Edward Spence; Facilities Manager Facilities Planning & Operations Branch
Processing applications from PWD and PWTB	1	0	0	Mr. Willie Williams; Director Field Support Center
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Mr. Willie Williams; Director Field Support Center

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

Answer: Yes

During FY 2025, the Disability Program Manager and Reasonable Accommodation Program Manager attended the annual Federal Dispute Resolution Training to stay abreast of changes in laws/regulations that pertain to people with disabilities. They also attended various EEOC training on reasonable accommodation and the United States Access Board webinars on the applicable Standards from the Architectural Barriers Act (ABA) and Americans with Disabilities Act (ADA) Accessibility Standards.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer: Yes

The Disability/Reasonable Accommodation was provided with sufficient funding and other pertinent resources to support RA requests. The Disability/Reasonable Accommodation purchased \$13,038,03 of RA related equipment, devices and office furniture (ergonomic chairs and sit and stand systems) for 42 civilian personnel in FY 2025.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The DCMA Total Force continues to promote recruitment events, fairs, and conferences targeting PWD and Veterans, i.e., Hiring Heroes, Wounded Warriors, and the WRP Program. Additionally, The DCMA Total Force continues to focus on increasing job applicant pool for individuals with disabilities by accepting non-competitive, Schedule A (disability) candidates for consideration.

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

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

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

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

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

Answer: Yes

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

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

DCMA maintains partnerships with PWD/PWTD organizations (i.e., WRP, Wounded Warrior Project, Recruit Military, Hire our Veterans, and other organizations that service disabled veterans). A more robust program to include local and national colleges/universities and other institutions with a focus on people with disability employment and professional development is planned in FY 2026.

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", describe the trigger(s) below.

a. New Hires for Permanent Workforce (PWD)

Answer: No

b. New Hires for Permanent Workforce (PWTD)

Answer: No

Upon reviewing the workforce data, there is insufficient data to respond to C. 1.a. and b. A thorough examination into PWD/PWTD new hires will be conducted in FY 2026.

New Hires	Total (Number)	Reportable Disability Permanent Workforce (Percentage)	Reportable Disability Temporary Workforce (Percentage)	Targeted Disability Permanent Workforce (Percentage)	Targeted Disability Temporary Workforce (Percentage)
% of Total Applicants	0	0.00	0.00	0.00	0.00
% of Qualified Applicants	0	0.00	0.00	0.00	0.00
% of New Hires	0	0.00	0.00	0.00	0.00

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

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

Upon review of the B Tables, there is insufficient data to respond to 2.a. and b. A thorough examination into PWD/PWTD new hires in mission critical occupations will be conducted in FY 2026.

New Hires to Mission-Critical Occupations	Total (Number)	Reportable Disability New Hires (Percentage)	Targetable Disability New Hires (Percentage)
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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Upon review of the B Tables, there is insufficient data to respond to 3.a. and b. A thorough examination into qualified internal applicants in mission critical occupations will be conducted in FY 2026.

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

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

Upon review of the B Tables, there is insufficient data to respond to 4.a. and b. A thorough examination into promotions in mission critical occupations regarding PWD/PWTD employees will be conducted in FY 2026.

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

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

A. ADVANCEMENT PROGRAM PLAN

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

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

B. CAREER DEVELOPMENT OPPORTUNITIES

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

DCMA does not have a formal Career Development Program directed toward PWD or PWTD at this time. However, the Total Force sends out periodic emails to the workforce informing them of job details, temporary assignments and internal vacancy announcements.

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 Applicants (Percentage)	Total Participants Selectees (Percentage)	PWD Applicants (Percentage)	PWD Selectees (Percentage)	PWTD Applicants (Percentage)	PWTD Selectees (Percentage)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	98	98	19.39	19.39	4.08	4.08
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

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

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

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

C. AWARDS

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

a. Awards, Bonuses, & Incentives (PWD) Answer: No

b. Awards, Bonuses, & Incentives (PWTD) Answer: No

Upon review of the workforce data, there is insufficient data to respond to C. 1. A thorough examination into inclusion rates involving employee time-off awards, bonuses, and other incentives is planned in FY 2026.

