

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

The agency continues to encourage managers to hire employees with disabilities. Recruiters who lead the outreach programs and events are provided the numerical goals through discussions, collaboration and training provided by the Office of Equity Diversity and Inclusion. Managers are educated on the goals and importance of diversity in the workforce through the quarterly mandatory Human Resource Management (HRM) training sessions, Disability Program Manager Brown Bag sessions, Supervisor Symposiums and Directorate/Organizational level Brown Bag sessions as needed upon request. Data review: Using the goal of 12% and 2% as the benchmarks, DISA has identified no triggers.

\*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 |

The agency continues to encourage managers to hire employees with disabilities. Recruiters who lead the outreach programs and events are provided the numerical goals through discussions, collaboration and training provided by the Office of Equity Diversity and Inclusion. Managers are educated on the goals and importance of diversity in the workforce through the quarterly mandatory Human Resource Management (HRM) training sessions, Disability Program Manager Brown Bag sessions, Supervisor Symposiums and Directorate/Organizational level Brown Bag sessions as needed upon request. Data review: Using the goal of 12% and 2% as the benchmarks, DISA has identified no triggers.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	127	20	15.75	8	6.30
Grades GS-11 to SES	3178	395	12.43	74	2.33

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

The agency continues to encourage hiring managers to hire employees with disabilities. Managers are educated on the importance of diversity in the workforce. Recruiters who lead the outreach programs and events are given the numerical goals of the agency and they in turn help recruit qualified applicants in those categories to the hiring managers during quarterly training sessions. Courses are provided quarterly via HRM training for Supervisors course, Aspiring Leaders course, Annual HR Brown Bags, and Directorate/Organizational level Brown Bags as needed upon request.

## 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

- 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

- 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	cary.a.marshall.civ@mail.n
Answering questions from the public about hiring authorities that take disability into account	4	0	0	holly.l.connors2.civ@mail.
Processing applications from PWD and PWTD	2	0	0	zelia.a.delilly.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	2	0	0	zelia.a.delilly.civ@mail.mil
Architectural Barriers Act Compliance	2	0	0	zelia.a.delilly.civ@mail.mil
Section 508 Compliance	1	0	0	ameenah.a.ghoston.civ@ma

- 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 Program Managers have completed the following training during the reporting period: Accommodation Solutions for Executive Functioning Deficits; Providing Reasonable Accommodations to Veterans with Disabilities; Getting Reasonable Accommodations of Disabilities Right for Federal Remote, In Person and Hybrid Workforce; Drafting Defensible Proposal and Decision Letters: Dos and Don'ts Under the new MSPB; Constructive Conflict Resolution; Improving Productivity and Communication; Leading with Ethics and Integrity; Interpersonal Communication; Introduction to Project Management; Retaliation What you Need to Know; Employee Reentry Listening Sessions: Emotions, Mindsets and More; Leading from Any Position; Effective Government Correspondence; BIG 43rd National Training Institute; Change Management

**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>	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.
<b>Objective</b>	The Agency Disability Program Managers and the Chief of Employee Services will review and evaluate the RA process to determine if there are systematic delays impacting the agency goal of 100% timely processing of RA requests. The Agency will identify and implement the necessary changes to improve the timeliness of the Agency RA requests.
<b>Target Date</b>	Dec 31, 2023
<b>Completion Date</b>	
<b>Planned Activities</b>	<u>Target Date</u> <u>Completion Date</u> <u>Planned Activity</u>
<b>Accomplishments</b>	<u>Fiscal Year</u> <u>Accomplishment</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 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.

DISA utilizes USAJOBS, Selective Placement Program and Wounded Warrior/Operation Warfighter to identify job applicants with disabilities as well as the Workforce Recruitment Program (WRP) as a recruitment and referral program for college students and recent graduates interested in working for the federal government. DISA has forged partnerships with colleges, universities, trade/technical schools, veteran and professional organizations to address the increasing need to attract and retain top talent for the Agency in multiple disciplines. DISA’s Office of Strategic Outreach and Talent Acquisition (OSOTA) established talent pipelines

of diverse, high-caliber candidates to feed the Department of Defense's next generation cyber workforce. OSOTA shares the responsibility of ensuring "Diversity of Talent" within the DISA workforce with hiring managers; the civilian personnel office; the military personnel office; the Office of Equality, Diversity, and Inclusion; the Culture Transformation Team; and the Chief Diversity Officer. DISA hired a Wounded Warrior Program Manager whose primary responsibility is to identify and execute targeted outreach efforts to recruit disabled veterans seeking career opportunities with the Federal Government (Vets2Fed). In FY23, DISA will participate in the DoD Skillbridge Program which is focused on providing service members an opportunity to gain valuable civilian work experience prior to being discharged from the military.

