

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

DMA met the goal of 12%, of its total permanent workforce by having 12.53% PWD of that percentage. However, 3.70% were in the GS-1 to GS-10 cluster and 13.05% in the GS-11 to SES cluster.

*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

DMA does not have any individuals with targeted disabilities in the grades GS-1 to GS-10, but DMA met the 2% goal by having 9 employees (2.10%) PWTD at the GS-11 to SES.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	26	1	3.85	0	0.00
Grades GS-11 to SES	429	55	12.82	9	2.10

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

DMA's Disability Program Manager and EEO Director often communicated the EEOC's PWD and PWTD goals with the Chief Human Capital Officer and staff, as well as to other DMA leadership regarding the need to recruit, hire, advance and retain individuals with disabilities.

Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	0	ryder.a.hayes.mil@mail.mil
Processing applications from PWD and PWTD	0	0	0	DLA processes DMA applications
Processing reasonable accommodation requests from applicants and employees	1	0	0	angela.r.smith5.civ@mail.n
Answering questions from the public about hiring authorities that take disability into account	1	0	0	terry.e.meadows.civ@mail.
Architectural Barriers Act Compliance	1	0	0	david.a.rouse.civ@mail.mil
Special Emphasis Program for PWD and PWTD	1	0	0	angela.r.smith5.civ@mail.n

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

Answer Yes

The staff received EEO training which included information on requesting reasonable accommodations, as well as the role of the Disability Program Manager.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: Program Deficiencies In The Disability Program

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.

Schedule A; Veterans Recruitment Act; Veterans Employment Opportunity Act; 30 percent or more disabled.

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

Schedule A; Veterans Recruitment Act; Veterans Employment Opportunity Act; 30 percent or more disabled. DMA has continued targeted recruitment activities and has encouraged hiring managers to make full use of special appointing authorities, such as Schedule A, etc. In 2020, DMA continued to utilize the "Disability Recruitment committee," that specifically targeted the recruitment of individuals with disabilities, which included veterans. DMA had planned on hosting a PWTD Open House/Hiring event to recruit individuals with targeted disabilities in FY 2020; however, due to the pandemic, we were unable to do so. We will resume this event when socially appropriate, and if funding is available to conduct this event virtually.

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.

Defense Logistics Agency (DLA) determines if an applicant is eligible for a special hiring authority, and then forwards the applicant to the DMA hiring official with an explanation of the appointment.

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

Mandatory training on hiring authorities is included in Human Resources Supervisor Training.

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.

DMEO worked with CHCO's Workforce Recruitment Program (WRP) team to establish procedures for hiring participants. In addition, the EEO Director shared the EEOC's recommendations from the recent Technical Review regarding recruitment efforts with the WRP team.

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 Yes

DMA's new hires for PWTD was 1.59% in FY 2020.

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

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

DMA is working with DLA Human Resources Reports and the DMA Software Solutions team to accurately track this data no later than FY 2022.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0201HUMAN RESOURCES MANAGEMENT	0	0.00	0.00	0.00	0.00
1001GENERAL ARTS	0	0.00	0.00	0.00	0.00
1035PUBLIC AFFAIRS	0	0.00	0.00	0.00	0.00
1071AUDIOVISUAL PRODUCTION SPECIALIST	0	0.00	0.00	0.00	0.00
1082WRITER EDITOR	0	0.00	0.00	0.00	0.00
1084VISUAL INFORMATION SPECIALIST	0	0.00	0.00	0.00	0.00

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
1712 TRAINING INSTRUCTION SPECIALIST	0	0.00	0.00	0.00	0.00
2210 IT MANAGEMENT	0	0.00	0.00	0.00	0.00

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 N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

DMA is working with DLA Human Resources Reports and the DMA Software Solutions team to accurately track this data no later than FY 2022.

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 N/A
- b. Promotions for MCO (PWTD) Answer N/A

DMA is working with DLA Human Resources Reports and the DMA Software Solutions team to accurately track this data no later than FY 2022.

