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

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

Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD) Answer No
   b. Cluster GS-11 to SES (PWD) Answer No

We are at 12% or greater is all grades except GG7, GG8, GG9, and GG11.

*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

PWTD overall is 2.62% (25 of 954 employees). PWTD for GG-1 through GG-10 is 0% (0 of 55 employees). PWTD for GG-11 through SES is 2.78% (25 of 899 employees). PWTD is a subset of PWD. We are below 2% in all grades except GG11, GG12, GG13, and GG15.

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

The numerical DoD goals are published in the agency Affirmative Employment Plan, discussed with hiring managers and with the Human Capital Management Office (HCMO) specialists, and highlighted in the Demographic Dashboard, Diversity and Equal Opportunity Newsletter and during the National Disability Employment Awareness Month event.

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

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

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

   Answer: No

   In FY19, personnel staffing was adequate to manage the reasonable accommodation requests. In FY19 there was one employee (Rosemary Salak) responsible for implementing the disability program in addition to serving as the D&I Program Manager, Reasonable Accommodation Program Manager, Workforce Recruitment Program Manager, Affirmative Employment Program Manager, MD-715 Manager, SEP Manager, 508 Program Manager, contract writer for services for hearing impaired, and contract writer for EEO and D&I training. During FY19, the agency was not adequately staffed to fully implement all aspects of the disability program; 508 compliance, outreach, recruitment, Workforce Recruitment Program implementation, special emphasis program, and training. Two personnel billets were filled in late FY 2019. The billets were added due to the impending growth of the agency; an addition of about 5000 employees with the merger of the National Background Investigation Bureau on 1 Oct 2019.

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

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Disability Program Task</td>
<td># of FTE Staff By Employment Status</td>
<td>Responsible Official (Name, Title, Office Email)</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

In FY19 the DPM attended training on the ADA and reasonable accommodations offered by the National Employment Law Institute, training offered FDR, the SEPM training offered by the Graduate School, the Hiring Process Life Cycle offered by DCPAS, and was a member of the DoD level workgroup writing the curriculum and content for the DEOMI DPM course. The DPM formed a DSS 508 workgroup with representation from DSS CIO, CDSE, acquisitions office, and security office. The DPM facilitated 508 training opportunities offered by GSA for the group members, and encouraged the agency to establish a full time 508 Manager position. DSS DPM participates with the DoD Equal Access to Information Technology Workgroup to problem solve and share best practices. DSS is exploring establishing a full time 508 Program Manager position. Our training and certification Directorate (CDSE) is converting existing products so they support Section 508 accessibility guidelines, including screen reader support, full keyboard navigation, visible focus indicators, and more. CDSE also screens their websites for accessibility using FAE 2.0, and uses Accessible Name and Description Inspector (ANDI) to test web content for accessibility. CDSE is working with the Defense Acquisition University and the Harvard new accessibility tool for best practices in modeling their 508 efforts.

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, funding and personnel staffing was adequate to manage the reasonable accommodation requests. During FY19, the agency did not have sufficient personnel resources and training to fully implement all aspects of the disability program; 508 compliance, outreach, recruitment, Workforce Recruitment Program implementation, special emphasis program, and training. Two personnel billets were filled in FY 2019. The billets were added due to the impending growth of the agency; an addition of about 5000 employees with the merger of the National Background Investigation Bureau on 1 Oct 2019.

Section III: Program Deficiencies In The Disability Program

### Brief Description of Program Deficiency

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
</table>

### Objective

Post PAS guidance on public and internal facing Websites

### Target Date

Feb 1, 2020

### Completion Date

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 1, 2019</td>
<td>December 1, 2019</td>
<td>Develop agency PAS statement/guidance</td>
</tr>
<tr>
<td>Jan 31, 2020</td>
<td></td>
<td>Vet policy guidance on PAS for the agency and obtain Director’s signature</td>
</tr>
<tr>
<td>Feb 28, 2020</td>
<td></td>
<td>Finalize, distribute and post PAS guidance on public/internal Websites</td>
</tr>
</tbody>
</table>

### Accomplishments

Fiscal Year 2019

Due to limited staffing and agency transition, the DEO team did not have time to fully develop the PAS procedures/guidelines for the agency. In December 2019/January 2020 the PAS was developed, being reviewed, and plans to be approved/posted by the end of February 2020. Upon development and distribution, DCSA will ensure the policy is posted on the public website.

### Brief Description of Program Deficiency

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
</table>

### Objective

Agency to post the AAP on public and internal facing Websites.

