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   Yes

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

Analysis of DIA employees shows that 13.31% of the total permanent workforce had a reported disability. Segmented by grade cluster, 9.47% of the GS-1 to GS-10 population had a reported disability and 13.87% of the GS-11 to SES population had a reported disability.

*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   No

Analysis of DIA employees shows that 2.70% of the total permanent workforce had a targeted disability. Segmented by grade cluster, 1.85% of the GS-1 to GS-10 population had a targeted disability and 2.82% of the GS-11 to SES population had a targeted disability.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

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

• During FY19, the DIA EO consultants have provided demographic snapshots and employee lifecycle information with management officials and leaders with the authority to impact personnel actions for employees. Attendees included senior leaders, managers, supervisors, and CDOs. Although consultants conducted formal review for each AOR one time annually, the consultants provided consultations at request throughout FY19. The products utilized updated data visualization and expanded in late FY19 to

include the addition of employee IDs to pull information from myHR. • EO/OHR Recruitment Partnership Committee continues to meet periodically to discuss targeted recruitment efforts, encourage information sharing and explore cross-training opportunities. In partnership with EO, the DIA Recruitment Team continues to utilize the MD-715 in the selection of recruitment events (career fairs and information sessions) and targeted academic institutions. • The EO Office is establishing a Barrier Analysis Working Group Team in partnership with agency stakeholders to conduct year-round analysis into barrier causes and identify efforts to eliminate the barriers.

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

N/A

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 reasonable accommodation requests from applicants and employees	2	5	3	Leslie D. Fisher Division Chief leslie.fisher@dodiis.mil
Section 508 Compliance	1	0	0	Jack Gumtow Chief Information Officer jack.gumtow@dodiis.mil
Processing applications from PWD and PWTD	18	0	0	Barrett Rogers Division Chief Barrett.Rogers@dodiis.mil
Answering questions from the public about hiring authorities that take disability into account	18	0	0	Barrett Rogers Division Chief Barrett.Rogers@dodiis.mil
Architectural Barriers Act Compliance	0	0	0	Steven Rush Director of Facilities steven.rush@dodiis.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Leslie D. Fisher Division Chief leslie.fisher@dodiis.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   No

Responsible Official Leslie D Fisher, Division Chief, is adequately trained and experienced in executing and leading the administration of the Disability Program. Colby Dillard, Disability Program Manager, has a wealth of on the job experience and

training, participates in disability focused work groups, applicable workshops and training (i.e. Mediation), and serves as the EO representative for the Disability Council that was stood up during FY19. The training plan for the upcoming year is to include the Disability Program Manager Course and Reasonable Accommodations under the ADA and Rehab Act: What you need to know for the entire team. Adrienne Robinson (Reasonable Accommodation Coordinator) and our newest addition during FY19, Stephany Cortese (RA Assistant), will attend the same courses listed in addition to mediation training.

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

In FY19, 7% of the total budget was allocated to the disability program (compared to 39% in FY18); however, this was not sufficient. To satisfy all requirements, additional funds were requested, and granted.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.		
Objective	Prominently post written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process. A.2.b.2 Publish DIA's signed and dated EEO policy statement within each calendar year A.1.a Publish DIA's reasonable accommodations procedures upon approval. A.2.b.3		
Target Date	Mar 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Mar 30, 2019		EO will publish DIA's reasonable accommodations procedures upon approval of the updated procedures. A.2.b.3
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2018	EO developed new RA procedures in accordance with 29 C.F.R. § 1614.203(d)(3)(i). RA procedures were sent to EEOC for comments, and EO incorporated new requirements into the procedures per EEOC's feedback. EO then submitted the RA instruction staffing package for DIA approval.	
	2019	FY19 Modification: • EO adjusted the Target Date of planned activity A.2.b.3 to 31 March 2020.	

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 ensure the Agency allocates sufficient funding and staffing to successfully implement the EEO programs.		
Target Date	Jun 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Jun 30, 2019		EO and OHR will evaluate staffing and budgetary needs to determine the full scope of resources required to ensure model EEO programs, to timely and thoroughly processing EEO complaints, manage the Reasonable Accommodation process, administer the Special Emphasis Program, thoroughly conduct year-round barrier analysis, and manage the Anti-Harassment Program.
	Aug 30, 2020		EO to distribute and staff the eight new billet allocations.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2018	EO collaborated with the OHR to complete the EEOC's Barrier Analysis Guide. OHR provided resources to serve as Barrier Analysis Liaisons and this precedent setting collaboration provided great insight into how well DIA integrates EEO into workforce management. EO Director developed and submitted a Resources Memo requesting additional billets to increase staffing for the Complaint Management Division and also to split the current Diversity Management Division into two divisions (i.e. Diversity Management Division and EEO Compliance Division). When needed, Offices were able to apply for a waiver to establish a GG13 hiring pool and allowed to recruit two NTEs at that level.	
	2019	FY19 Accomplishments: • EO analyzed staffing needs and submitted staffing package requesting eight FTE (Full Time Equivalent) billet allocations. • In June/ July 2019, DIA brought on a Joint Duty Assignment (JDA) personnel to help support the Anti-Harassment Program. FY19 Modifications: • EO determined that item B.4.a.7 is being met and no longer requires a planned action. • EO determined that item C.1.a and C.1.b were not previously addressed in the FY18 report. As a result, new planned activities have been added to this plan. • EO reviewed the action plan and identified additional planned activities necessary to complete B.4 and C.1.	

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]
Objective	To ensure the Agency allocates sufficient funding and staffing to successfully implement the EEO programs
Target Date	Jun 30, 2019
Completion Date	

	Target Date	*Completion Date*	*Planned Activity*
Planned Activities	Jun 30, 2019		EO and OHR will evaluate staffing and budgetary needs to determine the full scope of resources required to ensure model EEO programs, to timely and thoroughly processing EEO complaints, manage the Reasonable Accommodation process, administer the Special Emphasis Program, thoroughly conduct year-round barrier analysis, and manage the Anti-Harassment Program.
	Jul 30, 2020		EO and OHR will request full staffing and budgetary resources to ensure DIA is able to fully manage all EEO and Anti-Harassment program.
	Aug 30, 2020		EO to distribute and staff the eight new billet allocations.