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.

DMA will conduct a barrier analysis to help develop a comprehensive plan designed to ensure advancement opportunities for PWD/PWTD. We will collaborate with other Department of Defense agencies to consider various options for providing PWD/PWTD with additional career development opportunities.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

In FY 2020, DMA offered the Workforce Development Mentoring Program, Centralized Rotation Program and DMA Leads Program for all DMA employees.

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 (%)
Mentoring Programs	30	30	1	1		
Internship Programs						
Fellowship Programs						
Coaching Programs						
Training Programs						
Detail Programs	2	2				
Other Career Development Programs	10	9				

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 N/A
- b. Selections (PWD) Answer N/A

This workforce data was not fully implemented for FY 2020. DMA is still working with DLA HR Reports Team and DMA Software Solutions team to continue tracking this type of data completely and accurately.

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 N/A
- b. Selections (PWTD) Answer N/A

This workforce data was not fully implemented for FY 2020. DMA is still working with DLA HR Reports Team and DMA Software Solutions team to continue tracking this type of data completely and accurately.

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	12	1.75	3.02	0.00	2.08
Time-Off Awards 1 - 10 Hours: Total Hours	96	14.04	24.18	0.00	16.67
Time-Off Awards 1 - 10 Hours: Average Hours	8	14.04	2.20	0.00	16.67
Time-Off Awards 11 - 20 hours: Awards Given	39	8.77	8.52	11.11	8.33
Time-Off Awards 11 - 20 Hours: Total Hours	624	140.35	136.26	177.78	133.33
Time-Off Awards 11 - 20 Hours: Average Hours	16	28.07	4.40	177.78	0.00
Time-Off Awards 21 - 30 hours: Awards Given	137	22.81	30.22	33.33	20.83
Time-Off Awards 21 - 30 Hours: Total Hours	3274	547.37	847.25	800.00	500.00
Time-Off Awards 21 - 30 Hours: Average Hours	23.9	42.11	7.70	266.67	0.00
Time-Off Awards 31 - 40 hours: Awards Given	170	24.56	38.46	22.22	25.00
Time-Off Awards 31 - 40 Hours: Total Hours	7100	940.35	1479.12	888.89	950.00
Time-Off Awards 31 - 40 Hours: Average Hours	41.76	67.18	10.57	444.44	-3.56
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	55	12.28	7.69	22.22	10.42
Cash Awards: \$501 - \$999: Total Amount	45777	10373.68	6384.62	20000.00	8568.75
Cash Awards: \$501 - \$999: Average Amount	832.31	1481.95	228.02	10000.00	-115.19
Cash Awards: \$1000 - \$1999: Awards Given	255	147.37	41.76	11.11	172.92
Cash Awards: \$1000 - \$1999: Total Amount	337468	196128.07	55196.70	17755.56	229572.92
Cash Awards: \$1000 - \$1999: Average Amount	1323.4	2334.86	363.14	17755.56	-556.52
Cash Awards: \$2000 - \$2999: Awards Given	49	52.63	8.79	0.00	62.50
Cash Awards: \$2000 - \$2999: Total Amount	98900	101754.39	18104.40	0.00	120833.33
Cash Awards: \$2000 - \$2999: Average Amount	2018.37	3391.81	565.76	0.00	4027.77
Cash Awards: \$3000 - \$3999: Awards Given	3	1.75	0.55	0.00	2.08
Cash Awards: \$3000 - \$3999: Total Amount	9500	6140.35	1648.35	0.00	7291.67
Cash Awards: \$3000 - \$3999: Average Amount	3166.67	6140.35	824.18	0.00	7291.67

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Awards Given	1	0.00	0.27	0.00	0.00
Cash Awards: \$4000 - \$4999: Total Amount	4500	0.00	1236.26	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4500	0.00	1236.26	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	0	0.00	0.00	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	0	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”, please describe the trigger(s) in the text box.

