

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

Cluster a- GS-1 to GS-10: 12.50 percent; Cluster b- GS-11 to SES: 8.93 percent. Analysis of RA records and SF-256 data conducted in November 2020 identified 13 individuals with approved RAs in group (a) and one individual in group (b) above who were coded 05/01 (no disability, or I do not wish to identify a disability) within the DCPDS system. All identified personnel were asked to update their status to reflect disability as identified in the RA process for tracking/record keeping in FY 2021. DoD OIG will adjust the RA process in FY 2021 to include asking all RA requesters to update their disability status in DCPDS. Additionally, of the total population of 1742, 1034 personnel were assigned to the DoD OIG prior to the changes made in the latest SF-256 dated October 2016; which include new/updated categories such as PTSD. Of the total population, 949 currently have listed code 05, with 246 of those being military veterans. Per www.data.va.gov, 33% of all veterans have a disability rating of 20% or higher with the Veterans Administration; meaning, it may be unlikely the disability numbers as reported within DoD OIG accurately reflect the actual population of individuals with disabilities. Further analysis is needed to determine if current rates are accurate or an error in data collection. DoD OIG will be asking all employees to update their MYBIZ/Disability status in FY 2021 to determine if data above reflects true population.

*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 No

Cluster a- GS-1 to GS-10: 5.15 percent Cluster b- GS-11 to SES: 2.40 percent

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	136	17	12.50	7	5.15
Grades GS-11 to SES	1500	134	8.93	36	2.40

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

Hiring goals are communicated to the Senior Leaders in the Quarterly DoD OIG Performance Review by the EEO Director.

Section II: Model Disability Program

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

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

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

Answer No

During the reporting period, the Disability Program Manager (DPM) position was not filled from October 2019 through late July 2020. A 508 Compliance Manager was not assigned in FY 2020

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	
Answering questions from the public about hiring authorities that take disability into account	0	1	0	Angela Grimes, Human Resources, SPPC angela.grimes@dodig.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	Adrian Bennett, Disability Program Manager, EEO adrian.bennett@dodig.mil
Processing applications from PWD and PWTD	0	1	0	Angela Grimes, Human Resource Specialist, SPPC angela.grimes@dodig.mil
Section 508 Compliance	0	0	0	
Special Emphasis Program for PWD and PWTD	0	0	0	
Architectural Barriers Act Compliance	1	0	0	WHS.Accessibility@mail.r

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 DPM is fully qualified to perform the responsibilities of the role. With regards to ongoing training and development, due to the COVID-19 pandemic and the hiring of the new DPM, no additional training was provided in FY 2020. The OIG intends to provide additional training in FY 2021.

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

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	Establish regulatory Special Emphasis Programs (women's program, Hispanic program, and Disability program.)		
Target Date	Sep 30, 2021		
Completion Date			
Planned Activities	<u><i>Target Date</i></u>	<u><i>Completion Date</i></u>	<u><i>Planned Activity</i></u>
	Apr 30, 2021	April 16, 2021	Conduct analysis of allowed time for Heritage Committees and Employee Engagement Council to determine appropriate allowed time for SEPs.
	Jun 30, 2021		Attain approval from senior leadership on allowed time for SEP leads.
	Jun 30, 2021		Meet with Heritage Committee leads to determine interest in supporting transition to Special Emphasis Programs. Determine if we need to solicit new leads.
	Sep 30, 2021		Establish and publicize new Special Emphasis Programs.
Accomplishments	<u><i>Fiscal Year</i></u>	<u><i>Accomplishment</i></u>	

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 Workforce Recruitment Program was used as a recruitment tool in FY 2020. Due to the COVID-19 pandemic, the DoD OIG suspended recruitment outside USAJOBS and WRP in FY 2020. Analysis determined the OPM contracted Bender List, which has been used in the past, has not been active for more than 2 years, and is no longer accessible. The DoD OIG registered within the new OPM/USAJOBS Agency Talent Portal to have access to recruit Schedule A(u) applicants in FY 2021. The OEEO is currently working with HCM on the business necessity and requirements for an assigned Selective Placement Program Coordinator (SPPC).

