

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

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

### Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- a. Cluster GS-1 to GS-10 (PWD) Answer Yes
- b. Cluster GS-11 to SES (PWD) Answer No

GS-10 and below representation of PWD is 12.41 percent. This does not indicate a trigger. GS-11 and above representation of PWD is 8.84 percent, indicating a trigger.

\*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

GS-10 and below representation of PWTD is 3.27 percent. This does not indicate a trigger. GS-11 and above representation of PWTD is 1.34 percent, indicating a trigger.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical 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.

Hiring goals, including disability related goals, are communicated via weekly meetings with agency senior leaders.

### 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

The DoD OIG Office of EEO staffs a full time Disability Program Manager (DPM) position. In support of this program, in October 2019 a Military Assistant was detailed to HCM to implement the OIG’s Operation Warfighter (Wounded Warrior) Program. HCM also staffs a Selective Placement Program Coordinator (SPPC) to oversee the recruitment and placement of PWDs and PWTDS.

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	
Processing reasonable accommodation requests from applicants and employees	1	0	0	Vacant, Disability Program Manager, EEO
Section 508 Compliance	1	0	0	Public Affairs@dodig.mil Http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx
Processing applications from PWD and PWTB	1	0	0	Angela Grimes, Human Resource Specialist, SPPC angela.grimes@dodig.mil
Special Emphasis Program for PWD and PWTB	1	0	0	Carol Lunsford Affirmative Employment Program Manager
Architectural Barriers Act Compliance	1	0	0	Ariam.c.kloehn.civ@mail.n
Answering questions from the public about hiring authorities that take disability into account	2	0	0	Angela Grimes, Human Resources, SPPC angela.grimes@dodig.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 DPM participated in an EARN Webinar: “Reasonable Accommodation: The Foundation for a Disability-Inclusive Federal Workforce”; 2019 Workforce Recruitment Training; OSHA-NIOSH: Prevention through Design Workshop; USA Staffing Reporting and Analytics; OIG Workforce Recruitment trainings; and DoD OIG mandatory Reasonable Accommodation training. Additionally the DPM established partnerships and participated in meetings and/or training sessions with the Washington Headquarters Services Facility Accessibility Task Force; CAP; DoD DPM Working Group; and the Federal Exchange on Employment and Disability during FY 2019. The SPPC participates in disability training and workgroup sessions sponsored by the Department of Defense (DoD) Disability Program Directorate’s Defense Management Operations Directorate, the Department of Labor’s Office of Disability Employment Program on a monthly basis, and the DoD’s Defense Civilian Advisory Services Recruitment Consortium.

**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**

<b>Brief Description of Program Deficiency</b>	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]		
<b>Objective</b>	When Disability Program Manager billet is staffed, conduct an audit of work responsibilities to determine whether EEO office has sufficient funding to meet the Special Emphasis Program Requirements.		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Fill Disability Program Manager (DPM) billet. Conduct work responsibilities audit.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	Selected the DPM with pending onboarding date.	

<b>Brief Description of Program Deficiency</b>	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		
<b>Objective</b>	To post the Agency's Affirmative Action Plan on its public website.		
<b>Target Date</b>	Mar 6, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Mar 5, 2020		Upload the DoD OIG Affirmative Action Plan on the DoD OIG public website.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2020	DoD OIG Affirmative Action Plan has been posted on its public website. <a href="https://www.dodig.mil/Offices/Equal-Employment-Opportunity/">https://www.dodig.mil/Offices/Equal-Employment-Opportunity/</a>	

