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

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWTD)  Answer  No
   b. Cluster GS-11 to SES (PWTD)   Answer  Yes

The percentage of PWTD in the GS-11 to SES cluster was 1.55% in FY2020, which falls below the goal of 2%.

<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></td>
<td></td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>34</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>1225</td>
<td>160</td>
<td>19</td>
</tr>
</tbody>
</table>

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

The Agency’s HR Department uses various forums to communicate and educate hiring managers and supervisors on the goals and plans to hire PWD/PWTD. Various channels of communication include briefings for hiring managers/supervisors; host several brown bag sessions quarterly, one-on-one meetings/training, and also uses other channels of communications to continuously improve our hiring processes of PWD/PWTD. The use of these channels has allowed the hiring managers to become an agile team and have enabled the agency to swiftly meet the ever-changing needs of the agency and overcome any challenges we may have when hiring PWD/PWTD. The EI Office continues to provide the State of Agency brief to leadership.

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.

<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>Answering questions from the public about hiring authorities that take disability into account</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</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

The Agency’s Disability Program Manager participated in the DEOMI Disability Program Management Training and EXCEL Conference hosted by the EEOC Training Institute.
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.

The Agency utilizes the Schedule A Hiring Authority, Disabled Veterans Affirmative Action Plan (DVAAP) and Operations Warfighter (OWF) programs to identify and target PWDs and PWTDs. In addition, targeted recruiting and outreach events are utilized to engage with PWDs. These efforts are very broad in nature, as we interact with students, entry and career-level individuals. The Agency had also established a JWDs ERG that will assist in enhancing these ongoing efforts. The Agency developed the following recruitment strategy: • Outreach: The HR and EI Offices meet on a bi-weekly basis to discuss the various virtual outreach opportunities. • Recruitment: The HR and EI Offices collaborate on career fairs for various universities and colleges. FY2020, one Workforce Recruitment Program (WRP) student was transitioned into a permanent position in the Agency utilizing the Schedule A Hiring Authority.

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

DTRA utilized a number of hiring authorities that take disability into account for permanent positions within the Agency. Authorities such as; Schedule A (to recruit PWD/PWTD), WRP, RA, and 30% or more Veterans. These programs and resources have allowed the Agency to recruit, hire and retain top talent of individuals hired with a disability or target disability.

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.

PwDs applying for a position under a hiring authority through USAJobs, the Agency servicing, “Defense Logistics Agency (DLA)” will review the applicant’s resume against the job announcement and position description to determine if the person is qualified and also ensure all required documents are received, such as: Schedule A letter from a licensed doctor/or physician, resume, transcripts, etc. If the applicant is deemed qualified, the applicant will be placed on a Certificate of Eligibility and forwarded to the hiring manager for consideration. If the individual would like to be considered non-competitively, he/she will submit required documents: their resume, Schedule A letter from a licensed doctor or physician and transcripts to the Agency’s Special Placement Program Coordinator (SPPC). Once the resume is received by DTRA HR Office, the HR Specialist(s) will review the resume to determine what position they are seeking or may qualify for and send the resume to the hiring manager for consideration. If the hiring manager wants to consider the individual for a position, they will notify the DTRA HR Specialist that they want to consider that individual and the HR Specialist will then send the individual resume, PD, and supporting documents to our servicing HR agency, DLA for qualification determination. If the individual is deemed qualified, DLA HR will notify DTRA HR representative to begin the hiring
process. This process can take as little as 30 days, pending meeting all conditions of employment (i.e. drug testing, security clearance, background check, etc.).

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

The Agency provides disability-related training to its management team every three years. This training covers the hiring goals, the RA program, and special hiring authorities. Roadmap to Success: Hiring People with Disability training is also provided to hiring managers. EI provided disability awareness and etiquette training for all workforce to include managers and supervisors.