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

In addition to the Schedule A hiring authority DISA also utilizes the Veterans' Recruitment Appointment and 30 Percent or More Disabled Veterans hiring authorities to recruit PWD and PWTD positions in the permanent workforce.

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.

If an applicant applies for a position using USAJOBS their application would follow the standard qualification process. If the applicant is deemed qualified, their application would be referred along with the applications of the other candidates that were deemed qualified for the position. If the applicant applies directly to the agency, the Selective Placement Program Coordinator and/or the Wounded Warrior Program Manager would review the applicant's resume and supporting documents to determine their qualifications and eligibility. Once the applicant has been deemed qualified, the SPPC and/or the Wounded Warrior Program Manager would send the candidate's resume to the hiring official for consideration. The hiring official is notified via email that the applicant may be appointed to their vacant position "non-competitively".

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

DISA continually educate hiring managers on the various hiring authorities through the quarterly mandatory HRM training for supervisors, quarterly Supervisors Symposiums and a host of brown bag training sessions conducted by the Disability Program Manager and OEDI throughout the year. In addition to the training opportunities, DISA has over 20 Human Resources Specialists who work closely with the hiring managers on a daily basis to discuss the various recruitment strategies to include hiring individuals with disabilities through the non-competitive hiring process.

## **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.

As a part of DISA's efforts to assist PWD, including PWTD, in securing and maintaining employment, we have established and will maintain partnerships with organizations such as The Employer Assistance and Resource Network (EARN), Job Access, ABILITYJobs, Gallaudet University, Vocational Rehabilitation Centers, and Wounded Warrior Program Offices. DISA developed partnerships with colleges, universities, trade/technical schools, veteran, and professional organizations to address the increasing need to attract and retain top talent for the Agency in multiple disciplines. DISA developed and sustained relationships with organizations associated with underrepresented minority groups, allowing the agency to benefit from diversity of thought and approach. Given the underrepresentation in DISA civilian employment of individuals with disabilities as well as Hispanic employees, DISA regularly attends meetings and participates in both the Hispanic ERG as well as the Disability ERG. The Agency

continued partnering with the Department of Defense’s Computer/Electronic Accommodations Program (CAP) and Job Accommodation Network (JAN). DISA consults with the Department of Labor’s Job Accommodation Network (JAN), for free, expert, and confidential guidance on workplace accommodations and disability employment issues.

**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 No

a. Using the goal of 12% for PWD as the benchmark, a trigger does exist among the new hires in the permanent workforce. We are currently at 4.30% b. Using the goal of 2% for PWTD as the benchmark, a trigger does not exist among the new hires in the permanent workforce. We are currently at 3.23%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	12664	7.45	0.17	3.58	0.06
% of Qualified Applicants	8772	7.47	0.17	3.64	0.07
% of New Hires	235	8.51	0.00	4.26	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 No

a. Using the qualified applicant pool as the benchmark, triggers exist for PWD among the new hires for all of the mission-critical occupations. We are currently at 6.45% across all MCOs. b. Using the qualified applicant pool as the benchmark, triggers do exist for PWTD among the new hires for mission-critical occupations except 2210 series (current status 4.84%)

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0343 PROGRAM ANALYST	38	7.89	2.63
0391 TELECOMMUNICATIONS	10	0.00	0.00
0855 ELECTRONICS ENGINEER	11	0.00	0.00
1102 CONTRACT SPECIALIST	4	0.00	0.00
1550 COMPUTER SCIENCE	1	0.00	0.00
2210 INFORMATION TECHNOLOGY	170	10.00	5.29

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

a. Using the qualified applicant pool as the benchmark, triggers do not exist for PWD among the new hires for all of the mission-critical occupations. We are currently at 12.53%. b. Using the qualified applicant pool as the benchmark, triggers do not exist for PWTD among the new hires for all the mission-critical occupations. We are currently at 4.84%.