Time-Off Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Time-Off Awards 1 - 10 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.00	0.00	0.00	0.00

Cash Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Cash Awards \$500 and Under: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards \$500 and Under: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards \$500 and Under: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$2000 - \$2999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$3000 - \$3999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	0.00	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	0.00	0.00	0.00	0.00	0.00

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", describe the trigger(s) below.

- a. Awards, Bonuses, & Incentives (PWTD) Answer: No
- b. Pay Increases (PWTD) Answer: No

Upon review of the workforce data, there is insufficient data to respond to 2.a. and b. A thorough examination into inclusion rates involving quality step increases or performance-based pay increases is planned in FY 2026.

Other Awards	Total (Number)	Reportable Disability (Percentage)	Without Reportable Disability (Percentage)	Targeted Disability (Percentage)	Without Targeted Disability (Percentage)
Total Performance Based Pay Increases Awarded	0.00	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: No
- b. Other Types of Recognition (PWTD) Answer: No

D. PROMOTIONS

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

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

A review of the workforce data indicates that there is insufficient data to respond to D. 1.a-d. A thorough examination into PWD among qualified internal applicants and/or selectees for promotions to the senior grade levels will be conducted in FY 2026.

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

- a. SES
 - i. Qualified Internal Applicants (PWTD) Answer: No
 - ii. Internal Selections (PWTD) Answer: No
- b. Grade GS-15

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

A review of the workforce data indicates that there is insufficient data to respond to 2.a-d. A thorough examination into PWTD among qualified internal applicants and/or selectees for promotions to the senior grade levels will be conducted in FY 2026.

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.
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|-----------------------------|------------|
| 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 |

A review of the workforce data indicates that there is insufficient data to respond to 3.a-d. A thorough examination into PWD among the new hires to the senior grade levels will be conducted in FY 2026.

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

A review of the workforce data indicates that there is insufficient data to respond to 4.a-d. A thorough examination into PWTD among the new hires to the senior grade levels will be conducted in FY 2026.

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

- | | |
|--|------------|
| i. Qualified Internal Applicants (PWD) | Answer: No |
| ii. Internal Selections (PWD) | Answer: No |

A review of the workforce data indicates that there is insufficient data to respond to 5.a-c. A thorough examination into PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions will be conducted in FY 2026.

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: No |
| ii. Internal Selections (PWTB) | Answer: No |

b. Managers

- | | |
|---|------------|
| i. Qualified Internal Applicants (PWTB) | Answer: No |
| ii. Internal Selections (PWTB) | Answer: No |

c. Supervisors

- | | |
|---|------------|
| i. Qualified Internal Applicants (PWTB) | Answer: No |
| ii. Internal Selections (PWTB) | Answer: No |

A review of the workforce data indicates that there is insufficient data to respond to 6.a-c. PWTB among the qualified internal applicants and/or selectees for promotions to supervisory positions will be conducted in FY 2026.

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.

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|------------------------------------|------------|
| a. New Hires for Executives (PWD) | Answer: No |
| b. New Hires for Managers (PWD) | Answer: No |
| c. New Hires for Supervisors (PWD) | Answer: No |

Upon review of the B Tables, there is insufficient data to respond to 7. a- c. A thorough examination into selectees for new hires to supervisory positions regarding PWD employees will be conducted in FY 2026.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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.

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|-------------------------------------|------------|
| a. New Hires for Executives (PWTB) | Answer: No |
| b. New Hires for Managers (PWTB) | Answer: No |
| c. New Hires for Supervisors (PWTB) | Answer: No |

Upon review of the B Tables, there is insufficient data to respond to 8. a. - c. A thorough examination into selectees for new hires to supervisory positions regarding PWTB employees will be conducted in FY 2026.

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

A review of the workforce data indicates that there is insufficient data to respond to A.1. A thorough examination into Schedule A employees with a disability into the competitive service will be conducted in FY 2026.