	Fiscal Year	*Accomplishment*
Accomplishments	2018	EO collaborated with the OHR to complete the EEOC's Barrier Analysis Guide. OHR provided resources to serve as Barrier Analysis Liaisons and this precedent setting collaboration provided great insight into how well DIA integrates EEO into workforce management. EO Director developed and submitted a Resources Memo requesting additional billets to increase staffing for the Complaint Management Division and also to split the current Diversity Management Division into two divisions (i.e. Diversity Management Division and EEO Compliance Division). When needed, Offices were able to apply for a waiver to establish a GG13 hiring pool and allowed to recruit two NTEs at that level.
	2019	FY19 Accomplishments: • EO analyzed staffing needs and submitted staffing package requesting eight FTE (Full Time Equivalent) billet allocations. • In June/ July 2019, DIA brought on a Joint Duty Assignment (JDA) personnel to help support the Anti-Harassment Program. FY19 Modifications: • EO determined that item B.4.a.7 is being met and no longer requires a planned action. • EO determined that item C.1.a and C.1.b were not previously addressed in the FY18 report. As a result, new planned activities have been added to this plan. • EO reviewed the action plan and identified additional planned activities necessary to complete B.4 and C.1.

Brief Description of Program Deficiency	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]
Objective	To establish procedures for processing requests for personal assistance services, post procedures on a public website, and ensure that all accommodation requests are processed within established time frames.
Target Date	Sep 30, 2019
Completion Date	

	Target Date	*Completion Date*	*Planned Activity*
Planned Activities	Mar 30, 2019	March 31, 2019	EO will identify and address the challenges to processing 100% RA requests within the defined time frame.
	May 29, 2020		EO will develop and establish working relationships with key stakeholders to ensure reasonable accommodation fulfillment is completed expeditiously.
	Sep 30, 2020		EO will publish DIA's reasonable accommodations procedures upon their approval.

	Fiscal Year	*Accomplishment*
Accomplishments	2018	EO developed new disability RA procedures in accordance with 29 C.F.R. § 1614.203(d)(3)(i). RA procedures were sent to EEOC for comments, and EO incorporated new requirements into the procedures per EEOC's feedback. EO then submitted the RA instruction staffing package for DIA approval.
	2019	FY19 Accomplishments: • EO onboarded a new staff member to the Disability Programs section. The onboarding of the new employee has aided in DIA being better equipped to address incoming request for reasonable accommodations. • Establishment of DIA's Information Technology (IT) Accessibility Office (508 office), has aided in the fulfillment of requests, as it relates to IT equipment, software, and IT accessibility challenges. • Establishment of Senior Level disability working group, allows Seniors for Mission Services directorate, the Chief Information Officer, and EO to discuss trends as it relates to disability. FY19 Modifications: • The target completion date for C.2.b has been modified to 30 September 2020. • EO determined that item C.2.b.5 is being met so a completion date has been added. However, a new planned activity has been added to this plan to fully accomplish C.2.b.5. • The target completion date for C.2.c has been modified to 29 May 2020. • The target completion date for C.2.c.1 has been modified to 29 May 2020.

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
Objective	To establish procedures for processing requests for personal assistance services, post procedures on a public website, and ensure that all accommodation requests are processed within established time frames.
Target Date	Sep 30, 2019
Completion Date	

	Target Date	*Completion Date*	*Planned Activity*
Planned Activities	May 31, 2019	May 31, 2019	EO will identify and address the challenges to processing 100% RA requests within the defined time frame.
	May 29, 2020		EO will develop and establish working relationships with key stakeholders to ensure reasonable accommodation fulfillment is completed expeditiously.
	Sep 30, 2021		EO will develop surplus of regularly requested accommodation items to increase fulfillment of tangible items.

	Fiscal Year	*Accomplishment*
Accomplishments	2018	EO developed new disability RA procedures in accordance with 29 C.F.R. § 1614.203(d)(3)(i). RA procedures were sent to EEOC for comments, and EO incorporated new requirements into the procedures per EEOC's feedback. EO then submitted the RA instruction staffing package for DIA approval.
	2019	FY19 Accomplishments: • EO onboarded a new staff member to the Disability Programs section. The onboarding of the new employee has aided in DIA being better equipped to address incoming request for reasonable accommodations. • Establishment of DIA's Information Technology (IT) Accessibility Office (508 office), has aided in the fulfillment of requests, as it relates to IT equipment, software, and IT accessibility challenges. • Establishment of Senior Level disability working group, allows Seniors for Mission Services directorate, the Chief Information Officer, and EO to discuss trends as it relates to disability. FY19 Modifications: • The target completion date for C.2.b has been modified to 30 September 2020. • EO determined that item C.2.b.5 is being met so a completion date has been added. However, a new planned activity has been added to this plan to fully accomplish C.2.b.5. • The target completion date for C.2.c has been modified to 29 May 2020. • The target completion date for C.2.c.1 has been modified to 29 May 2020.

Brief Description of Program Deficiency	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]
Objective	To establish procedures for processing requests for personal assistance services, post procedures on a public website, and ensure that all accommodation requests are processed within established time frames.
Target Date	Sep 30, 2019
Completion Date	

Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019		EO will finalize the procedures per EEOC regulations to process requests for personal assistance services.

	Fiscal Year	*Accomplishment*
Accomplishments	2018	EO developed new disability RA procedures in accordance with 29 C.F.R. § 1614.203(d)(3)(i). RA procedures were sent to EEOC for comments, and EO incorporated new requirements into the procedures per EEOC's feedback. EO then submitted the RA instruction staffing package for DIA approval.
	2019	FY19 Accomplishments: • EO onboarded a new staff member to the Disability Programs section. The onboarding of the new employee has aided in DIA being better equipped to address incoming request for reasonable accommodations. • Establishment of DIA's Information Technology (IT) Accessibility Office (508 office), has aided in the fulfillment of requests, as it relates to IT equipment, software, and IT accessibility challenges. • Establishment of Senior Level disability working group, allows Seniors for Mission Services directorate, the Chief Information Officer, and EO to discuss trends as it relates to disability. FY19 Modifications: • The target completion date for C.2.b has been modified to 30 September 2020. • EO determined that item C.2.b.5 is being met so a completion date has been added. However, a new planned activity has been added to this plan to fully accomplish C.2.b.5. • The target completion date for C.2.c has been modified to 29 May 2020. • The target completion date for C.2.c.1 has been modified to 29 May 2020.