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

- a. Other Types of Recognition (PWD) Answer 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 (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Grade GS-14

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

DMA will work with DLA HR Reports Team and DMA Software Solutions team to ensure that the information is tracked in FY 2022.

2. Does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A

DMA will work with DLA HR Reports Team and DMA Software Solutions team to ensure that benchmark data is tracked in FY 2022.

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 N/A
- b. New Hires to GS-15 (PWD) Answer N/A
- c. New Hires to GS-14 (PWD) Answer N/A
- d. New Hires to GS-13 (PWD) Answer N/A

DMA will work with DLA HR Reports Team and DMA Software Solutions team to ensure that benchmark data is tracked in FY 2022.

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 N/A
 - b. New Hires to GS-15 (PWTD) Answer N/A
 - c. New Hires to GS-14 (PWTD) Answer N/A
 - d. New Hires to GS-13 (PWTD) Answer N/A

DMA will work with DLA HR Reports Team and DMA Software Solutions team to ensure that benchmark data is tracked in FY 2022.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. Executives
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
 - b. Managers
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
 - c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

DMA will work with DLA HR Reports Team and DMA Software Solutions team to ensure that benchmark data is tracked in FY 2022.

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 N/A
 - ii. Internal Selections (PWTD) Answer N/A
 - b. Managers

- i. Qualified Internal Applicants (PWTD) Answer N/A
- ii. Internal Selections (PWTD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

DMA will work with DLA HR Reports Team and DMA Software Solutions team to ensure that benchmark data is tracked in FY 2022.

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 N/A
 - b. New Hires for Managers (PWD) Answer N/A
 - c. New Hires for Supervisors (PWD) Answer N/A

DMEO will work with DLA HR Reports Team and DMA Software Solutions team to ensure that benchmark data is tracked in FY 2022.

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 N/A
 - b. New Hires for Managers (PWTD) Answer N/A
 - c. New Hires for Supervisors (PWTD) Answer N/A

DMEO will work with DLA HR Reports Team and DMA Software Solutions team to ensure that benchmark data is tracked in FY 2022.

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 No

DMA did not have any Schedule A employees to convert in FY 2020.

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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.49
Permanent Workforce: Resignation	5	0.00	1.22
Permanent Workforce: Retirement	20	6.67	3.89
Permanent Workforce: Other Separations	32	6.67	6.81
Permanent Workforce: Total Separations	59	13.33	12.41

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

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

In FY 2020, DMA did not have a tracking system in place to track PWTD, but we plan to for FY 2021 reporting. In FY 2021, we successfully added the disability-related questions to DMA’s Exit Interview Survey to include questions pertaining to the improvement of recruitment, hiring, inclusion, retention and advancement of PWD.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.43
Permanent Workforce: Resignation	5	0.00	1.08
Permanent Workforce: Retirement	20	0.00	4.33
Permanent Workforce: Other Separations	32	0.00	6.93
Permanent Workforce: Total Separations	59	0.00	12.77

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

N/A

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.

The internet address is www.dma.mil.

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 internet address is <https://www.dma.mil/about-dma/special-staff/diversity-management-and-equal-opportunity>.

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 FY 2020, we analyzed workforce demographics, and conducted meetings to brainstorm ideas for improvement. In FY 2021, DMA began collaborating with the Department of Defense's Office of Diversity, Equity and Inclusion (ODEI) and other appropriate offices to address barrier analysis concerns for employees with disabilities, including targeted disabilities.

C. REASONABLE ACCOMMODATION PROGRAM

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

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average time frame was 14 days for approval.

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.

DMA's reasonable accommodation requests have been timely processed, and no complaints were filed regarding our process. All incoming employees received a briefing on reasonable accommodation policies and procedures.

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.

DMA's Personal Assistance Services (PAS) policies and procedures are posted on the agency's website. We did not receive any PAS requests in FY 2020.

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.

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.