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 No
- b. Promotions for MCO (PWTD) Answer No

a. Using the qualified applicant pool as the benchmark, triggers do not exist for PWD among the new hires for all of the mission-critical occupations. We are currently at 12.53% b. Using the qualified applicant pool as the benchmark, triggers does not exist for PWTD among the new hires for all the mission-critical occupations. We are currently at 4.84%

## 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.

DISA will continue to advertise advancement opportunities to the workforce to include PWD and PWTD using USAJOBS, DISA Dateline articles, social media and Agency-wide email notifications of upcoming events and opportunities. Through partnerships with WSD, OSOTA, OEDI and Hiring Managers, we will continue to monitor and gain insight via surveys, HR data analysis, competency assessments and employee feedback to determine any barriers that may be preventing advancement opportunities for PWD and PWTD. Additionally, in FY23, we will be establishing a WRP, SPPC and WWP/OWF portal that will provide upcoming events, opportunities and resources for PWD and PWTD. DISA will continue to educate and reinforce the Merit promotion plan, Merit Systems Principles and Civilian Personnel Management policies.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

Competitive Program comprised of several program areas: the Competitive Development Program (CDP), Competitive Education Program (CEP), Leadership Development Programs (LDP), and the Advanced Leadership Program (ALP). DISA offers these programs competitively to high performing civilian and military personnel by applying via the DISA Talent Selection System (DTSS) on an annual basis. CDP is comprised of various professional educational and development programs focusing on broadening and enhancing leadership skills through advanced academic courses. CEP provides civilian employees an opportunity for financial assistance toward obtaining a mission-related degree at an accredited academic institution of choice. LDP is comprised

of three different Leadership Development Programs offered at Grad School USA. ALP is available to employees at the GS/ GG-14/15 levels and includes four high-level developmental program opportunities. DISA also offers the New Leader Program (NLP), Executive Leadership Program (ELP), and Executive Potential Program (EPP). NLP is a six-month program designed to prepare employees at the GS 7-11 levels for management and leadership positions. The program theme is leading self. The program objectives are to give motivated individuals the confidence and training they need to set and meet personal and professional goals, expand their network, and broaden their experience. ELP is a nine-month competency-based leadership development program that provides training and developmental experiences for mid-level employees at the GS 11-13 levels or equivalent. The program theme is Leading People. The program objectives are to help participants expand their knowledge, experience, and increase their visibility through a myriad of competency-based developmental activities. EPP is a 12-month competency-based leadership development program that provides training and developmental experiences for high-potential executives at the GS 13-15 levels or equivalent. The program theme is leading change. The program objective is to equip leaders with the information, tools, and experience they need to serve at the highest levels. The Next Level Leadership (NLLP) is a comprehensive developmental program that provides the Agency with the tools to prepare the workforce of the future. This program is designed to identify, cultivate, develop, and grow tomorrow’s talent. In addition to the leadership training, DISA provides technical and soft skill instructor-led training designed to broaden and sharpen an employee's skillset in functional areas related to DISA's missions. The workforce is also able to take advantage of the Agency’s mentoring, coaching and centralized rotation programs.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Training Programs	63	12	12	3	4	1
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	10	2	0	0	0	0
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	2	2	0	0	0	0
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	114	30	31	7	7	3

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 No
- b. Selections (PWD) Answer No

a. No trigger, as PWD represents between 23-27% of the applicants. b. No trigger, as PWD represent between 23-25% of selectees.

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 No
- b. Selections (PWTD) Answer No

a. No trigger, as PWTD represents between 6.1-6.3% of applicants. b. No trigger, as PWTD represents between 8.3-10% of

