

## 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

\*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

Using the goal of 2% as the benchmark, DISA has identified a trigger involving PWTD in the GS-1 to GS-10 cluster. We are currently at 0.86%.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	294	54	18.36	18	6.12
Grades GS-11 to SES	5507	86	14.81	71	1.29

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**

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

Answer Yes

2. Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	2	0	0	
Answering questions from the public about hiring authorities that take disability into account	4	0	0	charlotte.m.wright18.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	2	0	0	zelia.a.delilly.civ@mail.mil
Section 508 Compliance	1	0	0	ameenah.a.ghoston.civ@mail.mil
Architectural Barriers Act Compliance	2	0	0	donna.w.jordan.civ@mail.mil
Special Emphasis Program for PWD and PWTD	2	0	0	ameenah.a.ghoston.civ@mail.mil

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

Answer No

However, the Disability program team did attend some of the training identified in 2018 submittal FELTG Webinar-Reasonable Accommodation: The Law, the Challenges & Solutions; FELTG Webinar-Reasonable Accommodation: A Focus on Qualified Individuals, Essential Functions, Undue Hardship; Webinar-Part 3: Telework as Reasonable Accommodation: When to Say "Yes" and When to Say "No"; Webinar (Part 4 )Hear it from a Judge: The Reasonable Accommodation Mistakes Agencies Make; CAP

2019 Joint Disability & Reasonable Accommodations Summit. The staff is also currently registered for the following courses: Nuts and Bolts of Disability Law and Reasonable Accommodation and Disability Program Manager at DEOMI.

**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.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.		
<b>Objective</b>	Procedures for requesting Personal Assistance Services will be uploaded to DISA public website once the instruction is approved.		
<b>Target Date</b>	Dec 31, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 30, 2021		Upload procedures to DISA public website once the instruction is approved.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		
<b>Objective</b>	Establish a Team that consist of OEDI and WSD1 Division to effectively and accurately establish and collect data for re-surveying the workforce on a regular basis.		
<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		Establish a Team that consist of OEDI and WSD1 Division to effectively and accurately establish and collect data for re-surveying the workforce on a regular basis.
<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 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.

DISA utilizes USA Staffing (formal notification) and our Schedule A email address (informal notification) to identify job applicants with disabilities. DISA utilizes the Workforce Recruitment Program (WRP) as a recruitment and referral program for college students and recent graduates interested in working for the federal government.

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 SPPC would review the applicant's resume and supporting documents to determine their qualifications and applicant ability. Once the applicant has been deemed qualified, the SPPC would send their resume to the hiring official for consideration. The SPPC informs the hiring official 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

The agency provides training to all hiring managers on the use of hiring authorities that take disability into account by way of a quarterly HRM (Human Resource Training for Managers), quarterly Aspiring Leaders Program Orientation, brown bags sessions, and desk side training by request of the selection official.

## 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 contacts with organizations such as The Employer Assistance and Resource Network (EARN), Job Access and Ability Jobs, Gallaudet University, Vocational Rehabilitation Centers, and Wounded Warrior Programs.

## 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

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 1.5%. B. Using the goal of 2% for PWTD as the benchmark, a trigger does exist among the new hires in the permanent workforce. We are currently at 0%.

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

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

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

A. Using the qualified applicant pool as the benchmark, triggers exist for PWD among the new hires for all of the mission-critical occupations. B. Using the qualified applicant pool as the benchmark, triggers exist for PWTD among the new hires for all the mission-critical occupations.

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

At this time, DISA cannot determine whether or not a trigger exists. USA Staffing does not provide information/date points for internal applicants.

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

At this time, DISA cannot determine whether or not a trigger exists. USA Staffing does not provide information/date points for

internal applicants.