### Target Date

Oct 1, 2020

### Completion Date

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Completion Date</th>
<th>Planned Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 2020</td>
<td></td>
<td>Revise AAP to address deficiencies identified by EEOC.</td>
</tr>
<tr>
<td>Aug 1, 2020</td>
<td></td>
<td>Update to include needs/action items for transitioned workforce</td>
</tr>
<tr>
<td>Sep 1, 2020</td>
<td></td>
<td>Submit to EEOC for review/comment</td>
</tr>
<tr>
<td>Oct 1, 2020</td>
<td></td>
<td>Finalize and post on public/internal facing Websites.</td>
</tr>
</tbody>
</table>

### Accomplishments

Fiscal Year 2019

The AAP for individuals with disabilities was first finalized and distributed to the workforce in April 2018. EEOC review identified deficiencies in the agency AAP and due to limited staffing and transitional activities, DEO has been unable to revise and make the necessary changes. In addition, due to transitional activities, there has been a lack of attention/follow up on specific activities identified in the AAP.

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.

No change from FY18. The DPM established relationships with the Disability Employee Resource Groups of other federal agencies and with disability servicing organizations to which vacancy announcements are distributed. The Human Capital Management Office participates in at least two disability focused recruitment events/career fairs per year, maintains communication with multiple universities and colleges, collaborates with Armed Forces transition coordinators and medical treatment facilities, and participates in Wounded Warrior events, the Defense Intelligence Agency’s quarterly Wounded Warrior meetings, and the Intelligence Community (IC) Wounded Warrior Job Fair, IC Recruitment Committee meetings and IC Diversity Task Force meetings. In addition, the agency uses social media to conduct broad outreach and marketing across the country to include remote regions. PWD and PWTD are welcome to submit their resume and certification of disability to the agency resume repository. The resume repository can be searched specifically for candidates who are PWD and PWTD, and this category is listed as an area of consideration option for hiring managers to choose when filling vacancies. Other outreach strategies and opportunities to provide advancement opportunities will be explored in FY 2020. The agency does not use its excepted hiring authority under the Defense Civilian Intelligence Personnel System (DCIPS) to implement affirmative employment of persons with targeted disabilities.

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

No change from FY18 other than our DPM provided the Human Capital Management Office (HCMO) Director an information paper coordinated with Undersecretary (OUSD) for Defense(Intel) confirming our authority to use the Defense Civilian Intelligence Personnel System (DCIPS) Title 10 excepted hire authority for affirmative employment of PWD and PWTD. DCIPS Volume 2005 provides the authority.

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.

Individuals contact the DPM as the SPPC. DPM refers individuals to the Recruitment Office of the Human Capital Management Office (HCMO). HCMO replies to the individual advising how to submit resume to the resume repository and notes that Schedule A does not apply to our agency. Individuals are asked to provide evidence of eligibility for hiring authorities that take disability in account; a Schedule A letter is accepted to fulfill this requirement. If hiring managers advise that they want to hire a PWD/PWTD, HCMO pulls resumes from the resume repository, determines qualification for the position, and refers the resumes to the hiring manager for review and interview. All individuals hired by our Agency, whether or not they have a disability, are on probation for 2 years. When time permits, the DPM not only sends the resumes to HCMO, but also sends them to hiring managers based upon the skills and experienced reflected in the resumes.

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

Answer  No

The DPM recommended HCMO update the agency Hiring Guide to include Section 501 and 29 C.F.R. 1614.203(d) that require agencies to adopt and implement an affirmative action plan that provides sufficient assurances, procedures and commitments, including the adoption of workforce goals for PWD and sub-goals for PWTD, to provide adequate hiring, placement and advancement of PWD at all levels of federal employment. Steps include using hiring authorities that take disability into account to hire and promote PWD, and consideration of disability as a positive factor in hiring, promotion, and assignment decisions where an applicant with a disability is otherwise qualified. DPM recommended HCMO Recruitment office and Staffing office periodically brief hiring managers, and ideally HCMO engage in this discussion with hiring managers each time positions become vacant. Additionally, the DPM suggested that each new supervisor meet with the Diversity and EEO Office within 30-60 days of becoming
a supervisor to be briefed on this and other critical aspects of diversity and EEO.

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.

No change from FY18 other than the agency established Special Emphasis Program Coordinators to include one for PWD and PWTD. The DPM provided training and guidance to SEP coordinators throughout the FY. The SEPC for PWD/PWTD briefed his component leadership on the Disability Program and on affirmative employment for PWD/PWTD, and initiated affirmative employment action within his component of the agency.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If “yes”, please describe the triggers below.
   a. New Hires for Permanent Workforce (PWD) Answer Yes
   b. New Hires for Permanent Workforce (PWTD) Answer Yes

21 of 204 (10.29%) in FY 2019 are individuals with disabilities. 4 of 204 (1.96%) are individuals with a targeted disability.