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 Yes

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

Answer Yes

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

Source of the Trigger:	Other					
Specific Workforce Data Table:	Workforce Data Table - B1					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Less than anticipated participation rates for individuals with targeted disabilities.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted Disabilities					
Barrier Analysis Process Completed?:	Y					
Barrier(s) Identified?:	Y					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
	Individuals with targeted disabilities are underrepresented in DMA's workforce		<ul style="list-style-type: none"> - Analyzed workforce demographics. - Conducted meetings and focus groups with people at all levels of the agency to discuss possible causes. - Reviewed existing recruiting and outreach efforts to attract individuals with disabilities. 			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
10/01/2013	09/30/2022	Yes	06/28/2021		Increase the participation rate of individuals with targeted disabilities to 2% of the DMA workforce.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
EEO Director		Alicia D. Harcum		Yes		
Agency Director		Harold E. Pittman		Yes		
CHCO Director		Terry Meadows		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	DMA will review the recruitment and selection processes for new hires and promotions for all mission-critical occupations, except the 0856, 1001, and 1084 series.			Yes	06/28/2021	
09/30/2021	DMA will collect applicant flow data for new hires and promotions to its mission-critical occupations.			Yes	06/28/2021	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2022	Conduct focus groups with PWTD to discuss their career advancement opportunities with the agency.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2017	Established a Disability Recruitment Committee			
2018	Employees and external applicants were trained on Schedule A special hiring actions			
2019	Hosted "Brown Bag" lunch sessions to explore management officials' perception of PWTD, as well as their role in the recruitment and hiring processes.			
2020	Added disability-related questions to Exit Interview surveys. This will assist with determining why persons with disabilities leave the separate from the agency.			

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

Due to the COVID-19 restrictions and other workload priorities during the period of maximum telework, we were unable to host a PWTD/PWD Open House/Hiring event to recruit individuals with targeted disabilities. We will resume this event when socially appropriate, and if funding is available to conduct this event virtually. However, we did engage in discussions with other Department of Defense Disability Program Managers to brainstorm ideas, and invited our Workforce Recruitment Team to participate in the discussions for planning purposes. We will revisit the activities listed in the most recent AAPs per the following: 1) Use of details and special job assignments for additional career development opportunities for PWD/PWTD. 2) Collection of Applicant Flow Data for new hires and promotions for Mission-Critical Occupations. 3) Review the recruitment and selection processes for new hires and promotions for all Mission-Critical Occupations, with the exception of the 0856, 1001, and 1084 series. 4) Conduct focus groups with PWTDs to discuss their career advancement opportunities with the agency.

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

In 2020, DMA continued to utilize the "Disability Recruitment committee," that specifically targeted the recruitment of individuals with disabilities, which included veterans. We were still addressing internal systems issues throughout FY 2020 and in early FY 2021; however, we are scheduled to have the Applicant Flow Data functionality in place by end of FY 2021. We have requested access to the USA Staffing database to obtain the Applicant Flow Data, with the understanding that not all applicants complete this data, being that responses are strictly voluntary. We expect our MD-715 report for FY 2021 to include the Applicant Flow Data. We also plan to develop a more efficient way of tracking Schedule A employees. We successfully added the disability-related questions to DMA's Exit Interview Survey to include questions pertaining to the improvement of recruitment, hiring, inclusion, retention and advancement of PWD. We will use the information as part of our barrier analysis.

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.

As mentioned in item #4 above, DMA will revisit the planned activities listed in recent AAPs to ensure we do not lose sight of our plans. We informed our Workforce Recruitment Team of the EEOC's recommendation of expanding contacts with disability organizations to include the American Job Centers, State Vocational Rehabilitation Agencies, Centers for Independent Living, and Employment Network Service providers in order to recruit more PWD/PWTD. In addition, DMA will incorporate the EEOC's recommendations from the recent Technical Visit to ensure we use EEO complaint data, EEO grievance data, surveys and anecdotal information from disability organizations when conducting the agency's barrier analysis. Lastly, we will continue collaborating with other Department of Defense agencies to assist with our barrier analysis efforts.