# 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.

<div style="margin-left:2em">

a. Cluster GS-1 to GS-10 (PWD)        Answer    No

b. Cluster GS-11 to SES (PWD)        Answer    Yes

</div>

> PWDs were underrepresented for the GS-11 through SES cluster, representing 10.48% (50 employees). Although this was an increase from FY21 (48, 10.55%), it remains below the 12% target 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.

<div style="margin-left:2em">

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

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

</div>

> PWTDs were not represented for the GS-01 through GS-10 cluster in FY22. This was the same as in FY21. PWTDs were underrepresented for the GS-11 through SES cluster, representing 1.47% (7 employees). Although this was an increase from FY21 (6, 1.32%), it remains below the 2% target goal. It is important to note that PWTDs were well represented and above the 2% goal at the GS-12 level (3, 5.17%), underrepresented at GS-13 (1, 0.74%) and GS-14 (3, 1.68%), and not represented at the GS-15 and SES levels.

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability | | Targeted Disability | |
|---|---|---|---|---|---|
| | # | # | % | # | % |
| Numarical Goal | -- | 12% | | 2% | |
| Grades GS-1 to GS-10 | 28 | 6 | 21.43 | 0 | 0.00 |
| Grades GS-11 to SES | 481 | 51 | 10.60 | 7 | 1.46 |

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

> September 2021, DO-S met with DSCA leadership concerning assumption of EEO servicing. The hiring goals were communicated initially by DO-S at that time. DO-S will add to its EEO training, information about the hiring goals in effort to inform the entire

DSCA staff – supervisors/managers and non-supervisors.

# 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.

<div align="right">Answer    Yes</div>

Yes - DO-S has a full-time Disability Program Coordinator (DPC) who primarily services the reasonable accommodations requests of DO-S serviced agencies. Also, the AEP/SEP Program Manager monitors the hiring of PWDs and PWTDs at DO-S serviced agencies. Due to limited FTEs and funding, no positions will be added to the EEO staff. DSCA will add a Human Resources Specialist to TM to focus on EEO related efforts.

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

| Disability Program Task | # of FTE Staff By Employment Status | | | Responsible Official (Name, Title, Office Email) |
|---|---|---|---|---|
| | Full Time | Part Time | Collateral Duty | |
| Answering questions from the public about hiring authorities that take disability into account | 1 | 0 | 0 | James Lee DSCA Human Resources Specialist |
| Processing applications from PWD and PWTD | 1 | 0 | 0 | James Seals DSCA Human Resources Specialist |
| Processing reasonable accommodation requests from applicants and employees | 1 | 0 | 0 | Quentin Mason DPC, DO-S Quentin.Mason@dla.mil |
| Section 508 Compliance | 1 | 0 | 0 | Richard.c.williamson14.civ |
| Architectural Barriers Act Compliance | 1 | 0 | 0 | Mona.c.fobish.civ@mail.m |
| Special Emphasis Program for PWD and PWTD | 1 | 0 | 0 | Michael Bellinger, Jr. Affirmative Employment Manager, DO-S Michael.Bellinger@dla.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.

<div align="right">Answer    Yes</div>

Yes - The DO-S DPC/RA Coordinator has attended RA and Disability Program Manager Training. In addition, the DLA Enterprise

EEO Office, Affirmative Employment and Diversity Division hosts regular meetings to discuss complaint and RA issues. The meetings also give an opportunity to receive updates to disability-related issues, discuss challenges, and share best practices.

## 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

Yes - DO-S has a full-time DPC/RA Coordinator, whose primary duties of this person's position has been to process RA requests. This person is getting acclimated to the other responsibilities of a DPC. In the meantime, the AEP/SEP Manager continues to monitor PWD and PWTD participation rates within DSCA and building relationship with the Soldiers for Life – Technical Assistance Program (SFL-TAP) at Fort Belvoir to increase outreach opportunities to veterans with disabilities. Due to limited FTEs and funding, no positions will be added to the EEO staff. DSCA will add a Human Resources Specialist to TM to focus on EEO related efforts.

# Section III: Program Deficiencies In The Disability Program

# Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

## A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The Agency continued its use of Schedule A and Veterans appointing authorities to hire PWD. In addition to the available mechanisms to hire, DO-S will explore the possibility of DSCA participating in or expanding participation in the Workforce Recruitment Program for College Students with Disabilities (WRP), as a resource to include PWTDs in the workforce. The WRP allows agencies to employ PWTDs for 14 weeks of experience with the Agency. This program provides the opportunity for both students and DSCA to assess skills, capability, and desire to work for the Agency. At the end of the 14 weeks, the Agency has the opportunity to hire a student on its rolls. DO-S will expand its outreach efforts to reach PWTDs for DSCA.

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

DSCA continued its use of Schedule A (5 CFR 213.3102(u)) to hire persons with intellectual, severely physical, and psychiatric disabilities. Persons eligible for such appointment must apply against specific job announcements and submit required documentation. Unsolicited resumes that are not for specific job opportunity announcements are not accepted. DSCA also utilized Veteran's Preference appointments to hire veterans with disabilities. DSCA vacancy announcements on USAJOBs are nearly always open to Veterans eligible for Veterans Recruitment Appointment, GS-11 and below, 30% Disabled Veteran (no grade limitation); and Veterans Employment Opportunity Act (VEOA), competitive with no grade limitation.