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

Of the 204 hires, 38 were in mission critical occupations. Of those, 2 (5.26%) identified as PWD. None identified as PWTD.

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

48 internal applicants identified as PWD for MCO vacancies. Of those, 9 (18.75%) were determined qualified. No internal applicants identifying as PWTD applied for MCO vacancies. This compares to 330 internal applicants for MCO vacancies who identified as having no disability; 78 (23.64%) of which were determined qualified. Applicants with no disability were determined qualified at a higher rate than those who identified as PWD. Reference Table B9.

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

9 internal applicants identifying as PWD were determined qualified for MCO vacancies; 1 (11.11%) was selected. There were no internal applicants who identified as PWTD who applied for the vacancies. 78 internal applicants who have no disability were determined qualified for MCO vacancies. Of those 14 (17.95%) were selected. Applicants with no disability who were determined qualified, were selected at a higher rate than those who identified as PWD.

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.

No change from FY18. PWD and PWTD are considered, along with all eligible employees without disabilities for the Leadership Development Program, career development training, mentoring, awards, specialized training, promotions, and any other advancement programs. When selecting for promotion or advancement, the agency is committed to selecting the best qualified. In FY 19 DSS permitted PWTD to submit their resume to the resume repository at any time year round, while those without disabilities could only do so during specific open acceptance periods. This permission increased the advancement potential of DSS employees with disabilities in cases where hiring managers elected to access this recruitment source, however they rarely do access this source. DEO is working in collaboration with HCMO to advance the agency hiring and recruitment opportunity program in FY 2020 and continuing.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

No change from FY18. Intelligence Community Leadership Summits, DSS Leadership Development Program (LDP), Executive Leadership Development Program (ELDP), Senior Executive Fellow, Harvard Kennedy School, National Security Fellowship Program, National Defense University iCollege (NDU), Defense Senior Leader Development Program (DSLDP), Defense Civilian Emerging Leader Program, White House Leadership Development Program, African American Federal Executive Association Career Development Summit, Federal Executive Institute (FEI), and Joint Duty Program and rotational assignments.

2. In the table below, please provide the data for career development opportunities that require competition and/or
supervisory recommendation/approval to participate.

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Training Programs</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

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

DEO has advised HCMO of the data required and proposed methodologies for capturing the data throughout the FY, but to date, the data is not available. Participation data is available as follows: GG 5-12: 21/34 (70.59%) no disability, 3/34 (9.12%) PWD, 1/34 (2.94%) PWTD participated GG13-14: 86/120 (71.67%) no disability, 25/120 (20.83%) PWD, 3/120 (2.5%) PWTD participated GG15 and above: 5/9 (55.56%) no disability, 3/9 (33.33%) PWD, zero PWTD

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

See above.

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
identified Disability Targeted 43/54=79.63% 3/54=5.56% 8/54=14.81% 0 Performance Based No Disability Not identified Disability Targeted Pay Increase 15/18=83.33% 0 3/18=16.67% 0

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

   a. Pay Increases (PWD) Answer: Yes
   b. Pay Increases (PWTD) Answer: Yes

QSI No Disability Not identified Disability Targeted 43/54=79.63% 3/54=5.56% 8/54=14.81% 0 Performance Based No Disability Not identified Disability Targeted Pay Increase 15/18=83.33% 0 3/18=16.67% 0

<table>
<thead>
<tr>
<th>Other Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Based Pay Increase</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Data unavailable.

D. PROMOTIONS

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

   a. SES
      i. Qualified Internal Applicants (PWD) Answer: Yes
      ii. Internal Selections (PWD) Answer: 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: Yes
d. Grade GS-13
   i. Qualified Internal Applicants (PWD) Answer Yes
   ii. Internal Selections (PWD) Answer Yes

The only data available follows: GG13: 21 selected of 135 total qualified (15.56%). No disabilities: 13 selected of 66 qualified (19.70%). PWD: 0 selected of 6 qualified. PWTD: no applicants GG14: 4 selected of 29 total qualified (13.79%). No disabilities: 1 selected of 12 qualified (8.33%). PWD: 0 selected of 2 qualified. PWTD: no applicants GG15: 1 selected of 4 total qualified (25%) No disabilities: 0 selected of 1 qualified. PWD: 0 selected of 1 qualified. PWTD: no applicants. Selectee chose code 01 (not identified) No hiring actions for above the grade of GG15.