**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 PWTDD

**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 continues to use the OPM’s Bender List located on OMB Max, and is an active participant in the Workforce
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Recruitment Program (WRP) from the DoD. In 2019, the agency continued partnerships with the DC Department of Disability Services (DDS) Career Counselor Coordinator, Disabilities Services Project Manager, the Warrior Career Transition Center, Fairfax County Skill Source Office, Gallaudet University, and the Disability Services Programs at the University of the District of Columbia and Montgomery County College for obtaining interns and recent graduates with targeted disabilities. The agency also continued partnerships with the Disabled American Veteran, Military Transition Assistance Offices (including the USMC Wounded Warrior Regiment), and State Vocational Rehabilitation Services. During college and university recruitment fairs, the recruiting teams met with the Disability Coordinators for each college and university to specifically discuss schedule A (u) hiring for students with disabilities. Additionally, HCM developed a Non-Competitive Eligibilities (NCE) database during the fiscal year. NCEs are hiring flexibilities that allow Federal agencies to hire eligible, qualified applicants without having to use traditional competitive procedures. Some examples of NCEs are Schedule A (u), the WRP, and 30 percent or more disabled Veterans. HCM created a SharePoint database for Schedule A (u) résumés collected at recruitment and outreach events, which helps reduce the number of days to recruit qualified candidates. During FY 2019 DoD conducted recruitment and outreach activities at colleges and universities, educating students with disabilities on applying for jobs under the Schedule A(u) hiring authority and conducting mock interviews to help boost their confidence in this skill. DoD OIG also used the VEOA, 30% or more disabled veterans, VRA, and Schedule A(u) hiring authorities to hire individuals with disabilities non competitively.

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 consistently uses Schedule A (u) hiring to non-competitively place individuals with disabilities and targeted disabilities. In FY 2019, the agency converted three Schedule A (u) employees (PWDs); of which one is a PWTD.

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.

Applicants wishing to use the Schedule A(u) hiring authority submit a letter from a doctor or licensed medical professional that states their eligibility to be hired under the authority. HCM's staffing section validates the applicant meets both the minimum qualifications for the position and the disability requirements of the authority. HCM then forwards the application, without the medical documentation to the hiring official for consideration. DoD OIG also uses the 30% or more disabled veterans hiring authority to recruit individuals with disabilities. When applying under this authority, the Veteran must submit their VA disability determination letter to support their eligibility. At this point, HCM will review the résumé to ensure the Veteran meets the minimum qualifications for the position. As this hiring authority requires that minimally qualified applicants with a 30% or more disability rating are given preference over other qualified applicants that have applied for this position, an eligible and minimally qualified 30% or more disabled veteran is referred to hiring manager on a separate certificate of eligibles. When referred, the resume is provided to the hiring official without medical documentation or the VA disability 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

In FY 2019, the Office of EEO provided a 1-hour block of face to face instruction on RA, twice a month during the HCM hosted supervisor training. The RA training reminds managers and employees about the DoD OIG policy to provide reasonable accommodations to qualified employees and applicants with disabilities. The training defines qualified individuals with a disability, describes requests for accommodation and the RA Interactive Process, and discusses the role of the Supervisor/Approving Official. HCM organized and led two Recruitment Summits for hiring managers and administrative officers across the DoD OIG. These summits focused on use of hiring flexibilities, veteran's preference, the Priority Placement Program, and strategic DoD HR recruitment practices help reduce time to hire. Component leaders were out-briefed at the conclusion of the summits. HCM organized and led an informational session for hiring managers and administrative officers across the DoD OIG to promote the WRP.

**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 DoD OIG WRP Coordinator works collaboratively with the DoD officials to find qualified applicants for placement into vacant positions within the DoD OIG. The SPPC uses the WRP database year-round, and works with Vocational Rehabilitation Service counselors throughout Virginia, Maryland, Washington, DC and the U.S. Army and U.S Marine Corps Warrior Career Transition Programs, . The DoD OIG WRP Coordinator works collaboratively with the DoD officials to find qualified applicants for placement into vacant positions within the DoD OIG. The SPPC uses the WRP database year-round, and works with Vocational Rehabilitation Service counselors throughout Virginia, Maryland, Washington, DC and the U.S. Army and U.S Marine Corps Warrior Career Transition Programs, Operation Warfighter counselors, and disability coordinators at local colleges and universities to recruit and hire PWDs and PWTDs.. The recruitment teams hold individual sessions with students with disabilities to educate them on the use of Schedule A(u) as well as prepare the students for WRP interviews. The DoD OIG Disability Program Manager also established connections with two organizations within the DC Metro Area; the U.S. Army Warrior Career Transition Program, and Fairfax County Skill Source Center with an agreement for the DoD OIG an SPPC to share open vacancies, and for the organizations to provide referrals to the agency. Additionally, the DoD OIG DPM and SPPC served as WRP Recruiters during the fiscal year

**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

At the GS-10 and below grades, there were 0.00 percent PWD or PWTD. At the GS-11 and above grades, there were 3.05 percent PWD and 0.61 percent PWTD. Overall rate of new hires for all grades was 3.49 percent PWD and 0.43 percent PWTD.