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

a. Voluntary Separations (PWD)

Answer: No

b. Involuntary Separations (PWD)

Answer: No

A review of the workforce data indicates that there is insufficient data to respond to 2.a. and b. A thorough examination into inclusion rates among PWD voluntary and involuntary separations will be conducted in FY 2026.

Separations	Total (Number)	Reportable Disabilities (Percentage)	Without Reportable Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	13	0.17	0.13
Permanent Workforce: Resignation	121	1.51	1.23
Permanent Workforce: Retirement	600	8.50	5.87
Permanent Workforce: Other Separations	143	1.40	1.54
Permanent Workforce: Total Separations	877	11.59	8.77

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(s) in the text box.

a. Voluntary Separations (PWTD)

Answer: No

b. Involuntary Separations (PWTD)

Answer: No

A review of the workforce data indicates that there is insufficient data to respond to 3.a. and b. A thorough examination into inclusion rates among PWTD voluntary and involuntary separations will be conducted in FY 2026.

Separations	Total (Number)	Targeted Disabilities (Percentage)	Without Targeted Disabilities (Percentage)
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	13	0.30	0.13
Permanent Workforce: Resignation	121	1.52	1.27
Permanent Workforce: Retirement	600	4.26	6.43
Permanent Workforce: Other Separations	143	1.22	1.52
Permanent Workforce: Total Separations	877	7.29	9.36

- If a trigger exists involving the separation rate of PWD and/or PWTB, please explain why they left the agency using exit interview results and other data sources.

A review of the workforce data indicates that there is insufficient data to respond to 4. A thorough examination into separation rates among PWD.PWTB will be conducted in FY 2026.

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.

www.dcms.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.dcms.mil/DCMA-Pricing-Support/Architectural-Barriers-Act-ABA/#:~:text=The percent20Architectural percent20Barriers percent20Act percent20\(ABA\) percent20enacted percent20by percent20Congress percent20in percent201968,certain percent20Federal percent20grants percent20and percent20loans.](https://www.dcms.mil/DCMA-Pricing-Support/Architectural-Barriers-Act-ABA/#:~:text=The%20Architectural%20Barriers%20Act%20(ABA)%20enacted%20by%20Congress%20in%201968,certain%20Federal%20grants%20and%20loans.)

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

DCMA maintains an Agency-wide implementation plan that identifies the facility accessibility needs of each DCMA facility. The Facilities Offices routinely reviews this plan and provides senior leadership with recommendations to address noted deficiencies. In FY 2026, The DPM plans to create a working group comprised of the DCMA workforce throughout the regions to identify and remove existing or potential barriers that prevent or hinder employees in fully gaining access to DCMA buildings, office spaces, break rooms, etc.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

- 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.)

DCMA saw an unprecedented amount of reasonable accommodation requests in FY 2025, therefore the time frame we processed initial reasonable accommodation averaged 55 calendar days.

- 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 Disability Program is centrally funded and provides reasonable accommodation for employees and job applicants. A delivery model of this type ensures fair and consistent outcomes throughout DCMA. The DCMA Disability Program also provides RA training and sign language interpreting and PAS services through nationwide contracts. DCMA Disability Program establishes written procedures for the provision of reasonable accommodation for employees and applicants at DCMA, including providing employees and supervisors/managers with relevant information and guidance in the timely reviewing and processing of RA requests.

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

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

- Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program

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

The Disability Program Team manages the Personal Assistance Services (PAS). These services are available to DCMA employees throughout the United States. The PAS is processed in the same manner as reasonable accommodation. The employee requests the PAS by informing either his or her supervisor, Total Force personnel, designated decision maker, or other appropriate DCMA representative that they require assistance with daily life activities because of a medical condition/targeted disability. The employee and/or representative contacts the DCMA Disability Program Team to begin the interactive process. The DCMA Disability Program Team ensures the PAS processes and procedures are adhered to in accordance with applicable DCMA policy and guidelines.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer: No

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

Answer: No

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

There were no EEO findings of discrimination alleging harassment based on disability in FY 2025 or FY 2024.

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.

N/A

Section VIII: Identification and Removal of Barriers

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

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

Answer: No

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

Answer: No

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

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities. Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

N/A

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A