Brief Description of Program Deficiency	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.		
Objective	To establish procedures for processing requests for personal assistance services, post procedures on a public website, and ensure that all accommodation requests are processed within established time frames.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2019		EO will post the finalized Personnel Assistance Services Procedures for processing requests on the DIA public website.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2018	EO developed new disability RA procedures in accordance with 29 C.F.R. § 1614.203(d)(3)(i). RA procedures were sent to EEOC for comments, and EO incorporated new requirements into the procedures per EEOC's feedback. EO then submitted the RA instruction staffing package for DIA approval.	
	2019	FY19 Accomplishments: • EO onboarded a new staff member to the Disability Programs section. The onboarding of the new employee has aided in DIA being better equipped to address incoming request for reasonable accommodations. • Establishment of DIA's Information Technology (IT) Accessibility Office (508 office), has aided in the fulfillment of requests, as it relates to IT equipment, software, and IT accessibility challenges. • Establishment of Senior Level disability working group, allows Seniors for Mission Services directorate, the Chief Information Officer, and EO to discuss trends as it relates to disability. FY19 Modifications: • The target completion date for C.2.b has been modified to 30 September 2020. • EO determined that item C.2.b.5 is being met so a completion date has been added. However, a new planned activity has been added to this plan to fully accomplish C.2.b.5. • The target completion date for C.2.c has been modified to 29 May 2020. • The target completion date for C.2.c.1 has been modified to 29 May 2020.	

Brief Description of Program Deficiency	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		
Objective	To ensure all managers and supervisors are held accountable for creating a workplace free of harassment and discrimination, cooperation with EEO investigations and interviews, engagement in diversity and inclusion and special emphasis programs, and assisting with removal of barriers.		
Target Date	Sep 30, 2021		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	May 31, 2021		OHR will develop a plan to ensure all verbiage from the checklist are incorporated in full for all managers and supervisors' performance plans across the DIA enterprise.
	Sep 30, 2021		OHR will collaborate with EO to ensure all verbiage is in line with EEOC directive MD-715 prior to finalizing plan to implement changing all manager and supervisor performance plans.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2019	FY19 Accomplishments: • There are no accomplishments, as this is a newly identified deficiency.	

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	To post DIA's affirmative action plan on its public website.		
Target Date	Sep 30, 2022		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2022		EO will collaborate with OHR to implement the Affirmative Action Plan, as approved by EEOC.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2019	FY19 Accomplishments: • In September 2019, bi-weekly meetings were established with EO/OHR/SPP to discuss integrated issues and provide updates on any ongoing common activities. • OHR conducted a comprehensive program evaluation of the promotion program and the performance management program. This evaluation covered the recognition and rewards, performance management processes and policies, and the promotion process. Upon conclusion of the evaluations, improvement/enhancement recommendations were developed and coordinated to DIA leadership for approval and implementation. OHR will include EO as a stakeholder office in the program evaluation process beginning in FY20. • In FY19, EO obtained the ability to access all phases of applicants flow data via myHR data which was previously unavailable to EO across all phases. FY19 Modifications: • The target completion date for C.4.b has been modified to 30 September 2020 since OHR will begin including EO as a stakeholder office in the program evaluation process for recognition and rewards, performance management processes and policies, and the promotion process beginning in FY20. • EO determined that item C.4.e.4 is not being met so two new planned activities 3-5 have been added to this plan to fully accomplish C.4.e.4.	

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	To capture employee perceptions on how DIA could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities on the DIA Exit Survey.		
Target Date	Sep 30, 2020		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2020		OHR will update the DIA Exit Survey to include questions on how the Agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities. Once Exit Survey is drafted, OHR will provide draft to EO for review.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2018	None, this is a newly identified measure.	
	2019	FY19 Accomplishments: • OHR is the designated lead for MS to enhance and develop an automated solution for the Agency's checkout (exit) process. EO will be identified as a stakeholder office and included in actions associated with enhancing the Exit Survey.	

Brief Description of Program Deficiency	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		
Objective	To post DIA's affirmative action plan on its public website.		
Target Date	Mar 31, 2019		
Completion Date			
Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Mar 31, 2019		Post DIA's affirmative action plan on its public website.
Accomplishments	*Fiscal Year*	*Accomplishment*	
	2018	None, this is a newly identified measure.	
	2019	FY19 Accomplishments: • In September 2019, bi-weekly meetings were established with EO/OHR/SPP to discuss integrated issues and provide updates on any ongoing common activities. • OHR conducted a comprehensive program evaluation of the promotion program and the performance management program. This evaluation covered the recognition and rewards, performance management processes and policies, and the promotion process. Upon conclusion of the evaluations, improvement/enhancement recommendations were developed and coordinated to DIA leadership for approval and implementation. OHR will include EO as a stakeholder office in the program evaluation process beginning in FY20. • In FY19, EO obtained the ability to access all phases of applicants flow data via myHR data which was previously unavailable to EO across all phases. FY19 Modifications: • The target completion date for C.4.b has been modified to 30 September 2020 since OHR will begin including EO as a stakeholder office in the program evaluation process for recognition and rewards, performance management processes and policies, and the promotion process beginning in FY20. • EO determined that item C.4.e.4 is not being met so two new planned activities 3-5 have been added to this plan to fully accomplish C.4.e.4.	