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

The DoD OIG utilized Schedule A(u), onboarding 6 personnel in FY 2020, and 30% Disabled Veterans Appointment Authority, onboarding 35 personnel in FY 2020.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

HCM was unable to validate action. However, review of Schedule A(u) hiring data for FY 2020 indicates 5 of the 6 personnel hired within the reporting period did not select a disability code on their SF-256; OEEO will request that these employees identify their disability status and, if they decline to do so, their correct disability code will be obtained from medical documentation used to support their appointment. The OEEO will be working with HCM to draft processes for validating Schedule A(u) hiring authority appointees in FY 2021. 30% Disabled Veterans Appointment Authority appointment is validated through VA letter.

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

A Hiring Summit was provided to Hiring Managers, and training on non-competitive hiring authorities which included; Schedule A(u), 30% or more Disabled Veterans, WRP and other authorities. The OEEO is currently working with the OGC to provide Disability Training to HCM staff in FY 2021; which would include Schedule A(u) and other disability hiring authorities.

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.

HCM was unable to validate action. The OEEO will work to re-establish this responsibility under the Disability Program Manager in FY 2021 and will work with any newly assign SPPC (or equivalent) in the future.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

This year 2.78 percent of the OIG hires were IWD and 0 percent were IWTD. Barrier Analysis will determine the cause.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	2922	2.40	0.38	2.40	0.38
% of Qualified Applicants	1754	3.14	0.63	2.00	0.63
% of New Hires	75	1.33	0.00	1.33	0.00

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

Review of the applicant flow data showed that with the exception of the 0343 Management and Program Analyst series, the Major Occupations only saw application rates of between 2 and 3 percent for PWD and PWTD. The 0343 series saw an application rate of 4.23 percent.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0343MANAGEMENT AND PROGRAM ANALYST	0	0.00	0.00	0.00	0.00
0511ACCOUNTANT AUDITORS	0	0.00	0.00	0.00	0.00
1810GENERAL INVESTIGATORS	0	0.00	0.00	0.00	0.00
1811CRIMINAL INVESTIGATORS	0	0.00	0.00	0.00	0.00

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

a. Qualified Applicants for MCO (PWD)

Answer N/A

b. Qualified Applicants for MCO (PWTD)

Answer N/A

The applicant pool for PWD and PWTD was low, making it impossible to determine a trigger in the rate of qualified applicants within the applicant pool.

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

a. Promotions for MCO (PWD)

Answer N/A

b. Promotions for MCO (PWTD)

Answer N/A

The applicant pool for PWD and PWTD was low, making it impossible to determine a trigger in the rate of qualified applicants within the applicant pool, and impossible to determine a trigger in the promotion rates of PWD and PWTD in the MCOs.

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 OEE0 is currently working to establish Special Emphasis Groups which would include exploring retention and promotion initiatives within each group.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The DoD OIG had the following formal Mentoring Programs in FY 2020: *Pathways Partnership: Open to recent college graduates and GS-7 and below *Career Connections: Open to all GS-7 through GS-14 employees *Executive and Leader Network: Open to GS-15 and above OIG also had the following informal program in FY 2020: New Supervisor Situational Mentoring Program The OEE0 will work with HCM to emphasize the importance of tracking these metrics and the affirmative goals for the retention and promotion of PWD/PWTD in FY 2021.

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 (%)
Other Career Development Programs	20	7	5%	0%	5%	0%
Mentoring Programs	43	43	9.30%	9.30%	0%	0%
Training Programs	18	2	5.53%	0%	5.56%	0%
Internship Programs	55	55	3.64%	3.64%	3.64%	3.64%
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	4	2	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

N/A

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

N/A

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD) Answer No

b. Awards, Bonuses, & Incentives (PWTD) Answer No

Metric Measured: Cash Awards Variance in percentages are seen throughout the data as it relates to the benchmark population; including positive and negative (upward and downward) indicators. No variation metric is provided by EEOC to determine possible trigger indicator. Further detailed analysis would be needed to determine how/when these types of awards are provided; job series; and grade level; however, on its face, no variance seems to present a traditional trigger