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 Agency established partnership with the Department of the Blind and Vision Impairment (DBVI) and Department for Aging and Rehabilitation Services (DARS) to host a virtual Disability Awareness event. Also, EI partnered with the Wounded Warriors Regiment of Quantico, VA to obtain a speaker for the virtual disability program. The Agency continued its outreach relationships while building new relationships and partnerships for recruitment opportunities with hundreds of identified schools/universities, targeting career services, faculty members, and student organizations to facilitate targeted recruiting and outreach efforts to establish and maintain relationships/contacts with the individuals listed to recruit PWDs/PWTDs. Additionally, providing opportunities for PWDs/PWTDs, WRP students, Career Services staff, and faculty members to visit DTRA work sites to observe firsthand the exciting mission tasks being accomplished by the Agency. The Agency will continue to collect and analyze applicant flow data to determine areas of low participation rates in its applicant pool data and determine areas of improvement in the Agency’s recruitment efforts. This information will be analyzed to determine the hiring of PWDs/PWTDs demographics of applicants and conduct outreach to ensure DTRA current recruiting practices include a diverse pool of qualified jobseekers, while securing and maintaining employment.

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

In FY20, DTRA met the goals for PWD and PWTD. Of the 126 permanent hires, 20 (15.87%) have a disability and 5 (3.97%) have 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


<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
<tr>
<td>0080SECURITY</td>
<td>0</td>
<td>0.00</td>
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<tr>
<td>0301MISCELLEOUS ADMINISTRATIVE SUPPORT</td>
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<td>0340PROGRAM MANAGER</td>
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</tr>
<tr>
<td>0343MANAGEMENT PROGRAM ANALYST</td>
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<td>0560BUDGET ANALYSIS</td>
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<td>0.00</td>
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<td>1102CONTRACTIN</td>
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<td>0.00</td>
</tr>
<tr>
<td>1301PHYSICAL SCIENCE</td>
<td>0</td>
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<tr>
<td>2210INFORMATION TECHNOLOGY MANAGEMENT</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Currently, we do not have relevant applicant pool data to conduct benchmarks.
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: No

| 0080 - PWD Qualified Applicant Pool 9.63%; PWTD Qualified Applicant Pool 5.90% New Hires PWD 31 Total New Hires 19 Trigger PWD Y Trigger PWTD N 0301 - PWD Qualified Applicant Pool 4.47%; PWTD Qualified Applicant Pool 2.31% New Hires PWD 31 Total New Hires 16 Trigger PWD Y Trigger PWTD N 0340 - PWD Qualified Applicant Pool 0.00%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 0 Total New Hires 0 Trigger PWD Y Trigger PWTD Y 0343 - PWD Qualified Applicant Pool 10.14%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 7 Total New Hires 0 Trigger PWD Y Trigger PWTD Y 0560 - PWD Qualified Applicant Pool 0.00%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 0 Total New Hires 0 Trigger PWD Y Trigger PWTD Y 1102 - PWD Qualified Applicant Pool 0.00%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 0 Total New Hires 0 Trigger PWD Y Trigger PWTD Y 1301 - PWD Qualified Applicant Pool 9.09%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 0 Total New Hires 0 Trigger PWD Y Trigger PWTD Y |

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.

The Agency engaged in initiatives designed to ensure PWDs/PWTDs have sufficient advancement opportunities. ERG for PWDs/PWTDs was established and will assist in identifying and addressing barriers for advancement for PWDs/PWTDs. EI held briefing sessions with the ERG Leads and Co-Leads to discuss barriers to advancement for employees with targeted disabilities.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

DTRA offers the Competitive Academic Program (CAP), which provides opportunities for civilian employees to pursue an undergraduate or graduate degree with financial assistance from the Agency. In FY20, 6 employees were selected for the CAP and 1 employee was a PWD. DTRA encourages all employees to apply and participate in our wide array of professional/career development tracks.

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>Fellowship Programs</td>
<td>8</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>106</td>
<td>106</td>
<td>0</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>0</td>
<td>0</td>
<td>0</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 N/A
   b. Selections (PWD) Answer N/A

In FY20, triggers existed for PWD in the career development programs. There were no PWDs who applied and/or selected.