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

A. Using the inclusion rate as the benchmark, DISA has a trigger involving PWD. We are currently at 11.39% B. Using the inclusion rate as the benchmark, DISA has no trigger involving PWTD. We are currently at 2.5%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	574	11.04	7.98	12.58	10.66
Time-Off Awards 1 - 10 Hours: Total Hours	4463	86.35	61.63	100.63	82.84
Time-Off Awards 1 - 10 Hours: Average Hours	7	0.87	0.13	5.03	-0.15
Time-Off Awards 11 - 20 hours: Awards Given	662	10.79	9.91	9.43	11.13
Time-Off Awards 11 - 20 Hours: Total Hours	11141	177.05	167.23	152.20	183.15
Time-Off Awards 11 - 20 Hours: Average Hours	16	1.99	0.31	10.06	0.00
Time-Off Awards 21 - 30 hours: Awards Given	834	14.14	12.13	15.72	13.76
Time-Off Awards 21 - 30 Hours: Total Hours	20664	352.11	300.12	390.57	342.66
Time-Off Awards 21 - 30 Hours: Average Hours	24	2.98	0.46	15.09	0.00
Time-Off Awards 31 - 40 hours: Awards Given	1436	22.08	22.36	24.53	21.48
Time-Off Awards 31 - 40 Hours: Total Hours	54815	844.67	853.92	933.33	822.87
Time-Off Awards 31 - 40 Hours: Average Hours	38	4.71	0.73	23.90	0.00
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	115	2.23	1.48	3.77	1.85
Cash Awards: \$501 - \$999: Total Amount	87893	1680.27	1148.72	2903.14	1379.75
Cash Awards: \$501 - \$999: Average Amount	764	93.30	14.90	483.65	-2.63



Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$1000 - \$1999: Awards Given	624	9.31	9.35	6.29	10.05
Cash Awards: \$1000 - \$1999: Total Amount	853753	12934.49	12793.50	9339.62	13817.93
Cash Awards: \$1000 - \$1999: Average Amount	1368	172.46	26.37	933.96	-14.68
Cash Awards: \$2000 - \$2999: Awards Given	1258	21.59	18.70	26.42	20.40
Cash Awards: \$2000 - \$2999: Total Amount	3025083	50821.09	45068.17	62205.66	48023.34
Cash Awards: \$2000 - \$2999: Average Amount	2404	292.06	46.44	1480.50	0.00
Cash Awards: \$3000 - \$3999: Awards Given	1340	22.08	20.32	18.24	23.03
Cash Awards: \$3000 - \$3999: Total Amount	4436824	74001.36	67143.51	62294.97	76878.21
Cash Awards: \$3000 - \$3999: Average Amount	3311	415.63	63.70	2147.80	-10.05
Cash Awards: \$4000 - \$4999: Awards Given	842	12.03	13.57	14.47	11.44
Cash Awards: \$4000 - \$4999: Total Amount	3610137	51036.60	58304.22	60537.74	48701.70
Cash Awards: \$4000 - \$4999: Average Amount	4287	526.05	82.80	2632.08	8.50
Cash Awards: \$5000 or more: Awards Given	941	11.79	15.31	10.06	12.21
Cash Awards: \$5000 or more: Total Amount	5881344	73462.03	95989.53	58130.82	77229.68
Cash Awards: \$5000 or more: Average Amount	6250	773.20	120.88	3632.70	70.48

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 Yes
- b. Pay Increases (PWTD) Answer Yes

a. Using the inclusion rate as the benchmark, DISA has a trigger involving PWD. We are currently at 10.50% based on ADVANA data. b. Using the inclusion rate as the benchmark, DISA has no trigger involving PWTD. We are currently at 1.66% based on ADVANA data.

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

The agency is working on a method to collect PWD and PWTDD data during the nomination process without it giving the appearance that it is a selection factor. The agency has an honorary awards program that is open to all employees in multiple categories. At this time, DISA cannot determine whether or not a trigger exist for PWD and/or PWTDD among employees in the agency recognition programs as this information was not collected. We are also exploring a voluntary data collection process that will enable us to identify the PWD and PWTDD nominees and winners.

**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 N/A

ii. Internal Selections (PWD) Answer N/A

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

a. SES - There were no applicants for PWD. b. (i) GS-15 Qualified Internal Applicants (PWD) a trigger does exist. Currently at 6.31% (ii) GS-15 Qualified Internal Selections (PWD) a trigger does exist. Currently at 0% c. (i) GS-14 Qualified Internal Applicants (PWD) a trigger does exist. Currently at 4.59% (ii) GS-14 Qualified Internal Selections (PWD) a trigger does exist. Currently at 2.13% d. (i) GS-13 Qualified Internal Applicants (PWD) a trigger does exist. Currently at 7.94% (ii) GS-13 Qualified Internal Selections (PWD) a trigger does exist. Currently at 5.44%

