

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 Yes

Based on the utilization analysis of the DEA workforce by disability grouping, PWDs are participating at a rate of 7.2% percent in the GS-1 to GS-10 grades, and a rate of 2.9% percent in the GS-11 to SES grade clusters. Both rates are lower than expected, when compared to the 12 percent regulatory onboard goal.

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- a. Cluster GS-1 to GS-10 (PWTD) Answer Yes
- b. Cluster GS-11 to SES (PWTD) Answer Yes

Based on the utilization analysis of the DEA workforce by disability grouping, PWTDs (IWTD) are participating at a rate of 2.0% percent in the GS-1 to GS-10 grades, and at a rate of 0.8% percent in the GS-11 to SES grade clusters, which is lower than expected, when compared to the 2 percent onboard regulatory goal.

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.

Annual hiring goals for individuals with disabilities and targeted disabilities are formally announced in conjunction with the Veterans hiring goals on an annual basis from the DEA Acting Administrator to all Executive Staff; the DEA HR Department to all Hiring Officials as well as by the DEA EEO Unit to all DEA Components during annual mandatory training events. The goals are further communicated to the DEA Diversity Council and DEA Affinity Groups as well as employees who touch the hiring process.

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

In FY '19, DEA’s Equal Employment Opportunity Unit had a full-time Disability Employment Program Manager (DEPM) who is responsible for implementing, monitoring and maturing the DEA Disability Employment Program. Also each DEA regional office nationally and internationally has one or more staff member’s assigned collateral duties to support the Selective Placement Program, Disability Employment Program, Reasonable Accommodation Program, and the Operations Warfighter Program.

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	Derek Orr, Disability Employment Program derek.k.orr@usdoj.gov
Processing applications from PWD and PWTD	0	0	1	Susan.X.Gearheart@usdoj.gov
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Derek Orr, Disability Employment Program Manager, EEO Staff,
Processing reasonable accommodation requests from applicants and employees	1	0	0	Derek Orr, Disability Employment Program Manager, EEO Staff,
Section 508 Compliance	0	0	1	Mildred Tyler, Section Chief, SI, Section 508 Coordinator. Mbtyler@usdoj.gov
Architectural Barriers Act Compliance	1	0	0	Renaldo.r.prillman@usdoj.gov

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 Disability Employment Program Manager, as well as several staff from the EEO Special Emphasis Program, the EEO Complaints Unit, as well as a cross section of HR Department staff attended both local and national training events to enhance and expand their knowledge and understanding of emerging trends in the area of the employment of people with disabilities (to include those with targeted disabilities) as well as identified areas of “best practice.” In FY 2019 attendance at training programs included

the EEOC EXCEL Conference; FDR National Training Conference; LULAC National Training Conference; EEOC sponsored training programs; as well as participating in the “Inter-agency Disability Policy Workgroup” coordinated by the DOJ Civil Rights Division, DRS Unit.

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	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.
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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.

DEA participates in hiring fairs (for example, through the Minority College and University Program outreach activities at Gallaudet University); uses the OPM Shared List; attends Veterans hiring fairs; receives resumes through Selective Placement Program; reviews the ODEP Workforce Recruitment Program database; attends OPM’s Disability hiring fair; and maintains contact with Disability Program Managers throughout DOJ to find qualified Schedule A candidates. DEA also participates in the Wounded Warriors/Operation Warfighter programs from which it hires PWD and PWTD.

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

DEA uses the following hiring authorities to hire individuals with disabilities into temporary and permanent positions: • 30 percent or More Disabled Veteran (5 U.S.C. 3112; 5 C.F.R. 316.302, 316.402, and 315.707) • Schedule A Appointing Authority (5 C.F.R. § 213.3102(u))

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.

The Recruitment, Staffing and Placement Section in HR reviews a candidate’s Schedule A letter submitted with resume (if an applicant indicates Schedule A eligibility and does not include their Schedule A letter as part of the submitted application, the applicant is still considered Schedule A eligible but must provide the Schedule A letter at the time an offer of employment is made); reviews Veterans documentation that designate preference eligibility and disability status. (2) After confirming that the individual

meets the minimum qualifications for a position, HR forwards resume by email to hiring official with explanation that individual may be appointed outside competitive process. Per DOJ policy, all Schedule A candidates who are qualified for a position must be interviewed by the hiring official.