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 DIA Strategic Programs Recruitment Team Executes and supports strategic recruitment efforts at the Agency level. In FY18, the team collaborated with Agency directorates, commands, discipline SMEs and career field representatives to participate in over 98 recruitment/career fairs, positions, Science Technology Engineering and Math (STEM), MD-715, and all student programs. The OHR Internship Team participates in the Workplace Recruitment Program (WRP) monthly steering committee meetings to discuss lessons learned and share best practices to enhance DoD's and DIA's population of PWD. In collaboration with the Recruiting Team, the Internship Team met with career development officials and hiring managers to assess/adjust processes to effectively use the Internship Programs (to include WRP) to support the Agency's future mission requirements. DIA has partnered with Veterans Assisting Veterans, Department of Veteran's Affairs, and the Agency's Mentoring Program through the Wounded Warrior Program (WWP). It also partnered and worked collaboratively with all directorates for placement; identifying eligible Wounded Warriors (WW) for DIA internships; matching their skills and/or professional goals. In FY19, DIA's WWP attended 16 DoD and IC recruiting events, six of which were held outside of the National Capital Region (NCR), and two of which were held outside of the contiguous United States (OCONUS). These events were convened to strengthen and enhance recruitment partnerships and to integrate and align common recruitment practices. In FY19, the DIA WWP managed over 20 WW interns concurrently; three outside the NCR. All WW interns were tracked through the Talent Acquisition SharePoint site and quarterly status update with

Department of Defense (DoD) Transition Coordinator for continuation in Operation Warfighter (OWF) Program. Managers of the WWs were given an assessment to complete on the mission requirements expected while participating in the internship. Those WWs who received a favorable assessment from their supervisors were vetted for proper career field/specialty alignment, and the WWP facilitated placement into the hiring pool. WWs who were placed into the hiring pool were tracked utilizing DIA's Hiring Pool database; Agency hiring managers could search for WWs in the hiring pool by searching "Wounded Warriors" in the Source Tab within the database. The WWP successfully placed 16 WWs in hiring pool, garnering 54% or six transitioning to full-time employment."

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

• DIA does not have a hiring authority equivalent to Schedule A with the goal of recruiting and hiring PWD and PWTD for positions in the permanent workforce. The Agency Internship Program administers the WRP. WRP is a government wide recruitment and referral program that connects Federal employers with qualified candidates with disabilities for internship positions. WRP is open to students and recent graduates. WRP is managed by the Department of Labor, Office of Disability Employment Policy, and Department of Defense Office of Diversity Management and Equal Opportunity. • The Agency also participates in the WWP and uses both programs as the primary mechanism to hire individuals with disabilities and veterans, which may also include PWD/PWTD. DIA WWP goals for all Service members, to include females and the disabled are to: 1) screen and place WW interns in a DIA directorate matching their skills and/or professional goals and 2) guide WW interns in refining career plans by providing and understanding of the civilian employment skills (e.g. resume writing, job searching, interview techniques, etc.). DIA WWP encourages WW all Interns to consider career and permanent with DIA regardless of race, gender, or disability. • Selective Placement Program - Non-competitive appointment for qualified covered veterans, individuals with disabilities, and personal staff assistants. Due to personnel changes amongst EO and OHR, parities will reconvene to discuss the implementation of a Schedule A equivalent and have a new policy in place by June 2020.

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.

DIA does not have a hiring authority equivalent to Schedule A with the goal recruiting and hiring PWD and PWTD for positions in the permanent workforce.

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   N/A

• DIA does not use Schedule A hiring authority because it is an excepted service organization. • EO plans to inform management about the use of WRP as a hiring option. • DIA already utilizes WWP and other Veteran and disability related hiring pools.

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 DIA WWP strategic outreach efforts in the NCR included 16 DoD and IC recruiting events, six of which were held outside of the NCR, and two of which were held OCONUS.

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

N/A

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants					
% of Qualified Applicants					
% of New Hires					

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

In comparison to the benchmarks, triggers exist for PWD and PWTD among the external selections for the Intelligence Officer (0132) positions PWD (6.40%), the Miscellaneous/Administrative Officer (0301) positions PWTD (1.49%), and the Information Technology Specialist (2210) position PWTD (1.25%). (Barrier analysis plan provided below.)

New Hires to Mission-Critical Occupations	Total	Reportable Disability		Targetable Disability	
		Qualified Applicants	New Hires	Qualified Applicants	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   Yes

     b. Qualified Applicants for MCO (PWTD)   Answer   Yes

In comparison to the benchmarks, triggers exist for PWD and PWTD among the qualified external applicants for the Intelligence Officer (0132) positions PWD (4.44%) and PWTD (1.06%), the Miscellaneous/Administrative Officer (0301) positions PWD (6.41%), and the Information Technology Specialist (2210) position PWD (5.30%) and PWTD (1.52%). (Barrier analysis plan provided below.)

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   Yes

b. Promotions for MCO (PWTD)   Answer   Yes

> For internal promotions in the MCO (0132 Occupational Series), PWD selectees were promoted at 6.44% compared the qualified applicant pool at 8.53% (2.09% gap). The MCO (0301) PWD selectees were promoted at 10.93% compared to the qualified applicant pool at 15.72% (4.79% gap). MCO (2210) selectees were promoted at 7.59% compared to the qualified applicant pool of 11.02% (3.43% gap) and PWTD at 1.27% compared to qualified applicant pool of 2.54% (1.27% gap).

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.

> • DIA is committed to ensuring that PWD, including PWTD, have sufficient opportunities for advancement. DIA's talent management system encompasses the Agency's plan to ensure advancement opportunities for all employees. It represents a holistic approach to develop and retain a world-class cadre of intelligence officers and leaders to meet the Agency's vital mission. The focus is on developing each officer's skills to meet the demands of a worldwide Defense Intelligence Enterprise. • The system comprises three components: career development (including CBTO), promotions, and assignments. Each component plays an equal part in developing all DIA Officers. The career development pillar encourages employees to focus on strengthening their experience, training and qualifications to help identify interests and define career paths. When employees are ready for more responsibility and consistently demonstrate their ability to work at the higher level of responsibility they can be evaluated on their qualifications against standard criteria in the promotion process. • Finally, employees may seek advancement and broaden their career through meaningful job assignments cross the Agency's worldwide enterprise via rotations and positions in the career marketplace.

B. CAREER DEVELOPMENT OPPORTUNITES

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

> The career broadening training opportunities (CBTO) program enables DIA employees to participate in advanced learning and development programs that are available externally through seats allocated to DIA or publicly accessible. Fourteen programs include training for short-term and long-term study at various governmental and non-governmental institutions. Employees are selected to attend based on their ability to demonstrate excellence across the following leadership competencies: Enterprise Perspective, Information Sharing, Integration and Organizational Awareness. These opportunities enhance workforce knowledge, abilities, and skills in order to support the DIA mission and become more well-rounded DoD and Interagency leaders. DIA civilians' grades GG7 through GG15 are eligible to apply for Career Broadening and Training Opportunities upon completion of two years of continued service with DIA and fulfillment of their probationary status. Programs include DoD's Service Schools and War Colleges, Office of Personnel Management (OPM) leadership programs and full-time university study.