2. Does your agency have a trigger involving PWTDD 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 (PWTDD) Answer N/A

ii. Internal Selections (PWTDD) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTDD) Answer No

- ii. Internal Selections (PWTD) Answer Yes
- 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 No

a. SES - There were no applicants for PWTD. b. (i) GS-15 Qualified Internal Applicants (PWTD) a trigger does not exist. Currently at 3.30% (ii) GS-15 Qualified Internal Selections (PWTD) a trigger does exist. Currently at 0% c. (i) GS-14 Qualified Internal Applicants (PWTD) a trigger does exist. Currently at 1.89% (ii) GS-14 Qualified Internal Selections (PWTD) a trigger does exist. Currently at 0% d. (i) GS-13 Qualified Internal Applicants (PWTD) a trigger does not exist. Currently at 4.32% (ii) GS-13 Qualified Internal Selections (PWTD) a trigger does not exist. Currently at 2.72%

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

a. New Hires to SES (PWD) a trigger does exist. Qualified applicants 6.45% and 0% selected. b. New Hires to GS-15 (PWD) a trigger does exist. Qualified applicants 6.61% and 0% selected. c. New Hires to GS-14 (PWD) a trigger does exist. Qualified applicants 5.09% and 0% selected. d. New Hires to GS-13 (PWD) a trigger does exist. Qualified applicants 6.64% and 3.92% selected.

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 No

a. New Hires to SES (PWTD) a trigger does exist. Qualified applicants 0% and 0% selected. b. New Hires to GS-15 (PWTD) a trigger does exist. Qualified applicants 2.81% and 0% selected. c. New Hires to GS-14 (PWTD) a trigger does exist. Qualified applicants 1.97% and 0% selected. d. New Hires to GS-13 (PWTD) a trigger does exist. Qualified applicants 3.71% and 1.96% selected.

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

a. (i) Executives Qualified Internal Applicants (PWD) a trigger does exist. Currently at 4.94% (ii) Executives Qualified Internal Selections (PWD)) a trigger does exist. Currently at 0% b. (i) Managers Qualified Internal Applicants (PWD) a trigger does exist. Currently at 4.28% (ii) Managers Qualified Internal Selections (PWD) a trigger does exist. Currently at 4.17% c. (i) Supervisors Internal Applicants (PWD) a trigger does exist. Currently at 0% (ii) Supervisors Qualified Internal Selections (PWD) a trigger does exist. Currently at 0%

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 No

c. Supervisors

- i. Qualified Internal Applicants (PWTD) Answer Yes
- ii. Internal Selections (PWTD) Answer Yes

a. (i) Executives Qualified Internal Applicants (PWTD) a trigger does exist. Currently at 1.90% (ii) Executives Qualified Internal Selections (PWTD)) a trigger does exist. Currently at 0% b. (i) Managers Qualified Internal Applicants (PWTD) a trigger does exist. Currently at 1.38% (ii) Managers Qualified Internal Selections (PWTD) a trigger does exist. Currently at 2.08% c. (i) Supervisors Internal Applicants (PWTD) a trigger does exist. Currently at 0% (ii) Supervisors Qualified Internal Selections (PWTD) a trigger does exist. Currently at 0%

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

a. New Hires for Executives (PWD) a trigger does exist. Qualified applicants 6.34% and 0% selected. b. New Hires for Managers(PWD) a trigger does exist. Qualified applicants 6.23% and 0% selected. c. New Hires for Supervisors (PWD) a trigger does exist. Qualified applicants 0% and 0% selected.

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

a. New Hires for Executives (PWTD) a trigger does exist. Qualified applicants 2.45% and 0% selected. b. New Hires for Managers(PWTD) a trigger does exist. Qualified applicants 2.69% and 0% selected. c. New Hires for Supervisors (PWTD) a trigger does exist. Qualified applicants 0% and 0% selected.

## 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

Management oversight.

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

a. Voluntary Separations - PWD Currently at 2.09% and without disabilities is at 1.38% b. Involuntary Separations - PWD Currently at 0.00% and without disabilities is .02%

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	18	0.37	0.26
Permanent Workforce: Resignation	184	2.47	2.83
Permanent Workforce: Retirement	196	4.07	2.81
Permanent Workforce: Other Separations	250	4.07	3.74
Permanent Workforce: Total Separations	648	10.99	9.64

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

a. Voluntary Separations - PWTD Currently at 2.25% and without disabilities is at 1.44% b. Involuntary Separations-PWTD Currently at 0.00% and without disabilities .01%

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	18	1.24	0.25
Permanent Workforce: Resignation	184	2.48	2.79
Permanent Workforce: Retirement	196	6.21	2.88
Permanent Workforce: Other Separations	250	2.48	3.82
Permanent Workforce: Total Separations	648	12.42	9.74

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.