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 No

In the Major Occupations we found: 0343: 0 of 62 (0.00 percent) qualified PWD applicants were selected and 0 of 26 qualified PWTD applicants were selected, 0511-: 0 of 121 (0.00 percent) qualified PWD applicants and 0 of 55 (0.00 percent) qualified PWTD applicants were selected, 1810: 1 of 46 (2.17 percent) of qualified PWD and 1 of 18 (5.56 percent) qualified PWTD applicants were selected, 1811: 0 of 15 (0.00 percent) of qualified PWD applicants and 0 of 2 (0.00 percent) qualified PWTD applicants were selected. When compared to the selection rate for individuals with no disability we find the following: 0343: 2.97 of

qualified applicants were selected, 0511: 4.66 percent of qualified applicants were selected, 1810: 2.26 percent of qualified applicants were selected, 1811: 4.56 percent of qualified applicants were selected. More importantly, the rate of qualified applicants with disabilities is as follows: 0343-7.72 percent PWD and 3.24 percent PWTD 0511- 6.08 percent PWD and 2.77 percent PWTD 1810- 6.17 percent PWD and 2.41 percent PWTD 1811- 1.82 percent PWD and 0.24 percent PWTD

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 Yes
- b. Qualified Applicants for MCO (PWTD) Answer No

Only 1 individual with a disability (this was a targeted disability) was hired into the Major Occupations and this individual was an internal hire. All other Major Occupations had 0.00 percent selection rate for PWD and PWTD.

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 Yes

Only one individual with a disability (this was a targeted disability) was hired into the Major Occupations and this individual was an internal hire. All other Major Occupations had 0.00 percent selection rate for PWD and PWTD.

## 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.

In 2019, HCM disseminated available vacancies to the entire workforce via e-mail. All employees have equal opportunity to prepare and apply for vacant positions. Additionally, HCM communicates all competitive training on the agency website, during staff meetings, and disseminated via e-mail to all DoD OIG employees. An accommodation statement to encourage PWDs and PWTDs to apply and to inform applicants that reasonable accommodations are available is embedded within the message to ensure equal access to all training opportunities.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

The DoD OIG offers a variety of career development opportunities to all levels of the workforce. These programs are designed to aid our employees in enhancing their skills, completing degrees, learning leadership skills, and offering the opportunity to be mentored by senior leaders. Specifically, we offer: Pathways internship- Available to college students and recent graduates Master degree program- Available to all OIG employees enrolled in a qualifying educational program, Defense Civilian Emerging Leaders Program-A career development program available to GS-07 through GS-12 employees aimed at developing the next generation of DoD Leaders, Federal Executive Institute Leadership for a Democratic Society program- A career development program available to GS-15 and SES employees to help develop our current and future Federal Executive Leaders, Executive and Leader Network program- A mentoring program available that pairs our GS-14 and GS-15 employees with Senior Executive mentors to help develop a cadre of SES ready leaders, Management Development Series- A career development program available to our managers and supervisors to help develop management competencies and practices, and Career Connections program- A mentoring program that pairs employees of any grade in our organization with senior leaders in our organization. With the exception of the Pathways program, none of the programs appear to have a trigger that would require barrier analysis for equal opportunity for individuals with disabilities or targeted disabilities. The Pathways program shows low representation of both PWD and PWTD.