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

The following is a breakdown by grade levels of PWTDs GS13 – 15 participants applied and were selected of which one was PWTD GS14 – 30 participants applied and were selected of which three were PWTDs GS15 – 19 participants applied and were selected of which one was PWTD

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

Time off awards 1-10 hours: 8.91% for PWDs and .99% for PWTDs. Time off awards 11- 20 hours: 12.43% for PWDs and 0.56% for PWTDs. Time off awards 21- 30 hours: 12.50% for PWDs and 2.73% for PWTDs Time off awards 31- 40 hours: 14.10% for PWDs and 1.96% for PWTDs
<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>Time-Off Awards 11 - 20 hours: Awards Given 177</td>
<td>12.57</td>
<td>13.84</td>
<td>4.17</td>
<td>13.91</td>
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<tr>
<td>Time-Off Awards 11 - 20 hours: Total Hours 2885</td>
<td>205.71</td>
<td>225.18</td>
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<tr>
<td>Time-Off Awards 11 - 20 hours: Average Hours 16.3</td>
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<td>1.63</td>
<td>50.00</td>
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<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given 256</td>
<td>18.29</td>
<td>19.96</td>
<td>29.17</td>
<td>16.56</td>
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<tr>
<td>Time-Off Awards 21 - 30 hours: Total Hours 6193</td>
<td>438.86</td>
<td>483.55</td>
<td>700.00</td>
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<td>Time-Off Awards 21 - 30 hours: Average Hours 24.19</td>
<td>13.71</td>
<td>2.43</td>
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<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given 766</td>
<td>61.71</td>
<td>61.48</td>
<td>62.50</td>
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<tr>
<td>Time-Off Awards 31 - 40 hours: Total Hours 27391</td>
<td>1918.86</td>
<td>2199.10</td>
<td>2141.67</td>
<td>1883.44</td>
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<td>Time-Off Awards 31 - 40 hours: Average Hours 35.76</td>
<td>17.77</td>
<td>3.59</td>
<td>142.79</td>
<td>-2.11</td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Awards Given 0</td>
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<td>0.00</td>
<td></td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Total Hours 0</td>
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<td>0.00</td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Average Hours 0</td>
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<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total ($)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
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<tr>
<td>Cash Awards: $501 - $999: Awards Given 207</td>
<td>14.86</td>
<td>16.65</td>
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<tr>
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<tr>
<td>Cash Awards: $1000 - $1999: Awards Given 31</td>
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<td>Cash Awards: $1000 - $1999: Average Amount 1131.03</td>
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<tr>
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<tr>
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<td>0.10</td>
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<tr>
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<td>351.05</td>
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<td>0.00</td>
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<tr>
<td>Cash Awards: $4000 - $4999: Awards Given 0</td>
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<tr>
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<tr>
<td>Cash Awards: $4000 - $4999: Average Amount 0</td>
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<td>0.00</td>
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</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  No
   b. Pay Increases (PWTD)  
      Answer  Yes

The Quality Step Increases (QSIs) for PWDs was 5 (7.25%) and one (1.45%) for PWTDs.

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

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  No

   b. Grade GS-15
      i. Qualified Internal Applicants (PWD)  
         Answer  No
      ii. Internal Selections (PWD)  
         Answer  No

   c. Grade GS-14
      i. Qualified Internal Applicants (PWD)  
         Answer  No
      ii. Internal Selections (PWD)  
         Answer  No

   d. Grade GS-13
i. Qualified Internal Applicants (PWD)  Answer  No

ii. Internal Selections (PWD)  Answer  N/A

At this time the data is not available.

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

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

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

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

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

At this time the data is not available.

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

At this time the data is not available.

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

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

c. New Hires to GS-14 (PWTD)  
   Answer  No

d. New Hires to GS-13 (PWTD)  
   Answer  No

At this time the data is not available.

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  No
      ii. Internal Selections (PWD)  
         Answer  No

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

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

At this time the data is not available.