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	211	11.92	12.65	18.60	9.26
Time-Off Awards 1 - 10 Hours: Total Hours	211	11.92	12.65	18.60	9.26
Time-Off Awards 1 - 10 Hours: Average Hours	1	0.66	0.07	2.33	0.00
Time-Off Awards 11 - 20 hours: Awards Given	391	19.87	24.74	20.93	19.44
Time-Off Awards 11 - 20 Hours: Total Hours	391	19.87	24.74	20.93	19.44
Time-Off Awards 11 - 20 Hours: Average Hours	1	0.66	0.07	2.33	0.00
Time-Off Awards 21 - 30 hours: Awards Given	469	33.77	28.23	27.91	36.11
Time-Off Awards 21 - 30 Hours: Total Hours	469	33.77	28.23	27.91	36.11
Time-Off Awards 21 - 30 Hours: Average Hours	1	0.66	0.07	2.33	0.00
Time-Off Awards 31 - 40 hours: Awards Given	746	50.33	45.00	0.00	70.37
Time-Off Awards 31 - 40 Hours: Total Hours	746	50.33	45.00	0.00	70.37
Time-Off Awards 31 - 40 Hours: Average Hours	1	0.66	0.07	0.00	0.93
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	213	15.89	12.51	16.28	15.74
Cash Awards: \$501 - \$999: Total Amount	167466	12160.93	9840.04	11255.81	12521.30
Cash Awards: \$501 - \$999: Average Amount	786.23	506.71	54.97	1607.98	68.24

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$1000 - \$1999: Awards Given	555	36.42	33.68	30.23	38.89
Cash Awards: \$1000 - \$1999: Total Amount	809601	54049.67	48989.94	47911.63	56493.52
Cash Awards: \$1000 - \$1999: Average Amount	1458.74	982.72	101.64	3685.51	-93.39
Cash Awards: \$2000 - \$2999: Awards Given	566	37.75	34.52	41.86	36.11
Cash Awards: \$2000 - \$2999: Total Amount	1293246	85270.20	79067.71	96553.49	80777.78
Cash Awards: \$2000 - \$2999: Average Amount	2284.89	1495.97	160.06	5364.09	-44.12
Cash Awards: \$3000 - \$3999: Awards Given	48	0.66	3.14	0.00	0.93
Cash Awards: \$3000 - \$3999: Total Amount	155350	2119.21	10174.70	0.00	2962.96
Cash Awards: \$3000 - \$3999: Average Amount	3236.46	2119.21	226.10	0.00	2962.96
Cash Awards: \$4000 - \$4999: Awards Given	18	1.32	1.12	0.00	1.85
Cash Awards: \$4000 - \$4999: Total Amount	75190	5364.24	4688.33	0.00	7500.00
Cash Awards: \$4000 - \$4999: Average Amount	4177.22	2682.12	293.02	0.00	3750.00
Cash Awards: \$5000 or more: Awards Given	25	1.99	1.40	0.00	2.78
Cash Awards: \$5000 or more: Total Amount	327740	32518.54	17163.59	0.00	45465.74
Cash Awards: \$5000 or more: Average Amount	13109.6	10839.52	858.18	0.00	15155.25

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

a. Pay Increases (PWD)

Answer No

b. Pay Increases (PWTD)

Answer No

Metric Measured: Step Increase Data was consistent with benchmark.

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

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

a. Other Types of Recognition (PWD)

Answer No

b. Other Types of Recognition (PWTD)

Answer No

Metric Measured: Time Off Awards Variance in percentages are seen throughout the data as it relates to the benchmark population; including positive and negative (upward and downward) indicators. No variation metric is provided by EEOC to determine a

possible trigger indicator. Further detailed analysis is needed to determine how/when these types of awards are provided; job series; and grade level; however, on its face, no variance seems to present a traditional trigger.

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

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

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

i. Qualified Internal Applicants (PWD)	Answer	Yes
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ii. Internal Selections (PWD)	Answer	Yes
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GS-14: 57, internal selection. 0 percent PWD ; GS-13: 25, internal selections 0 percent PWD

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

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

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

i. Qualified Internal Applicants (PWTD)	Answer	Yes
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ii. Internal Selections (PWTD)	Answer	Yes
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GS-14: 57 internal selection, 0 percent PWTD; GS-13: 25 internal selections, 0 percent PWTD