## 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.

Educate managers and selecting officials of the hiring authorities available to PWD and to PWTD, as well as the scope of what those opportunities entail through the Quarterly HRM for Supervisors training, Brown bags and the newly established Quarterly Supervisors Symposium. Also, continue to enforce and reinforce current Merit promotion plan and Civilian Personnel Management policies.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

The competitive Programs are comprised of three sub-program collections: Competitive Education Program (CEP), Competitive Development Program (CDP), and the Leadership Development Program (LDP). 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. CEP provides participants an opportunity to complete a mission-related degree program of study at the undergraduate, graduate or post-graduate level at an accredited academic institution of their choice. CDP presents various nationally prominent developmental programs. These programs broaden and enhance leadership skills through advanced academic courses, focused training, and challenging developmental assignments. LDP addresses the needs of organizations and their employees to stay relevant, adapt to change, and be equipped with the necessary skills to lead. These programs include the New Leader Program (NLP), Executive Leadership Program (ELP), and Executive Potential Program (EPP). NLP, Executive Leadership Program (ELP), and Executive Potential Program (EPP). NLP is a 6-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 9-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 development 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.

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 (%)
Internship 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
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	84	15	13	4	3	0

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	357	117	32	10	6	2

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

At this time, DISA cannot determine whether or not a trigger exists for PWD among the applicants and/or selectees for any of the career development programs, as this information was not collected.

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

No triggers currently exist.

### C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

The triggers for FY18 are based upon FY17 trends. The agency was unable to obtain accurate FY18 data. We are working with our servicing agency to receive consistent accurate data on a year-to-year basis. We are assuming for this year that no change has occurred. We will watch for changing trends in FY19 and continue to educate managers on the importance of equality among awards and recognition to all employees. A. Using the inclusion rate as the benchmark, DISA has a trigger involving PWD. The rate of time-off awards, bonuses, or other incentives is more than double the rate of those without disabilities. B. Using the inclusion rate as the benchmark, DISA has a trigger involving PWTD. The rate of time-off awards, bonuses, or other incentives is more than double the rate of those without disabilities.

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

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

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

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

The agency is working on a method to collect PWD and PWTD 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 PWTD among employees in the agency recognition programs ,as this information was not collected. We are also exploring a manual data collection process for FY19 that will enable us to identify the PWD and PWTD 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 No
  - ii. Internal Selections (PWD) Answer No
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No

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

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

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

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

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

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

a. Executives

- |  |        |    |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |

b. Managers

- |  |        |    |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |

c. Supervisors

- |  |        |    |
|--|--------|----|
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD)          | Answer | No |

At this time, DISA cannot determine whether or not a trigger exists. USA Staffing does not provide information/data points for internal applicants.

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 |

At this time, DISA cannot determine whether or not a trigger exists. USA Staffing does not provide information/date points for internal applicants.

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

- |                                   |        |    |
|-----------------------------------|--------|----|
| a. New Hires for Executives (PWD) | Answer | No |
|-----------------------------------|--------|----|

- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

At this time, DISA cannot determine whether or not a trigger exists. USA Staffing does not provide information/data points for new hire positions. We are working to determine if USA Staffing can produce this information as part of their on-boarding report.

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 No
- b. New Hires for Managers (PWTD) Answer No
- c. New Hires for Supervisors (PWTD) Answer No

At this time, DISA cannot determine whether or not a trigger exists. USA Staffing does not provide information/data points for new hire positions. We are working to determine if USA Staffing can produce this information as part of their on-boarding report.

## 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

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

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
-------------	---------	-------------------------	---------------------------------

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 triggers 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 processes initial requests from employees within 3 days of receipt ,and requests must be approved within 30 days. During the reporting period, there was a total of 254 cases processed by the disability program managers, of those 11 percent were not processed within the required timeframe. New processes to include directorate training for employees and supervisors, consistent communication with the supervisor regarding request approval, and updates to the reasonable accommodation tracking tool have been instrumental in streamlining the process. 89% of RA requests were processed in a timely manner.

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 2 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.

DISA's plans for FY19 include incorporating PAS in our updated Reasonable Accommodation Policy and training materials. Along with establishing funding and procurement contracts for PAS.

## 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 Yes

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.

No findings of discrimination (alleging harassment based on disability status) during FY19.

### 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 Yes

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 Yes

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 (alleging harassment based on disability status) during FY19.

## 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).

We acknowledge that there is still much work to be done regarding the OPM USA Staffing system and DISA internal data collection system (CMIS and DCPDS) to ensure we have the necessary tools in place to collect all of the required 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.