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
At this time the data is not available.

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

At this time the data is not available.

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

At this time the data is not available.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

   Answer  Yes

The Agency converted all hired eligible Schedule A employees with a disability after two years of satisfactory service.

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

In FY20, the number of separations were 156, 39 of which were retirees, 1 removal and 26 were resignations. The total separations for PWDs voluntary were 21 (13.46%) of the workforce.
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  Yes

There were triggers amongst separations for PWTDs. The PWTD was 1 (.64%).

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

The Exit survey was revised to include questions for PWD and/or PWTD. The survey was available as of September 2020. No data was captured for PWD and PWTD in 2020. EI will analyze the data annually.

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.


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.


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 contracts are reviewed for compliance and web documents are periodically reviewed. We have a Section 508 site on our internet with links to external training materials, FAQs, tips, etc. This serves as a resource for the Agency. https://dtra1/j6/508/default.aspx

**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 number of days it takes to process RA requests (from initial receipt of the request to provision of the accommodation) was 30 calendar days.

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.

   Some examples of the effectiveness of DTRA’s RA program are: (1) Managers and supervisors have been trained on their roles/responsibilities in the RA arena; (2) RA awareness briefing across the agency are routinely provided to new supervisors on a quarterly basis. (3) For record keeping purposes only, relevant accommodation-related materials are compiled and tracked. (4) RA coordinator process RA requests and provide technical assistance to employees, interns, managers, and 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 requirement has not been requested but the request will follow the same procedures will be the same as reasonable accommodations and will include timely processing of approved services. These procedures have been updated in the DTRA’s Reasonable Accommodation Handbook, Appendix E. The Agency will conduct training for managers and supervisors, and continue to monitor PAS requests for trends. A PAS fact sheet will be created and posted on the public website as well as on its internal DTRA1 portal.

**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.

No findings of Discrimination involving Harassment in FY 2018.

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.

No findings of Discrimination involving Reasonable Accommodation in FY 2018.

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
### Statement of Condition

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

- **State of the Trigger:** Workforce Data (if so identify the table)
- **Specific Workforce Data Table:** Workforce Data Table - B1

**Statement of Condition that Was a Trigger for a Potential Barrier:**

DTRA did not exceed the 2% goal for PWTD; Total PWTDs was 24 (1.87%). The percentage of PWDs separation was 21 (13.465) and 1 (0.64%) PWTD. GS-11 to SES Cluster The percentage of PWTD in the GS-11 to SES cluster is 19 (1.55%) which falls below the goal of 2%.

### Statement of Barrier Groups

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

- **Barrier Group:**
  - People with Disabilities
  - People with Targeted Disabilities

### Barrier Analysis Process Completed?

- **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.

<table>
<thead>
<tr>
<th>Barrier Name</th>
<th>Description of Policy, Procedure, or Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Workforce</td>
<td>The permanent workforce participation rate is 1.53% (21) for PWTDs was lower than 2% (Table B1).</td>
</tr>
</tbody>
</table>

### Objective(s) and Dates for EEO Plan

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Target Date</th>
<th>Sufficient Funding / Staffing?</th>
<th>Date Modified</th>
<th>Date Completed</th>
<th>Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/15/2018</td>
<td>09/30/2021</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Increase the participation, advancement and retention rate of PWTDs within the Agency to meet or exceed the DoD 2% by 2022.</td>
</tr>
</tbody>
</table>

### Responsible Official(s)

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Standards Address The Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Human Resource Directorate</td>
<td>COL Christine Enriquez</td>
<td>No</td>
</tr>
<tr>
<td>Director, Equity, Diversity and Inclusion Office</td>
<td>Ms. Willisa Donald</td>
<td>No</td>
</tr>
</tbody>
</table>