No trigger exist.

**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.disa.mil/About/Legal-and-Regulatory/Accessibility>

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.disa.mil/About/Legal-and-Regulatory/Accessibility>

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

The agency is currently undergoing a complete overhaul of the exterior lighting that will be an improvement for our disabled and non-disabled employees. The agency constantly makes assessments for the needs for facility upgrades. The OEDI has also stood up several Employee Resource Groups (ERG) that make recommendations and suggestions for facility updates and improvements. Each ERG has a Senior Champion to ensure the issues are raised to the correct levels.

### 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 Disability Program Managers processed initial requests from employees within 3-5 days of receipt and requests should be processed within 30 days, absent extenuating circumstances. During the reporting period there was a total of 214 cases processed by the Disability Program Managers. Of those, 67% percent were processed within the 30 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.

DISA's Reasonable Accommodation (RA) policies, procedures and/or practices were adhered to for the vast majority of the requests managed by the RA team. RA briefings are provided to both employees and supervisors throughout the year to address their role in the process. Specifically, RA is briefed at the New Employee Orientation, every two weeks; Human Resource Management Refresher Training and as part of the Telework training. A SharePoint site was also developed to facilitate better information sharing with the workforce.

### 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 guidance for PAS is included in our signed Reasonable Accommodation Policy and in training materials. The Agency hired an RA assistant who currently provides PAS. The timeline for processing would be same as processing any other RA requests. PAS guidance to request services can be found at <https://www.disa.mil/en/About/Legal-and-Regulatory/Accessibility>

## 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 Yes

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.

The Agency settled three (3) complaints in FY22 where harassment based on disability status was alleged.

## B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

No findings of discrimination involving failure to provide a reasonable accommodation in FY22.

## 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.

There were a few areas regarding DISA PWD and PWTD employees where triggers were identified as follows: 1. Using the goal of 2% as the benchmark, a trigger involving PWTD in the GS-1 to GS-10 cluster. 2. Using the goal of 2% as the benchmark, a trigger involving PWTD in the GS-11 to SES cluster. 3. Using the qualified applicant pool as the benchmark, triggers exist for PWD among the new hires for all of the mission-critical occupations. 4. Using the qualified applicant pool as the benchmark, triggers exist for PWTD among the new hires for all the mission-critical occupations. 5. Using the inclusion rate as the benchmark, a trigger involving PWD on the rate of time-off awards, bonuses, or other incentives is more than double the rate of those without disabilities. 6. Using the inclusion rate as a benchmark, a trigger involving PWTD on the rate of time-off awards, bonuses, or other incentives is more than double the rate of those without disabilities. WSD will continue to educate the DISA workforce on the inclusion, recruitment, advancement, and development of PWDs and PWTDs. The agency plans to attend several special emphasis hiring events throughout the year.

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



Collection system (AMIS and DCPDS) to ensure we have the data needed by OPM in USA Staffing system of the DISA and applicant flow and demographic data and track our recruitment and hiring efforts. In particular, we are still not able to fully collect and/or track all the data needed to complete data tables A/B-6, A/B-7, and A/B-8, due to an inadequate data collection system.

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.

We will continue to review and monitor our progress throughout the year to ensure all deficiencies identified in the MD-715 report are being addressed. It is our understanding OPM is working to update USAJOBS/USASTAFFING which will allow us to track applicant flow data for individuals with disabilities. This will help us to understand how many individuals with disabilities actually applied for DISA jobs/vacancies (outside of Schedule A announcements). We will continue to work with employees with disabilities focus groups to discuss their recruitment, hiring, and career growth experiences with the agency; meet with disability organizations and college placement offices to explore the perception of the agency within the disability community; evaluate the career advancement opportunities for PWD/ PWTD to DISA's mission critical occupations; review all occupations and identify series having occupational requirements that may preclude employment of PWD/PWTD.