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	0.09%	0.02%	11.11%	0.00%	0.00%	0.00%
Mentoring Programs	3.30%	3.30%	11.31%	11.31%	2.14%	2.14%

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Training Programs	0.25%	0.16%	0.00%	0.00%	0.00%	0.00%
Coaching Programs						
Detail Programs						
Internship Programs	2.30%	1.37%	8.24%	6.42%	0.51%	0.00%
Other Career Development Programs	1.01%	0.43%	8.00%	3.00%	2.00%	1.00%

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   Yes

    b. Selections (PWD)   Answer   Yes

> PWD applied for a CBTO at a lower rate based on their representation in the applicant pool (from GG10 through SES). Data shows that PWD were 13.11% of the applicant pool for CBTOs and represented only 6.72% of CBTO applications (6.39% gap) and 4.92% of selections (8.19% gap).

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   Yes

    b. Selections (PWTD)   Answer   Yes

> PWTD applied for a CBTO at a lower rate based on their representation in the applicant pool (from GG10 through SES). Data shows that PWTD were 2.94% of the applicant pool for CBTOs and represented only 1.49% of CBTO applications (1.45% gap) and 1.64% of selections (1.30% gap).

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

> In FY19, the Agency identified a trigger involving the percentage of PWD and PWTD who received incentives. The following are the identified deficiencies (barrier analysis plan provided below): Monetary Awards: • PWD received monetary awards at a lower rate (88.83%) than PWOD (109.66%), which is a 20.83% gap. • PWTD received monetary awards at a lower rate (80.90%) than PWOTD (106.89%), which is a 25.99% gap. Time-Off Awards: • PWD received time-off awards at a lower rate (60.71%) than PWOD (70.57%), which is a 9.86% gap. • PWTD received time-off awards at a lower rate (61.80%) than PWOTD (69.26%), which is a 7.46% gap.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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   Yes

> • PWD received QSI awards at a lower rate (1.82%) than POWD (2.38%), which is a 0.56% gap. • PWTD received QSI awards at a lower rate (1.12%) than POWTD (2.30%), which is a 1.20% gap.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	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

> DIA does not use any other employee recognition programs.

D. PROMOTIONS

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

        a. SES

            i. Qualified Internal Applicants (PWD)   Answer   No

            ii. Internal Selections (PWD)   Answer   Yes

        b. Grade GS-15

            i. Qualified Internal Applicants (PWD)   Answer   Yes

            ii. Internal Selections (PWD)   Answer   Yes

        c. Grade GS-14

            i. Qualified Internal Applicants (PWD)   Answer   Yes

            ii. Internal Selections (PWD)   Answer   No

        d. Grade GS-13

            i. Qualified Internal Applicants (PWD)   Answer   Yes

            ii. Internal Selections (PWD)   Answer   No

• SES Promotion: For internal promotions to SES, PWD were promoted at 12.50% compared to 14.89% of the qualified internal applicants (2.39% gap) • GG15 Promotions: For internal promotions to GG15, PWD were promoted at 4.76% compared to the 8.33% of the qualified internal applicants (3.57% gap) • GG14 Promotion: For internal promotions to GG14, PWD were promoted at 12.71% compared to the 12.30% qualified internal applicants from the relevant applicant pool (1.38% gap) • GG13 Promotion: For internal promotions to GG13, PWD were promoted at 12.62% compared to the 11.65% of the qualified internal applicants from the relevant pool (2.41% gap)

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   Yes

        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

Qualified for and Selected for GG15 Promotion: For internal promotions to GG15, PWTD were 2.22% of total applications, and 0.68% of the applications were deemed qualified in a promotion panel (1.54% gap).

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

N/A Note: Very few external hires at GG13 and above occurred in FY18.

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	Yes

Triggers exist in the qualified applicant pool for GG14, 1.80% of the self-identified applicants were deemed qualified, but 0.00% were selected (1.80% gap). Note: Very few external hires at GG13 and above occurred in FY18.

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	Yes
ii. Internal Selections (PWD)		Answer	Yes

b. Managers

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

c. Supervisors

i. Qualified Internal Applicants (PWD)		Answer	Yes
ii. Internal Selections (PWD)		Answer	Yes

At the Executive stage, PWD made up 13.35% of Total Applications Received and 11.58% Qualified Internal Applicants (1.77% gap) with a selection of 5.63%. At the Supervisor stage, PWD made up 25.00% of Total Applications Received and 0.00% Qualified Internal Applicants (25.00% gap) with a selection of 0.00%. EO Analytics Note: Supervisory status is not included in internal applicant data.

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

a. Executives

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

b. Managers

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

     c. Supervisors

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

N/A

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   Yes

     c. New Hires for Supervisors (PWD)   Answer   No

Triggers exist for new hires for Managers (PWD): 5.02% of PWD were selected as new hires compared to 12% Federal Goal (6.98% gap). Note: Very few external hires at GG13 and above occurred in FY18.

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

N/A Note: Very few external hires at GG13 and above occurred in FY18.

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   N/A

DIA does not hire under the Schedule A hiring authority as an Excepted Service organization.

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

However, PWD are involuntarily separating at 2.10% which is a higher rate than PWOD at 1.97% (0.13% gap).

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %

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   Yes

        b.Involuntary Separations (PWTD)   Answer   No

However, PWDs are involuntarily separating at 2.10% which is a higher rate than PWODs at 1.97% (0.13% gap).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %

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.

Exit interview results are not available.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://dodcio.defense.gov/DoDSection508.aspx "For persons with disabilities experiencing difficulties accessing content on a particular website, please use the form @DoD Section 508 Form. In this form, please indicate the nature of your accessibility issue or question" DoD Section 508 Issues, Complaints and Concern Form https://dodcio.defense.gov/DoDSection508/Section-508-Form/

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.

The Agency currently does not have information linked to its Unclassified Website related to applicant's rights under the Architectural Barriers Act. https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ background/dod-memorandum https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ ada-standards https://www.access-board.gov/aba-enforcement/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.