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 (%)
Detail Programs	0	0	N/A	N/A	N/A	N/A
Mentoring Programs	17	17	17.65%	17.65%	5.88%	5.88%
Internship Programs	68	68	2.94%	2.94%	0%	0%
Fellowship Programs	0	0	N/A	N/A	N/A	N/A
Coaching Programs	0	0	N/A	N/A	N/A	N/A
Training Programs	7	4	0%	0%	0%	0%
Other Career Development Programs	86	77	8.14%	5.19%	3.49%	2.60%

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer Yes

With 2.94% applicants with disabilities and 2.94 percent selectees with disabilities, the Internship Program (Pathways) indicates a trigger. While there appears to be a barrier in the Management Development Series with no applicants or selectees with disabilities, the population size for this group was only 7 individuals and the benchmark was 2.56%, making a trigger impossible to determine.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer Yes

There were triggers for PWTD in the Pathways internship program with 0 percent applicants or selectees. While there appears to be a trigger in the Training (Management Development Series) group, with the population size of seven individuals, and benchmark of 0.41 percent, it is impossible to determine a trigger. Management Development Series with 0% applicants or selectees.

**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

The inclusion rate for PWD is 9.41 percent and for PWTD is 1.45 percent. When comparing the award rates against this benchmark, we find that 9.12 percent of the time off and cash awards given were to PWD and 1.25 percent of the time off and cash awards given were to PWTD. This is relatively consistent with the inclusion rate and does not indicate a trigger.

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

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

7.69 percent of the QSIs given were for PWD. In comparison to the 9.41 percent inclusion rate, this might appear to be a trigger. However, when you consider the population size is 39 individuals, 9.41 percent would be 3.67 percent. The DoD OIG gave three individuals with disabilities QSIs this year. This does not represent a trigger. Of the QSIs given, 2.56 percent were for PWTD, which does not indicate a trigger.

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 No
- b. Other Types of Recognition (PWTD) Answer No

Performance-based pay increases were given at or above the inclusion rates. 9.42 percent of the increases were for PWD and 3.77 percent were for PWTD. This is in line with the inclusion rate, and does not indicate a 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
  - ii. Internal Selections (PWD) Answer No
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWD) Answer Yes
  - ii. Internal Selections (PWD) Answer Yes
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWD) Answer Yes
  - ii. Internal Selections (PWD) Answer Yes
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWD) Answer Yes
  - ii. Internal Selections (PWD) Answer Yes

SES: 9.09 percent of qualified applicants and 0 percent of selected individuals were PWD. However there was only one SES selection made this year so no barrier exists. GS-15: 7.90 percent of qualified applicants and 5.88 percent of individuals selected were PWD. This represents a trigger. GS-14: 5.75 percent of qualified applicants and 0 percent were PWD. This indicates a trigger. GS-13: 6.72 percent of applicants and 2.27 percent of individuals selected were PWD. This indicates a trigger.

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

For SES, 0.00 percent of qualified internal applicants were PWTD and 0.00 percent were selected. This may appear to be a trigger, when considering the population size of 11 qualified applicants, and only one selection, no trigger exists. For GS-15: 4.47 percent of the qualified applicants were PWTD. The selection rate for PWTD was 5.88 percent. This is above the Federal goal of 2 percent, and does not indicate a trigger. For GS-14: 2.64 percent of the qualified applicants were PWTD. The selection rate for PWTD was 0.00 percent, which indicates a trigger. For GS-13: 2.96 percent of qualified applicants were PWTD. The selection rate for PWTD was 0.00 percent, however with a population of 44 selectees, the rate to meet the goal would be less than one individual, making it impossible to determine a trigger.

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

For SES internal applicants, 0.00 percent of those deemed qualified were PWTD. There were 0 applicants internally with a targeted disability. As there were only 11 individuals deemed qualified for SES positions this year, no trigger is evident. With a population this size, 0.22 individuals would be required to attain the 2% goal. For GS-15 internal applicants, 4.47 percent of those deemed qualified were PWTD. Of the selections made, 5.88 percent were PWTD. No trigger was identified. For GS-14 internal applicants, 2.64 percent of those deemed qualified were PWTD. Of these, no PWTD were selected. With a population size of 59 selectees, one PWTD selectee would have met the benchmark. For the GS-13 internal applicants, 2.96 percent of those deemed qualified were PWTD. Of these, no PWTD were selected. With a population size of 44 individuals, 0.88 PWTD selectees would have met the benchmark. While on an individual level, the grade populations make it tough to argue a trigger, when combined, the benchmark would require two selectees throughout grades GS13-SES, and the DoD OIG selected one PWTD. This indicates a trigger across the senior grades.

