

## 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 Yes |

The percentage of PWDs in the GS-1 to GS-10 cluster was 26.67% in FY2019 which is above the goal of 12%. The percentage of PWDs in the GS-11 to SES cluster was 11.08% in FY2019, which falls below the goal of 12.0%. Reference Table B4 In FY2019, 50 individuals retired and 11 were PWDs (.22%) In FY2019, 158 separated and 21 were PWDs (13.29%) The overall PWDs percentage was 11.37% (161), which is below the 12% benchmark.

\*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 PWTDs in the GS-1 to GS-10 cluster was 13.33% in FY2019 which is above the goal of 2%. The percentage of PWTDs in the GS-11 to SES cluster was 1.26% in FY2019, which falls below the goal of 2.0%. Reference: Table B-4 The overall PWTDs percentage was 1.55% (22), which is below the 2% benchmark. In FY2018 the PWTDs percentage was 1.25% (17) and it increased in FY2019 to 1.55% (22).

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

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

The Agency's HR personnel has communicated the numerical goals in various forums, including briefings for managers and supervisors; individual meetings with hiring managers. EEO provided the State of Agency brief to leadership. Five PWTDs were

hired in FY2018 and Five PWTDs were hired in FY2019 as well; two Workforce Recruitment Program students were converted to full time employees using the Schedule A Hiring Authority in FY2019. Two PWTDs separated in FY2019.

## 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	
Special Emphasis Program for PWD and PWTD	1	0	0	Cheryl Williams-Payton, Disability Program Coordinator, Equal Opportunity and Diversity Programs Office,
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Cheryl Williams-Payton, Disability Program Coordinator Equal Opportunity and Diversity Programs Office,
Processing reasonable accommodation requests from applicants and employees	1	0	0	Mary Lewandowski, Reasonable Accommodation Coordinator, Human Resources,
Processing applications from PWD and PWTD	1	0	0	Preliou-Holland, Jacqueline Human Resource Specialist,
Section 508 Compliance	1	0	0	Robert R. Bleck, Team Lead, Information Resources Department
Architectural Barriers Act Compliance	1	0	0	patrick.r.bass.civ@mail.mil

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

Answer Yes

The Agency's Disability Program Coordinator participated in federal training and workshops to obtain best practices. She also attended the EEOC Disability Program Manager Course. The Chief, Management and Employee Relations and Work Life (HR) attended the Examining Conflicts in Employment Law (EXCEL) conference.

**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

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**Section III: Program Deficiencies In The Disability Program**

<b>Brief Description of Program Deficiency</b>	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]
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<b>Brief Description of Program Deficiency</b>	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]		
<b>Objective</b>	Ensure exit interviews and survey includes questions to improve recruitment, hiring, inclusion, retention and advancement with IwDs.		
<b>Target Date</b>	Dec 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Apr 30, 2020		EEO will collaborate with HR to develop exit interview and survey questions.
	May 30, 2020		Update exit survey questions to include targeting recruitment, hiring, inclusion, retention and advancement with IwDs.
	Jul 30, 2020		Quarterly track and monitor the specific questions to determine issues and concerns.
	Aug 30, 2020		EEO and HR will meet biannually to discuss the results and actions to enhance recruitment, hiring, inclusion, retention and the advancement of IwDs.
	Sep 30, 2020		Develop a collaborative Senior Leader's brief and communicate exit survey resolutions at the HRPB or DSM.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	DTRA employees who are leaving the Agency are afforded the opportunity to complete and submit an exit survey. Questions address the following: • primary reasons for departure, • contributing factors to the decision to depart, • satisfaction with supervisors, • retention factors, and • demographic data. Employees are also given the opportunity to provide any additional feedback. HR is currently working to revise and release the exit survey during FY2020. HR in collaboration with the EEO Office has incorporated additional questions related to recruitment, hiring, inclusion, retention and advancement for individuals with disabilities.	
<b>Objective</b>	Ensure exit interviews and survey includes questions to improve recruitment, hiring, inclusion, retention and advancement with IwDs.		
<b>Target Date</b>	Dec 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Apr 15, 19		Collaborate with HR to develop exit interview and survey questions.
	Jun 30, 19		Release revised exit survey questions.
	May 30, 2019		Ensure questions target recruitment, hiring, inclusion, retention and advancement with IwDs.
	Jul 31, 2019		Track and evaluation survey results.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2018	EO and HR will collaborate on this deficiency in FY 2019	