In FY19, DIA developed two groups with the goal of improving overall accessibility for employees with disabilities at the Defense Intelligence Agency. In October 2019, DIA developed the DIA Disability Council, an employee resource-like group, designed to promote programs to increase the hiring, promotion and retention of persons with disabilities. In coordination with the Equal Opportunity and Diversity Office, the Directorate for Mission Services and Chief Information Officer, the group was able to

accomplish: • Motion sensor water stations • Badge swiping relocation for PWD • Additional push plates installed • Improved push plate functionality/reliability • Talent Management has accepted proposal to remove additional points for deployment/joint military college (DIA believes this will assist in mitigating against barriers to promotions of PWD) • Sign language group In addition to the DIA Disability Council, the Chief Information Officer (Corporate Engagement) also created the CIO Interface for People with Disabilities team, which ultimately became DIA's 508 Compliance Program. The program is comprised of 3 fulltime employees (FTEs) and 1 collateral duty performer. The 508 Compliance Program has the primary responsibility addressing IT accessibility issues for the Enterprise. Accomplishments include: • Developing Accessibility Baseline for RA applications Testing of proof of concept for unclassified video phones for DIA Headquarters began summer 2019.

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.)

Average time frame for processing reasonable accommodations from completed request (Appendix A and medical documentation when necessary) to decision letters is 18 days. The exception is software requests, which can take additional time due to due to software testing for IC security compliance.

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 Reasonable Accommodations team has processed 87% within the timeframe set in DIA policy. On average the decision letters are provided to customers within 18 days of the completed request which is well under the 30 business days in DIA policy. The team has added an additional RA FTE to process and fulfill requests. In August 2019, the RA Team began a data centric project to assess request trends, cost, and procedural analysis. This project has resulted in providing the EO office a tool for assessing areas in the Agency that will require detailed RA training in the next FY. Additionally, the introduction of analysis has provided the team the ability to streamline data collection for future analysis and trend observations going forward. The team provides RA training with the EO consultants at their areas of responsibilities (AORs) in addition to being available by request for specialized training sessions.

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.

At this time, DIA is in the drafting stages of a defined PAS policy. DIA has discussed that the contracted nurses will be converted to government employees and will include PAS duties in their position objectives for FY20. The final policy will be published in March 2020. PAS requests are facilitated by the RA Team in coordination with an existing contract with the medical clinic for coordination.

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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.

N/A

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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 individual was paid out $114,000 in settlement and attorney fees. Additionally, the individual was placed in a new position and changes were made to the performance appraisal.

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?

<div align="right">Answer   No</div>

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

<div align="right">Answer   Yes</div>

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

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?	In FY19, DIA had an underrepresentation of PWD and PWTD at the GG1 – GG10 levels at 9.47% PWD and 1.85% PWTD when compared to the Federal benchmark of 12% for PWD and 2% for PWTD (gap of 2.53% PWD and 0.15% PWTD). Compounding this disparity, PWD New Hires did not meet the EEOC goal of 12% with 10.26% (gap 1.74%). PWD are involuntarily separating at a higher rate (2.10%) compared to PWOD (1.97%) with a 0.13% gap. PWTD are involuntarily separating at a higher rate (5.95%) compared to PWOTD (4.35%) with a gap of 1.60%.
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
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.	Where under-representation or under participation exists, DIA will establish a year-round barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers. DIA sees first establishing the barrier analysis working group as another step towards successfully analyzing its workforce data and proactively moving towards eliminating identified barriers.
Objective	Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.
	Date Objective Initiated: Jan 17, 2019
	Target Date For Completion Of Objective: Sep 30, 2020
Responsible Officials	EO Chief
	OHR Director

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Implement a Barrier Analysis and Data management Working Group to determine necessary data requirements and partner with OHR and ADI to develop conduct barrier analysis on agency policies, practices, and procedures that may be causing barriers across the employee lifecycle that affect PWD and PWTD. EO, OHR, and ADI will collaborate to ensure responsible employees receive adequate training to fully execute barrier analysis.	Yes	04/30/2021	
09/30/2019	Development of PAS policy	No	03/30/2020	
09/30/2019	Examine EO performance objectives to ensure accountability for disability program management.	Yes		10/01/2018
09/30/2019	Work with OHR to assess current tracking mechanisms regarding PWD / PWTD and explore ways to accurately track applicable data across the employee lifecycle.	Yes	01/30/2021	
09/30/2020	EO and OHR will conduct an informational campaign on Workforce Recruitment Program (WRP) to encourage agency-wide increased usage of this program.	Yes		
09/30/2020	OHR and Career Development Officers will require all individuals involved in any step of the recruiting process - including resume reviewers, recruiting event attendees, hiring panel members, and writing test raters - to complete EO Training annually that includes disability education and awareness.	Yes		
09/30/2020	OHR will include EO to review and conduct oversight on the review and oversight of all DIA recruiting strategies and goals and recruiting materials (including websites and printed materials).	No	09/30/2021	

Fiscal Year	Accomplishments
2018	Implemented a Barrier Analysis and Data management workgroup to determine necessary data requirements and develop policies across the employee lifecycle that affect PWD and PWTD. EO, OHR, and ADI collaborated to ensure responsible employees receive adequate training to fully execute barrier analysis.
2018	EO and OHR resurveyed the workforce to ensure accurate disability data.
2018	Worked with OHR to assess current tracking mechanisms regarding PWD / PWTD and explore ways to accurately track applicable data across the employee lifecycle. EO was able to report FY18 applicant flow data for PWD/PWTD for the first time on the MD-715 report.
2018	DO, recognizing the importance of this initiative for members of the workforce, helped to fund the DIA Deaf and Hard of Hearing captioning initiative. The EO Office and the Office of Facilities (FAC) are presently working to bring captioning and unclassified video services to DIA Officers who are deaf or hard of hearing. The initiative will help provide our deaf or hard of hearing community, equal access to communication tools.
2019	FY19 Accomplishments: • Included performance objectives for the responsible official to ensure accountability for disability program management to include identifying Disability Outreach opportunities; participate in mission-specific recruitment activities or hiring events geared towards individuals with disabilities. • Develop/Coordinate/Provide agency-wide disability education program(s); meet periodically with SEP observance lead to chart event progress throughout the event-planning phase; keep leadership abreast of observance plans and planning challenges. Assist RAC in processing requests in accordance with Agency policy; compile quarterly RA spend report; ensure that expenditures are necessary/accurate; track of property assignment through the use of inventory markers; ensure RA related equipment/resources are still in use and guarded against misuse and/or fraud. Complete all projects/assignments by suspense date; advise supervisor of potential problems/concerns and present innovative solutions. In January 2019, the Automated Captioning in DIA's Tighe Auditorium and Leadership Hall was launched. • In FY19, EO launched the SF-256 Campaign to educate the workforce on how to self-identify a disability or non-disability in myHR for agency tracking purposes.