- 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

Training is required every two years of all individuals involved in the hiring process on the use of special hiring authorities for individuals with disabilities; Veterans, and Veterans with disabilities. Training modules include: Reasonable Accommodation training; USERRA; Veterans Employment Training for Federal Hiring Managers; Guidance for Fair Employment Opportunities; Effective Interviewing and Hiring Strategies; Merit System Principles and Prohibited Personnel Practices; Putting the Hiring Back in Hiring People with Disabilities. New Senior Executives and new supervisors receive training in the first year of their appointment on Schedule A hiring authority for people with disabilities. Field Administrative Officers receive training annually on special hiring authorities and reasonable accommodations. Recruiters receive training annually on special hiring authorities and reasonable accommodations in the hiring process. In June 2019, HR hosted a webinar training for DEA Supervisors and Managers with hiring authority on the spectrum of available special hiring authorities, with special emphasis on authorities available to people with disabilities, and other veteran-associated authorities. Other planned recruitment activities include continuing to use the disability icon on the USA JOBS site to identify vacancies available to people with disabilities and posting Equal Employment Opportunity and Reasonable Accommodation Policy information on the Vacancy Announcement. DEA will continue its attendance at People with disabilities career fairs and the collection of resumes for referral to HR and hiring officials; partnering with other law enforcement agencies to engage in targeted recruitment of People with disabilities and veterans with disabilities; and continuing to educate DEA hiring officials on the advantages and obligations to hire People with disabilities.

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.

DEA participates in the FEED workgroup as well as the JMD Disability Program Manager resource group where best practices are shared, technical assistance is provided and new/emerging resources are shared. DEA participated in the following career fairs and conferences to include Disability-focused events: Operation War Fighter, Walter Reed Job Fair; League of United Latin American Citizens (Phoenix, AZ); NOBLE (Hollywood, FL); National Asian Peace Officers (San Francisco, CA); Congressional Black Caucus (Washington, DC); Hispanic Association of Colleges & Universities (Atlanta, GA).

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

Yes, triggers do exist. Both PWD and PWTD new hire data fall below the benchmark values set out by EEOC.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total	0				

Applicants					
% 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 N/A
- b. New Hires for MCO (PWTD) Answer N/A

The are no data available on the qualified applicant pool, therefore no analysis can be performed.

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

Relevant applicant pool data is not available. Identifying which current DEA employees would qualify for a job series they are not currently in is a difficult undertaking. The HR Unit and Medical Unit do not adjudicate applicant qualifications until an applicant applies for a specific position, and the applicant may qualify based on experience obtained prior to entry into their current job series, or into DEA.

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

Data relevant to the promotion of PWD and/or PWTD to MCO’s is not available.

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.

All managers and supervisors are encouraged to promote the career development of all employees, including individuals with disabilities and individuals with targeted disabilities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

All DEA components promote participation in training and career development and academic programs. Additionally, DEA employees have access to training/career development courses available of the DOJ DEALS platform. DEA in partnership with SkillSoft, offers approximately 20,000 online learning resources. Employees can use these online resources as quick references, practical job aids to gain in-depth knowledge, or skill practice. These resources are mapped to support competencies, job roles, or blended learning offerings. The DEA participates in DOJ’s Mentoring Program which is a formal program that provides enriching experiences through reciprocal relationships and opportunities for personal and professional growth while sharing knowledge, leveraging skills, and cultivating talent. Acceptance into the program and supervisory approval are required prior to participation.

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 (%)
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Internship 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	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

DEA does not track applicants or selectees for career development programs by disability (or any other EEO status). Despite this, to the extent most structured career development opportunities are geared toward MCO (especially Special Agents), the lower representation of PWD in these occupations may result in few PWDs overall being included in career development programs.

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

DEA does not track applicants or selectees for career development programs by disability (or any other EEO status). Despite this, to the extent most structured career development opportunities are geared toward MCO (especially Special Agents), the lower representation of PWTB in these occupations may result in few PWTBs overall being included in career development programs.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB) Answer No

There are no triggers.

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 PWTB 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 (PWTB) Answer No

There are no triggers.

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 PWTB 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 (PWTB) Answer N/A

No other programs.

D. PROMOTIONS

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

- a. SES
 - i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD)	Answer	Yes
b. Grade GS-15		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	Yes
ii. Internal Selections (PWD)	Answer	Yes

DEA does not collect applicant flow data for internal promotions. The low number of PWD overall and especially in the higher grades suggests that there is a trigger for PWD in internal promotions to higher grade levels.