## 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 continued to utilize the recruitment strategies described below to increase the number of qualified PWDs and PWTDs. • In FY2019, four Workforce Recruitment Program (WRP) students were selected for the summer. Two of the WRP students were transitioned into a permanent position in the Agency utilizing the Schedule A Hiring Authority. • Numerous students were brought onboard as summer hires through the Pathways Summer Internship Program. • The EEO Office conducted Disability Etiquette training to ensure co-workers, managers and leaders were educated on dignity, respect and inclusive practices in the workplace. • During FY2019, there were a total of 189 new hires, 101 or 53% of the new hires were Veterans and 18 or 10% were identified as 30% or more disabled Veterans

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 PWTDD for positions in the permanent workforce

In FY2019, DTRA hired (3) permanent employees under the Schedule A Authority. There was a decline in hiring due to lack of billets and funding.

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.

Our correspondents at DLA will review the applicant’s resume against the Position Description/Job announcement to determine if the person is basically qualified for the position and will ensure a Schedule A letter from a Licensed Doctor/Physician is included in the application. DLA will recommend review by the supervisor who will make the ultimate determination on the applicant’s qualifications.

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

DTRA Human Resources provided training to hiring managers on the use of hiring authorities that is inclusive of PWDs and PWTDDs. Mandatory training – “Roadmap to Success: Hiring People with Disability” is provided as a one hour online course.

**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 PWTDD, in securing and maintaining employment.

The Agency has established a HR POC for the Wounded Warrior Program which is now the Operational Warfighter. In FY20, the Agency is scheduled to visit Fort Belvoir Wounded Warrior Office, and Vocational Rehabilitation Centers to establish and build collaborative relationships and to promote programs for PWDs and PWTDDs.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

1. Using the goals of 12% for PWD and 2% for PWTDD as the benchmarks, do triggers exist for PWD and/or PWTDD 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 (PWTDD) Answer No

DTRA does not meet the goals for PWD, but is above the goals for PWTDD. Of the 176 new hires, 14 (7.95%) have a disability and

4 (2.27%) have a targeted disability.

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 Yes

b. New Hires for MCO (PWTD) Answer Yes

0080 - PWD Qualified Applicant Pool 4.61%; PWTD Qualified Applicant Pool 2.14% New Hires PWD 28 Total New Hires 13 Trigger PWD Y Trigger PWTD N 0301 - PWD Qualified Applicant Pool 4.87%; PWTD Qualified Applicant Pool 2.18% New Hires PWD 67 Total New Hires 30 Trigger PWD Y Trigger PWTD N 0343 - PWD Qualified Applicant Pool 3.42%; PWTD Qualified Applicant Pool 0.85% New Hires PWD 4 Total New Hires 1 Trigger PWD Y Trigger PWTD Y 0801 - PWD Qualified Applicant Pool 1.61%; PWTD Qualified Applicant Pool 1.34% New Hires PWD 6 Total New Hires 5 Trigger PWD Y Trigger PWTD Y 1102 - PWD Qualified Applicant Pool 8.44%; PWTD Qualified Applicant Pool 6.49% New Hires PWD 13 Total New Hires 10 Trigger PWD Y Trigger PWTD Y 1301 - PWD Qualified Applicant Pool 2.27%; PWTD Qualified Applicant Pool 1.32% New Hires PWD 12 Total New Hires 7 Trigger PWD Y Trigger PWTD Y 2210 - PWD Qualified Applicant Pool 3.87%; PWTD Qualified Applicant Pool 2.24% New Hires PWD 31 Total New Hires 18 Trigger PWD Y Trigger PWTD N