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	

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.	The Agency is a Title X entity and does not use Schedule A hiring authority. To date, it has relied heavily on workforce recruitment of WRP and the WWP as special hiring initiatives. DIA's decentralized recruitment approach appears to have a negative effect on setting and measuring recruitment pipeline goals across career fields and to implement or evaluate a strategy that effectively targets PWD and PWTD (Source: OIG Report, OHR Barrier Analysis, Interviews).
Objective	Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.
Date Objective Initiated	Jan 17, 2019
Target Date For Completion Of Objective	Sep 30, 2020
Responsible Officials	EO Chief OHR Director

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Implement a Barrier Analysis and Data management Working Group to determine necessary data requirements and partner with OHR and ADI to develop conduct barrier analysis on agency policies, practices, and procedures that may be causing barriers across the employee lifecycle that affect PWD and PWTD. EO, OHR, and ADI will collaborate to ensure responsible employees receive adequate training to fully execute barrier analysis.	Yes	04/30/2021	
09/30/2019	Development of PAS policy	No	03/30/2020	
09/30/2019	Examine EO performance objectives to ensure accountability for disability program management.	Yes		10/01/2018
09/30/2019	Work with OHR to assess current tracking mechanisms regarding PWD / PWTD and explore ways to accurately track applicable data across the employee lifecycle.	Yes	01/30/2021	
09/30/2020	EO and OHR will conduct an informational campaign on Workforce Recruitment Program (WRP) to encourage agency-wide increased usage of this program.	Yes		
09/30/2020	OHR and Career Development Officers will require all individuals involved in any step of the recruiting process - including resume reviewers, recruiting event attendees, hiring panel members, and writing test raters - to complete EO Training annually that includes disability education and awareness.	Yes		
09/30/2020	OHR will include EO to review and conduct oversight on the review and oversight of all DIA recruiting strategies and goals and recruiting materials (including websites and printed materials).	No	09/30/2021	

Fiscal Year	Accomplishments
2018	Implemented a Barrier Analysis and Data management workgroup to determine necessary data requirements and develop policies across the employee lifecycle that affect PWD and PWTD. EO, OHR, and ADI collaborated to ensure responsible employees receive adequate training to fully execute barrier analysis.
2018	EO and OHR resurveyed the workforce to ensure accurate disability data.
2018	Worked with OHR to assess current tracking mechanisms regarding PWD / PWTD and explore ways to accurately track applicable data across the employee lifecycle. EO was able to report FY18 applicant flow data for PWD/PWTD for the first time on the MD-715 report.
2018	DO, recognizing the importance of this initiative for members of the workforce, helped to fund the DIA Deaf and Hard of Hearing captioning initiative. The EO Office and the Office of Facilities (FAC) are presently working to bring captioning and unclassified video services to DIA Officers who are deaf or hard of hearing. The initiative will help provide our deaf or hard of hearing community, equal access to communication tools.
2019	FY19 Accomplishments: • Included performance objectives for the responsible official to ensure accountability for disability program management to include identifying Disability Outreach opportunities; participate in mission-specific recruitment activities or hiring events geared towards individuals with disabilities. • Develop/Coordinate/Provide agency-wide disability education program(s); meet periodically with SEP observance lead to chart event progress throughout the event-planning phase; keep leadership abreast of observance plans and planning challenges. Assist RAC in processing requests in accordance with Agency policy; compile quarterly RA spend report; ensure that expenditures are necessary/accurate; track of property assignment through the use of inventory markers; ensure RA related equipment/resources are still in use and guarded against misuse and/or fraud. Complete all projects/assignments by suspense date; advise supervisor of potential problems/concerns and present innovative solutions. In January 2019, the Automated Captioning in DIA's Tighe Auditorium and Leadership Hall was launched. • In FY19, EO launched the SF-256 Campaign to educate the workforce on how to self-identify a disability or non-disability in myHR for agency tracking purposes.

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?	In FY19, PWTD applied for a CBTO at a lower rate based on their representation in the applicant pool (from GG10 thru SES). Data shows that PWTD were 2.94% of the applicant pool for CBTOs and represented only 1.19% of CBTO applications (1.75% gap).
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Targeted Disabilities

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
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.	Where under-representation or under participation exists, DIA will establish a year-round barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers. DIA sees first establishing the barrier analysis working group as another step towards successfully analyzing its workforce data and proactively moving towards eliminating identified barriers.

Objective	Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.
Date Objective Initiated	Jan 17, 2019
Target Date For Completion Of Objective	Sep 30, 2020
Responsible Officials	EO Diversity Management Division OHR Human Resources Officials

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2020	Once the Barrier Analysis Working Group is stood up, conduct barrier analysis into the entire CBTO lifecycle process.	Yes	01/30/2023	
09/30/2020	Coordinate with ADI and CDOs to define a process to provide EO with CBTO applicant demographic data from both the CBTO Directorate Level Panels.	Yes	01/30/2022	

Fiscal Year	Accomplishments
2018	The ADI has established a regular annual schedule for Career Development Program application processes with two applications periods each year. This regular release schedule increases visibility and planning for program coordinators, liaisons, employees and their supervisors. Data shows that PWD were 9.86% of CBTO applications and 10.34% of CBTO selectees (0.48% gap). DIA PWD were more likely to be selected for a CBTO than expected based on their application rate. Data shows that PWTD were 2.82% of the CBTO applicant pool and represented 5.63% of CBTO applications (2.81% gap). This does not represent a trigger; DIA PWTD were more likely to apply for a CBTO than expected based on their representation in the applicant pool.
2019	DIA removed planned activities that are ongoing and executed year-round and refocused and refined existing planned activities. With a new barrier analysis focus, DIA will be able to better identify, address, and track barriers.