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

- a. New Hires to SES (PWTD) Answer Yes
- b. New Hires to GS-15 (PWTD) Answer No
- c. New Hires to GS-14 (PWTD) Answer Yes
- d. New Hires to GS-13 (PWTD) Answer Yes

No external applicant data is available for the SES and GS-15 grades. For GS-14 grades external hires, 2.80 percent of those deemed qualified were PWD and 0.00 percent of the selectees were PWD. However, no external applicants were selected, so this does not indicate a trigger. For GS-13 external hires, 3.79 percent of those deemed qualified were PWD. 16.67 percent of the new hires were PWD, which is above the inclusion rate and Federal goal.

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 N/A

No external applicant data is available for the SES and GS-15 grades. For GS-14 grades external hires, 2.64 percent of those deemed qualified were PWTD and 0.00 percent of the selectees were PWD. However, no external applicants were selected, so this does not indicate a trigger. For GS-13 external hires, 1.70 percent of those deemed qualified were PWTD. 0 percent of the new hires were PWTD. As the selection rate for external hires at this grade was only 12 individuals, this does not represent a trigger. When reviewed across all the senior grades, only 12 individuals were selected. Therefore, there are no triggers evident.

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

Our applicant flow data does not break out managers vs supervisors. Therefore, analysis is on supervisory positions combined. For SES, we only recruited one SES position. As provided previously, we do not have any triggers in SES recruiting. For all other supervisory positions, we found 2.37 percent of the applicants deemed qualified were PWTD, and 2.04 percent of selectees were PWTD. In relation to the benchmark, this does not indicate a trigger.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer N/A
- b. New Hires for Managers (PWD) Answer N/A

c. New Hires for Supervisors (PWD)

Answer N/A

The DoD OIG recruited only 12 individuals from external sources. As the population is so small, the numbers were included in the internal applicants for this analysis.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for Executives (PWTD)

Answer N/A

b. New Hires for Managers (PWTD)

Answer N/A

c. New Hires for Supervisors (PWTD)

Answer N/A

The DoD OIG recruited only 12 individuals from external sources. As the population is so small, the numbers were included in the internal applicants for this analysis.

## 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

This reporting period, the DoD OIG has six individuals that were eligible for Schedule A(u) conversion. 100 percent of these individuals were converted.

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

8.23 percent of voluntary separations were PWD. This is lower than the inclusion rate- no trigger is indicated. 0 percent of involuntary separations were PWD- no trigger indicated.

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 No

b. Involuntary Separations (PWTD)

Answer No

0 percent of voluntary separations were PWTDD no trigger indicated. 0 percent of involuntary separations were PWTDD- no trigger indicated.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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- If a trigger exists involving the separation rate of PWD and/or PWTDD, please explain why they left the agency using exit interview results and other data sources.

No trigger identified.

**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.

- 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.

[http://dodcio.defense.gov/DoDSection508/Std\\_Stmt.aspx](http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx)

- 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.

Notification pending posting. <https://www.dodig.mil/Disclaimers/Accessibility-Section-508/>

- 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.

Facilities and Space Management Division provided furniture items when requested. Additionally, the agency partners with Washington Headquarters Services (WHS) to provide accessibility at the Mark Center. WHS holds quarterly WHS Facility Accessibility Task Force meetings, and both the EEO Director and DPM are members. The agency also implemented a Facilities Sustainment, Restoration and Modernization Council.

**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.

- 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.)

In 2019, the DoD OIG averaged a processing time of 32 days for providing decisions on requests for reasonable accommodation.

- 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.

As a direct result of hiring a DPM and training supervisors on identifying and processing requests for reasonable accommodations, processing times for reasonable accommodation requests improved in FY 2019. This year, the Office of EEO implemented a reasonable accommodation tracker to reduce processing days and more accurately calculate processing time. This tracker has an embedded dashboard that generates up-to-date status (open, approaching, overdue, and decided).

**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 agency’s revised Reasonable Accommodation Instruction provides a PAS process that enables the DoD OIG to provide PAS effectively and efficiently. PAS training is integrated into the reasonable accommodation portion of supervisor training.

**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.

**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.

N/A.

## 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 Yes

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