### Planned Activities Toward Completion of Objective

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding?</th>
<th>Modified Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/15/2020</td>
<td>EEO will create a Recruitment and Outreach plan for PWDs and PWTDs and share with HR</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>Planned Activities</td>
<td>Sufficient Staffing &amp; Funding?</td>
<td>Modified Date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------</td>
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<td>-----------------</td>
</tr>
<tr>
<td>05/30/2020</td>
<td>Coordinate a discussion with HR regarding the Career Development program and the need to track PWDs and PWTD</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/30/2020</td>
<td>Utilize the OPM Feds Hire Vets website for ideas on how to reach Veterans and disabled Veterans.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/01/2020</td>
<td>Update the EEO external website to include 504/508 complaint information in the Disability Outreach section.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/15/2020</td>
<td>EEO and HR will track all Schedule A appointments to determine when and if they are converted into the competitive service, and, for those not converted, reasons why.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/10/2021</td>
<td>Conduct Trend Analysis to identify triggers for MCO new hires and qualified internal applicants for PWDs and PWTDs.ian</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/15/2021</td>
<td>Will collaborate w/HR to identify if triggers exist with the Career Development Program for PWDs and PWTDs.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/25/2021</td>
<td>Examine the Awards Program to identify triggers for PWDs and PWTDs.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/10/2021</td>
<td>Based on triggers identified involving separations of PWDs and PWTDs at DTRA, EEO will collaborate with HR to revise the exit survey questions to ensure the questions include recruitment, inclusion, retention and the advancement of individuals with disabilities.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/18/2020</td>
<td>Partner with HR to conduct at least two Disability Brown Bag sessions to inform supervisors of the program and how to hire a student/PWDs.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/15/2020</td>
<td>Create list of colleges/universities for PWD and PWTDs.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/15/2020</td>
<td>Deliver annual RA training to employees and managers.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
In FY20, the EI Office continued to manage the WRP. Three college students were hired for temporary summer employment and were placed in various Directorates utilizing their skills to support the mission. Two WRP interns were permanently hired into government positions.

The Agency partnered with the Department of the Blind and Vision Impairment (DBVI) and the Department for Aging and Rehabilitation Services (DARS) to host a virtual training for the workforce.

The EI Office hosted a Disability Awareness and Etiquette Training to educate the workforce on the Disability laws that support IwDs from being discriminated against, different hiring authorities for IwDs, reasonable accommodations, and areas that are required by law, and the proper ways to interact with IwDs.

The EI Office hosted a Veterans Day Celebration to honor Veterans in the Agency for their service. The theme was, “Honoring Those Who Served.” SgtMaj Michael Mack, guest speaker, shared stories of his success and determination with thought provoking topics on Teamwork, Peace, Joy and Purpose. A video was created to celebrate the accomplishments of Veterans and to reflect on the services they provided.

The EI Office created two toolkits (Veterans Employment and Workforce Recruitment Program (WRP)) for Supervisors and Managers to assist in understanding the special hiring authorities, bring awareness of the programs and the benefits to the interns in the Agency. The WRP toolkit has been provided to IWD ERG to utilize when conversing with Managers and Supervisors.

The EI Office informed Schedule A applicants on the hiring process and provided them with a Schedule A Fact Sheet. The Special Emphasis Program Manager held telephone conversations with Schedule A applicants to discuss the Schedule A hiring process.

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

We were not able to complete all of the deficiencies in FY2019, however, EEO and HR focused on WRP, Schedule A and offered a Disability Etiquette Training, planned activities but there some emphasis

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

DTRA hired 5 PWTDs and two WRP students were converted to full-time employees using the Schedule A Hiring Authority for DTRA and another WRP student was converted to full-time employment with another agency. EEO hosted a Disability Etiquette training, one supervisor used the material to share with his employees and other organizations he is affiliated with outside of DTRA. Another supervisor took the training material and shared with his team. The Special Placement Program Coordinator provided information and guidance to individuals seeking employment. Documents were submitted to HR Hiring Managers for consideration.

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.

For FY2020, the Agency has identified new planned activities to address the deficiencies in their Affirmative Action Plan and also in the Disability Strategic Plan which includes FEORP, DVAAP and IWDs deficiencies.