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?	In FY19, PWD received Monetary Awards at a lower rate (21.50%) than PWOD (37.90%) which is a 15.40% gap. PWTD received Monetary Awards at a lower rate (19.85%) than PWOD (25.15%) which is a 5.30% gap. Analysis shows that PWTD received Quality Step Increases (QSI) at a lower rate of 1.12% compared to PWOTD at 2.3% with a 1.18% gap. PWD (60.71%) and PWTD (61.80%) received Time Off Awards at a lower rate than PWOD (70.57%) and PWOTD (69.46%) with gaps of 9.86% (PWD) and 7.66% (PWTD).

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
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.	Where under-representation or under participation exists, DIA will establish a year-round barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers. DIA sees first establishing the barrier analysis working group as another step towards successfully analyzing its workforce data and proactively moving towards eliminating identified barriers.

Objective	Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.	
	Date Objective Initiated	Jan 17, 2019
	Target Date For Completion Of Objective	Sep 30, 2020

Responsible Officials	OHR Director
	EO Chief

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2020	Collaborate with OHR to integrate EO training and presence into Bonus panel member training and mock panels to increase EO presence and oversight and reduce bias in the panel processes where QSIs are awarded.	Yes		09/30/2019
01/30/2023	Once the Barrier Analysis Working Group is stood up, conduct barrier analysis into the entire Awards process.	No		

Fiscal Year	Accomplishments
2018	Average hours awarded in Time Off Awards were slightly higher for PWD and PWTD compared to awardees with no disability. For Time Off Awards of one to nine hours, employees with no disability received an average of 7.05 hours, compared to 7.60 hours for PWD and 7.70 hours for PWTD. Similarly, for Time Off Awards of more than nine hours, employees with no disability received an average of 23.40 hours, compared to 24.20 hours for PWD and 26.00 hours for PWTD.
2019	The only FY18 planned activity was completed. However, after further review, it was determined that the completed action plan had no meaningful impact on the trigger identified. The impact of integrating EO training and presence into Bonus Panel training for panel members and mock panels remains to be seen. The Barrier Analysis Working Group will investigate in impact in future fiscal years. Further barrier analysis will be conducted to determine if the planned activity corrected the trigger and DIA also added an additional planned activity.

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?	In FY19, internal promotions overall and in the 0132, 2210, and 0301 mission critical occupational series for PWD and PWTD were less likely to apply, less likely to be deemed qualified by an Agency promotion panel, and less likely to be selected for a promotion. For PWD, data identified triggers at promotion to SES with 12.50% (compared to 12.30% qualified from relevant pool of 13.68%) and GG13 at 15.4312.62% (compared to 11.65% of qualified applicants of 14.06% pool). For PWTD, data identified triggers with promotional selections at the GG15 level with .698% deemed qualified of 2.8783% total applications (gap of 2.185%).
STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.	
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.	Where under-representation or under participation exists, DIA will establish a year-round barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers. DIA sees first establishing the barrier analysis working group as another step towards successfully analyzing its workforce data and proactively moving towards eliminating identified barriers.
Objective	The Agency needs to continue to evaluate and refine the promotion process to eliminate or mitigate bias. Performance documents must be accessible to all employees. In the absence of a blind promotion process, it should establish a clear panel methodology to demonstrate promotion outcomes that are fair and repeatable. PWD and PWTD should receive adequate feedback to inform employees about the actions they should take to be more competitive for promotion in the future.

	Date Objective Initiated	Jan 17, 19
	Target Date For Completion Of Objective	Sep 30, 2020

Responsible Officials	OHR Director
	EO Chief

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2020	Increase representation of PWD / PWTD in internships, fellowships, and training and mentoring programs.	Yes		10/01/2019
09/30/2020	Increase access to promotion program accessible technologies and the accessibility of physical and virtual workspaces, (including myHR).	No		10/01/2019
09/30/2020	Increase training on reasonable accommodation to managers / supervisors and CDOs.	No		10/01/2019
09/30/2020	Analyze data to determine if reasonable accommodations for PWD / PWTD are a factor affecting promotion qualification.	Yes	04/29/2022	
09/30/2020	Analyze data to determine if mobility requirements for CBTO is resulting in a lower than expected CBTO participation rate for PWD / PWTD and if this is a factor affecting promotion qualification.	Yes	04/29/2022	
09/30/2020	Collaborate with OHR to explore the feasibility of implementing blind promotion panels at DIA.	Yes		10/01/2019
09/30/2020	Collaborate with OHR to integrate EO training and presence into promotion panel member training and mock panels to increase EO presence and oversight into the panel process and reduce bias.	Yes		10/01/2019
09/30/2020	OHR to develop a robust formal feedback mechanism that communicates actionable feedback from the panel to the rater and applicant, and tracks when feedback conversations take place.	Yes		10/01/2019

Fiscal Year	Accomplishments
2018	None
2019	FY19 Accomplishments: • All DIA Supervisors and CDOs are required to take Annual DIA EO Training which includes a module tailored to supervisors' role in reasonable accommodations. • EO has reviewed and confirmed that the DIA Promotion Program's documents, technology systems, and training materials are 508 compliant. • EO met with OHR to discuss the feasibility of implementing blind promotion panels at DIA and determined that due to technology limitations for proper redactions and security concerns a truly blind promotion panel is not feasible. • EO collaborated with OHR to ensure that EO training is required for all Promotion Panel Members prior to the panel execution. • OHR conducted an evaluation of the Promotion Program's feedback mechanism and has implemented procedural improvements for the FY20 Promotion Cycle. Additionally, the DIA Promotion Program requires that both Rating Officials and Employees validate and document the date in the Promotion Assessment Form (PAF) that a feedback conversation took place between the Rating Official and the employee.

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

Due to a lack of staff (1-2 FTEs) available for program support, DIA experienced difficulty in making progress toward the completion of planned activities In FY19, EO will bring on an additional staff member. In FY19, DIA will also develop a DIA Disability Council that will engage with Agency stakeholders, to include FAC, CIO, OHR, and EO, to address challenges faced by PWD and PWTD at DIA.

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

Improved disability data to facilitate more rigorous data analysis. During FY18, DIA did not realize plans to eliminate the promotion barrier. Therefore, it has been amended for FY19.

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.

See planned activities.