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--		12%		2%

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

a. Qualified Applicants for MCO (PWD) Answer 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 9.03%; PWTD Qualified Applicant Pool 2607% New Hires PWD 58 Total New Hires 39 Trigger PWD Y Trigger PWTD N 0301 - PWD Qualified Applicant Pool 7.57%; PWTD Qualified Applicant Pool 4.54% New Hires PWD 65 Total New Hires 39 Trigger PWD Y Trigger PWTD N 0343 - PWD Qualified Applicant Pool 11.27%;PWTD Qualified Applicant Pool 11.27% New Hires PWD 8 Total New Hires 8 Trigger PWD Y Trigger PWTD N 0801 - PWD Qualified Applicant Pool 0.00%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 0 Total New Hires 0 Trigger PWD N/A Trigger PWTD N/A 1102 - PWD Qualified Applicant Pool 0.00%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 0 Total New Hires 39 Trigger PWD N/A Trigger PWTD N/A 1301 - PWD Qualified Applicant Pool 0.00%; PWTD Qualified Applicant Pool 0.00% New Hires PWD 0 Total New Hires 0 Trigger PWD N/A Trigger PWTD N/A 2210 - PWD Qualified Applicant Pool 5.72%; PWTD Qualified Applicant Pool 2.93% New Hires PWD 39 Total New Hires 20 Trigger PWD Y Trigger PWTD N

## 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.

DTRA is committed to providing opportunities for advancement among all employees including PWDs and PWTDs. We currently offer a wide range of career development and training opportunities through Learning Management System and Instructor Led classroom courses. Such opportunities help position all DTRA employees for advancement within their current positions and beyond. Also, we offer three targeted programs that offer clear opportunities for advancement among our staff, the Leadership Development Program (LDP), Competitive Academic Program (CAP), and Graduate Fellowship Program (GFP). PWDs and PWTDs have been accepted into and completed these programs.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

DTRA offers a variety of training and leadership development opportunities to all employees through multiple channels within the organization. The training opportunities provided include; technical information on administrative systems (e.g. travel, time and attendance, budget and acquisitions management); sessions focusing on professional development (e.g. Project Management, Managing Up, and Change Movement); and soft skill training (e.g. Teamwork Skills, Crucial Conversations). In addition, DTRA offers formal competitive leadership development and Academic Programs.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Fellowship Programs	8	5	0	0	0	0
Mentoring Programs	106	106	0	0	0	0
Internship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	11	3	0	0	0	0
Other Career Development Programs	18	12	0	0	2	2

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Detail Programs	0	0	0	0	0	0

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

Currently this information is not being captured. EEO and HR will jointly work on as an action item.

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

Currently this information is not being captured. EEO and HR will jointly work on as an action item.

**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

The inclusion rate for time off awards, bonuses, or other incentives was 82.2% for the workforce without disabilities, which was greater than the inclusion rate of 10.7% for PWDs and 1.65% for PWTDs.

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

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

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTD) Answer Yes

The inclusion rate for pay increases, indicated as Quality Step Increases (QSIs) for PWDs was ten (14.93%), The inclusion rate for pay increases, indicated as Quality Step Increases (QSIs) for PWTDs was one (1.49%).



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

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

- a. Other Types of Recognition (PWD) Answer N/A
- b. Other Types of Recognition (PWTD) Answer N/A

**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 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

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

- b. Grade GS-15
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWTD) Answer N/A
  - ii. Internal Selections (PWTD) Answer N/A

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

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

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 PWTB among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- 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 No

The Agency was unable to convert all eligible Schedule A employees because of funding and lack of billets. DTRA 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.

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 Yes

Overall, the number of separations were 158, the voluntary separations were 103 and involuntary were 55. The PWDs voluntary was 15 (14.56%) of the workforce and involuntary was 6 (10.91%).

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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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 voluntary and involuntary separations for PWTDs. The PWTDs voluntary was 1 (.97%) and involuntary was 1 (1.82%).

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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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.

Based on the request identified above the questions regarding PWDs and PWFs, at DTRA, are covered in collaboration of with HR take with disabilities.