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 Yes
      ii. Internal Selections (PWTD) Answer Yes

   b. Grade GS-15
      i. Qualified Internal Applicants (PWTD) Answer Yes
      ii. Internal Selections (PWTD) Answer Yes

   c. Grade GS-14
      i. Qualified Internal Applicants (PWTD) Answer Yes
      ii. Internal Selections (PWTD) Answer Yes

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

See comments above. For GG13, there were 21 selections, 0 of which were PWD and 0 PWTD. For GG14, there were 4 selections, 0 of which were PWD, and 0 PWTD. For GG15, there was 1 selection, which was not a PWD or a PWTD. There were no selections to DISL or DSES.

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
4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

   a. New Hires to SES (PWTD) Answer Yes
   b. New Hires to GS-15 (PWTD) Answer Yes
   c. New Hires to GS-14 (PWTD) Answer Yes
   d. New Hires to GS-13 (PWTD) Answer Yes

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

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
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

DSS falls under the Defense Civilian Intelligence Program (DCIPS) personnel system, which is excepted service and does not have a provision for Schedule A authority so conversion to competitive service is not applicable. All employees assigned to DSS are on probation for up to two years.

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

98 total separations out of 954 total population (10.27%). No disability: 80 separated out of 732 total population of those with no disability (10.93%). 11 separated out of 136 PWD (8.09%).

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Separations</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Population</td>
<td>954</td>
<td>10.27%</td>
<td></td>
</tr>
<tr>
<td>Without Disability Separations</td>
<td>732</td>
<td>10.93%</td>
<td></td>
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<tr>
<td>PWD Separations</td>
<td>136</td>
<td>8.09%</td>
<td></td>
</tr>
<tr>
<td>PWTD Separations</td>
<td>25</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>

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

98 total separations out of 954 total population (10.27%). No disability: 80 separated out of 732 total population of those with no disability (10.93%). 1 separated out of 25 PWTD (4%).

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Separations</td>
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<td></td>
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</tr>
<tr>
<td>Total Population</td>
<td>954</td>
<td>10.27%</td>
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<tr>
<td>Without Targeted Disabilities Separations</td>
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<td>10.93%</td>
<td></td>
</tr>
<tr>
<td>PWTD Separations</td>
<td>25</td>
<td>4%</td>
<td></td>
</tr>
</tbody>
</table>

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.

NA

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://www.dcsa.mil/accessibility/

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.

https://www.dcsa.mil/accessibility/

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

The DPM has recommended to leadership that the agency hire full time staff for 508 responsibilities. The DPM participates with the DoD Equal Access to Information Technology Workgroup to problem solve and share best practices. Our training and certification Directorate (CDSE) is converting existing products so they support Section 508 accessibility guidelines, including screen reader support, full keyboard navigation, visible focus indicators, and more. CDSE also screens their websites for accessibility using FAE
2.0, and uses Accessible Name and Description Inspector (ANDI) to test web content for accessibility. CDSE is working with the Defense Acquisition University and the Harvard new accessibility tool for best practices in modeling their 508 efforts.

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.)

Reasonable accommodation requests are acted upon within 24-48 hours to ensure the interactive process is initiated, and the accommodation is provided as soon as possible factoring in (for applicable cases) time for ordering equipment and vetting assistive technology.

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.

Reasonable accommodation requests are responded to usually within 24 hours and not later than three days after the request is made, to ensure the interactive process is initiated. Individualized assessments are conducted to include assessments from CAP, from the USDA Target Center, and from our ergonomic specialist as appropriate. Coordination is accomplished with our Logistics Management Division, Security Office, Human Capital Management Office, and Chief, Information Offices when applicable. Reasonable accommodations are centrally funded. Training is provided to employees and supervisors. Accommodations are tracked and trends are monitored and reported. Training is available but not mandatory. In FY19 the DPM conducted face-to-face training for most of the agencies supervisors.

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.

PAS requests are processed in the same manner as reasonable accommodation requests. In FY19, the agency did not receive any requests for PAS.

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

The agency had one case alleging harassment based on disability that was settled in FY19. The DPM recommended training for the supervisory chain but no action was taken.

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.

   NA

Section VIII: Identification and Removal of Barriers

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

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

   Answer  No

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

   Answer  No

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

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

   Limited staffing has precluded barrier analysis for several years. Limited staffing has precluded championing and implementing outreach, action planning, and accurate reporting of affirmative employment, and commitment to carrying out the spirit of Section 501 and Section 508 of the Rehabilitation Act. In the absence of adequate staffing, the focus is on an effective reasonable accommodation and PAS process to attract and retain PWD and PWTD.

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

   No barrier analysis was conducted.

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.
No barrier analysis was conducted.