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

a. New Hires to SES (PWD)	Answer	No
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b. New Hires to GS-15 (PWD)	Answer	No
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c. New Hires to GS-14 (PWD)	Answer	No
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d. New Hires to GS-13 (PWD)	Answer	No
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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
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b. New Hires to GS-15 (PWTD)	Answer	No
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c. New Hires to GS-14 (PWTD)	Answer	No
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d. New Hires to GS-13 (PWTD)	Answer	No
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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
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ii. Internal Selections (PWD)	Answer	No
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b. Managers

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

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

Answer Yes

26 internal selections for supervisors, 0 percent PWD

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 Yes

ii. Internal Selections (PWTB)

Answer Yes

26 internal selections for supervisors, 0 percent PWTB

7. 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 (PWTB)

Answer No

b. New Hires for Managers (PWTB)

Answer No

c. New Hires for Supervisors (PWTB)

Answer No

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 (PWTB)

Answer No

b. New Hires for Managers (PWTB)

Answer No

c. New Hires for Supervisors (PWTB)

Answer No

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

None of the eligible Schedule A(u) employees were converted within the reporting period. The OEEEO will be working with HCM in FY 2021 to increase Schedule A(u) conversions in the upcoming reporting period.

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 Yes

b. Involuntary Separations (PWD)

Answer No

11.48 percent of voluntary separations were PWD. This is notably higher than the 9.24 percent representation rate.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.62	0.06
Permanent Workforce: Resignation	26	0.00	1.64
Permanent Workforce: Retirement	50	5.59	2.59
Permanent Workforce: Other Separations	55	3.73	3.10
Permanent Workforce: Total Separations	133	9.94	7.40

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

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	2	0.00	0.12
Permanent Workforce: Resignation	26	0.00	1.53
Permanent Workforce: Retirement	50	4.44	2.83
Permanent Workforce: Other Separations	55	2.22	3.18
Permanent Workforce: Total Separations	133	6.67	7.66

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.

50% of PWD separations were retirement.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://www.dodig.mil/Disclaimers/Accessibility-Section-508/> This site provides the following: For information about Section 508 accessibility for the Department of Defense, please visit: http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx Once link above is selected, site provides the following: For persons with disabilities experiencing difficulties accessing content on a particular website, please use the form @ DoD Section 508 Form. The form is labeled: DoD Section 508 Issues, Complaints and Concerns Form. OIG will work to clarify internet page to ensure personnel can easily understand where to file a complaint in FY 2021

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

<https://www.dodig.mil/Disclaimers/Accessibility-Section-508/> Facilities Management is run by Washington Headquarters Services (WHS) and the following contact information is listed at the link above: facilities@dodig.mil. Additionally, the following is also provided: Information on the complaint process may be found at: <https://www.access-board.gov/aba-enforcement>

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.

WHS holds a quarterly Facility Accessibility Task Force (FATF) meeting with all stakeholders including the DoD OIG, to identify and track currently and emerging issues/concerns related to facilities/ABA. Technology deficiencies relating to mandatory on-line training course were identified in FY 2020 and reported to the owners/stakeholders for action; to include DoD 508 Compliance Manager for tracking purposes. Additionally in FY 2021, the OEEO will be looking at the DoD OIG 508 Compliance Manager responsibilities to ensure we are compliant with program requirements .

C. REASONABLE ACCOMMODATION PROGRAM

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

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

Average processing time for RA: 17.34 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.

The DoD OIG published an EEOC reviewed RA instruction in July 2019, which states RA requests will be processed and approved within 15-business days and approved accommodations will be provided within 15-business days. Analysis determined this timeframe is not attainable . When considering the entire RA process which includes, but is not limited to: all interactive conversations between requester and/or supervisor; essential functions submission from supervisor; review of regulations, supporting documents, and case law; meeting with management to analyze essential functions, requested accommodation/s, determine RA provided, and when needed, any undue hardship or direct threat analysis; and drafting/issuance of RA decision letter, 15-business days is not sufficient to fully perform the RA process.. For this reason, the DoD OIG will amend the RA Instruction

processing timeframe to 30-calendar days (not to include pending medical documentation) in FY 2021.

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.

The DoD OIG published an EEOC reviewed RA instruction in July 2019, which included PAS instruction.

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 N/A

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.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments
4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

N/A

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

N/A

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.

N/A