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

a. SES		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	Yes

DEA does not collect applicant flow data for internal promotions. The low number of PWTD overall and especially in the higher grades suggests that there is a trigger for PWTD in internal promotions to higher grade levels.

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 |

DEA does not collect applicant flow data. The low number of PWD overall and especially in the higher grades suggests that there is a trigger for PWD in new hires to the senior grade levels.

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

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

DEA does not collect applicant flow data. The low number of PWTD overall and especially in the higher grades suggests that there is a trigger for PWTD in new hires to the senior grade levels.

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 | Yes |
| ii. Internal Selections (PWD) | Answer | Yes |
| b. Managers | | |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD) | Answer | Yes |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD) | Answer | Yes |

The overall low participation rates of PWD among supervisors (2.9%), managers (1.7%) and executives (1.3%) suggests that there is a trigger for PWD being promoted into supervisory positions. DEA does not collect applicant flow data.

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 Yes |
| ii. Internal Selections (PWTD) | Answer Yes |
| b. Managers | |
| i. Qualified Internal Applicants (PWTD) | Answer Yes |
| ii. Internal Selections (PWTD) | Answer Yes |
| c. Supervisors | |
| i. Qualified Internal Applicants (PWTD) | Answer Yes |
| ii. Internal Selections (PWTD) | Answer Yes |

The overall low participation rates of PWTD among supervisors (2.9%), managers (0.8%) and executives (0.4%) suggests that there is a trigger for PWD in supervisory positions. DEA does not collect applicant flow data.

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 Yes |
| b. New Hires for Managers (PWD) | Answer Yes |
| c. New Hires for Supervisors (PWD) | Answer Yes |

The overall low participation rates of PWD among supervisors (2.9%), managers (1.7%) and executives (1.3%) suggests that there is a trigger for PWD in new hires to supervisory positions. DEA does not collect applicant flow data.

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 Yes |
| b. New Hires for Managers (PWTD) | Answer Yes |
| c. New Hires for Supervisors (PWTD) | Answer Yes |

The overall low participation rates of PWTD among supervisors (2.9%) managers (0.8%) and executives (0.4%) suggests that there is a trigger for PWTD in new hires to supervisory positions. DEA does not collect applicant flow data.

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

In preparing this report, the Agency became aware that not all eligible Schedule A employees were converted into competitive status. In response, the Agency has implemented a process for the review of all eligible hires for conversion going forward.

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

Seperations	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

Seperations	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.

N/A.

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.dea.gov/equal--opportunity-employer>

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.dea.gov/equal--opportunity-employer>

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.

In FY 2019, DEA initiated a major renovation of our Headquarters located in Arlington, VA. This renovation involves the removal of all interior structures, except for retaining walls. All restrooms, break areas, public spaces, conference rooms, libraries, auditorium, the DEA museum and visitors center will be rebuilt in accordance with the Americans with Disabilities Act Architectural Guidelines (ADAAG). In addition, staff will be assigned new furniture that will be ergonomic and include an electric sit-to-stand desk as standard. During the renovation DEA will ensure a safe and accessible working environment for all employees and visitors. In FY '19 DEA initiated a Section 508 Policy and Procedure for the acquisition of technology related to reasonable accommodations for employees, applicants and other invested stakeholders to ensure compliance with federal 508 Standards.

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 processing time for reasonable accommodation requests in FY 2019 was 23.55 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.

Managed by the Disability Employment Program Manager, DEA offers a comprehensive, timely and employee centered reasonable accommodation program. All Regional Special Agents in Charge (SAC'); supervisors; hiring officials; and basic training candidates at Quantico receive training on Reasonable Accommodation upon hire. SAC's, managers and those involved with the hiring process must receive the training every two years after appointment. DEA continues to partner with the Department of Defense (DoD), Computer/Electronic Accommodation Program (CAP) to provide assistive technology accommodation solutions.

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.

In FY 2019, DEA did not have any requests for PAS services.

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.

N/A

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 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>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Permanent workforce does not reflect the employment of people with disabilities at the federal target of 12% above and below grade 11 or the employment of people with targeted disabilities at the federal target of 2% above and below grade 11.</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>New Hire data for both PWD and PWTD fall below the benchmark values set out by EEOC.</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>There is a trigger for PWD and PWTD being promoted into supervisory positions.</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Triggers exist for PWD and PWTD among the new hires into agency mission-critical occupations (MCO).</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>

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

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

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.