## 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 Agency website is: <https://www.dtra.mil/Mission/Equal-Opportunity-and-Diversity-Programs/EEO-Disability-Employment/>

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

The Agency website is: <https://www.dtra.mil/Mission/Equal-Opportunity-and-Diversity-Programs/EEO-Disability-Employment/>

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

<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>DTRA did not exceed the 12% representation goals for PWDs 11.37% (161) and the 2% goal 1.55% (22) for PWTDs. Of the 210 new hires, 8.57% (18) were PWDs and 2.38% (5) were PWTDs. There were a trigger amongst voluntary and involuntary separations for PWTDs. The PWTDs voluntary were 1 (.97%) and involuntary with 1 (1.82%).</p>				
<p><b>STATEMENT OF BARRIER GROUPS:</b></p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p>				
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>					
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The permanent workforce participation rate is 1.53% (21) for PWTDs was lower than 2% (Table B1).</p>				
<p><b>Objective</b></p>	<p>Increase the participation, advancement and retention rate of PWTDs within the Agency to meet or exceed the DoD 2% by 2021.</p> <table border="1" data-bbox="487 945 1495 1100"> <tr> <td><b>Date Objective Initiated</b></td> <td>May 15, 2018</td> </tr> <tr> <td><b>Target Date For Completion Of Objective</b></td> <td>Sep 30, 2020</td> </tr> </table>	<b>Date Objective Initiated</b>	May 15, 2018	<b>Target Date For Completion Of Objective</b>	Sep 30, 2020
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<p><b>Responsible Officials</b></p>	<p>Ms. Willisa Donald Director, Equal Opportunity and Diversity Programs Office COL Christine Enriquez Director, Human Resource Directorate</p>				



Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
05/15/2020	EEO will create a Recruitment and Outreach plan for PWDs and PWTDS and share with HR	Yes		
05/30/2020	Coordinate a discussion with HR regarding the Career Development program and the need to track PWDs and PWTDS	Yes		
06/01/2020	Update the EEO external website to include 504/508 complaint information in the Disability Outreach section.	Yes		
06/15/2020	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.	Yes		
06/30/2020	Utilize the OPM Feds Hire Vets website for ideas on how to reach Veterans and disabled Veterans.	Yes		
07/10/2020	Conduct Trend Analysis to identify triggers for MCO new hires and qualified internal applicants for PWDs and PWTDS	Yes		
03/15/2020	Deliver annual RA training to employees and managers.	Yes		
07/15/2020	Will collaborate w/HR to identify if triggers exist with the Career Development Program for PWDs and PWTDS	Yes		
08/25/2020	Examine the Awards Program to identify triggers for PWDs and PWTDS	Yes		
09/10/2020	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.	Yes		
11/18/2020	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	Yes		
12/15/2020	Create list of colleges/universities for PWD and PWTDS	Yes		

Fiscal Year	Accomplishments
2019	<p>The Agency hosted the Disability Awareness Employment Month Observance with the theme, “The Right Talent, Right Now.” There were a series of weekly events during the month of October. The kick-off event was led by Lieutenant General Rogers, the Agency’s Deputy Director. Twenty individuals were in attendance. The second week, two representatives from the Computer/Electronic Accommodations Program (CAP) conducted training to educate the workforce on the benefits of utilizing CAP to support the Agency’s Reasonable Accommodation (RA) needs.</p> <p>The Agency also co-hosted the National Disability Employment Awareness Month Program with the Defense Logistics Agency – Energy and our guest speaker was Colonel (COL) (Retired) Gregory Gadson. COL (R) Gadson lost both legs (above the knees) and the normal use of his right arm in the military. Despite his injuries, COL (R) Gadson remained on active duty in the Army and continued to inspire many with his message of courage, perseverance, determination and teamwork. We concluded the month with a Disability Etiquette Training course to educate the workforce on the proper ways to interact with IwDs.</p> <p>Conducted a Disability Etiquette Training course for Supervisors and Managers to educate the workforce on the proper ways to interact with PWDs and PWTDS. Approximately eight individuals attended.</p> <p>Finalized the Disability Strategic Plan and developed the FY20 Disability Implementation Plan.</p> <p>Five PWTDS were hired in FY2019 as well; two Workforce Recruitment Program students were converted to full time employees using the Schedule A Hiring Authority in FY2019.</p> <p>Acquired three Ubi Duos for employees who are hearing impaired to ensure they are able to communicate with their co-workers and customers.</p> <p>Created a Schedule A “Fact Sheet for Supervisors, Hiring Managers, and employees.</p> <p>Hosted a WRP 2019 Information Session to educate and provide awareness to managers on the Disability hiring process.</p>

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

~~Disability Etiquette Training~~ all of the deficiencies in the FY2019 emphasis, EEO and HR focused on WRP, Schedule A and offered a

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.