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.

Individuals eligible for Schedule A or Veterans appointing authorities must apply for specific vacancies. They are encouraged to apply via USAJOBs. Candidates must submit the proper documents to substantiate their Schedule A or Veterans appointment to eligibility. Depending on the appointment authority, documentation is a letter for a physician or care providing certifying their hiring eligibility, a DD form 214, Military Discharge paperwork, and letter from the Department of Veterans' Affairs or military branch of service certifying their overall service-connected disability. Hiring managers may coordinate with HR when desiring to utilize Schedule A or Veterans appointing authorities to hire. They are to provide HR with the candidate's resume, Schedule A letter and veterans documentation if applicable. HR also refers qualified applicants to hiring managers based on their identified appointing authority (e.g., Schedule A, 30% or more disabled veteran, or both).

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.

<div align="right">Answer   Yes</div>

Annual training is provided to DSCA's workforce that includes information on hiring authorities for PWD/PWTDs (e.g., Schedule A and Veteran's hiring authorities) and is tailored to the needs of supervisors, managers, and hiring officials.

## 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.

DO-S will connect DSCA with the Fort Belvoir Soldiers for Life – Technical Assistance Program Office to increase its outreach footprint to soldiers who are planning to retire and current veterans. DO-S has an informal partnership that has led to increased awareness of and participation in SFL-TAP outreach events for increasing awareness of DLA. DO-S and DSCA can partner to do the same for DSCA. DO-S can also share information with DSCA about Operation Warfighter (OWF) and Wounded Warrior Outreach/Recruitment events. During FY19, DO-S participated in outreach events of SFL-TAP, OWF, and Wounded Warrior for the first time for the Defense Logistics Agency (DLA). As such, an assessment was made concerning the ROI on loss of manpower and resources. DO-S determined that these events effectively serve the purpose of outreach - publicizing DLA to attendees and will recommend them to DSCA for their participation as well. DO-S works with the Computer/Electronic Accommodations Program to assist PWDs and PWTDs with maintaining successful employment through the attainment of equipment that will make it possible and/or easier to successfully execute the duties of the job.

## 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

Of the 95 total new permanent new hires, there were nine (9) that self-identified as having a disability; therefore, PWDs were underrepresented at 9.47%. PWTDs were not represented.

| New Hires | Total | Reportable Disability | | Targeted Disability | |
|---|---|---|---|---|---|
| | | Permanent Workforce | Temporary Workforce | Permanent Workforce | Temporary Workforce |
| | (#) | (%) | (%) | (%) | (%) |
| % of Total Applicants | 0 | | | | |
| % of Qualified | 0 | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Applicants | | | | | |
| % 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   No

        b. New Hires for MCO (PWTD)                    Answer   Yes

| |
|---|
| Of the 34 total MCO permanent new hires, PWDs were well represented at 17.65% (6). PWTDs not represented. |

| New Hires to Mission-Critical Occupations | Total | Reportable Disability | Targetable Disability |
|---|---|---|---|
| | | New Hires | 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   No

        b. Qualified Applicants for MCO (PWTD)           Answer   Yes

| |
|---|
| Of the 34 total MCO permanent new hires, PWDs were well represented at 17.65% (6). PWTDs not represented. |

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

        a. Promotions for MCO (PWD)                   Answer   Yes

        b. Promotions for MCO (PWTD)                 Answer   No

| |
|---|
| Of the 46 total MCO permanent promotions., PWDs (5, 10.87%) were underrepresented, while PWTDs (1, 2.17%) were well represented. |

# 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.

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|---|
| DO-S servicing of DSCA started August 2019. This plan will be examined and enhanced in upcoming years. |

## B. CAREER DEVELOPMENT OPPORTUNITES

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

| DSCA had participation on their detail program during FY22. |
|---|

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 (%) |
| Coaching Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Training Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Detail Programs | 3 | 0 | 0 | 0 | 0 | 0 |
| Internship Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Mentoring Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Fellowship Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Career Development Programs | 0 | 0 | 0 | 0 | 0 | 0 |

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

> a. Applicants (PWD)                                    Answer    Yes

> b. Selections (PWD)                                    Answer    Yes

| PWDs were not represented |
|---|

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

> a. Applicants (PWTD)                                   Answer    Yes

> b. Selections (PWTD)                                   Answer    Yes

| PWTDs were not represented |
|---|

## 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

Time-off award (1-10 hours): PWDs and PWTDs were not represented. Time-off award (21-30 hours): PWTDs underrepresented at 1.89%. It is important to note that PWTDs increased from FY21 (1.33%). Time-off award (31-40 hours): PWDs underrepresented at 10.39% which is a decline from FY21 (10.95%). PWTDs underrepresented at 1.43% yet an increase from FY21 (0.71%). Cash awards ($500 and under): PWTDs were not represented. Cash awards ($1,000-$1,999): PWTDs were not represented. Cash awards ($2,000-$2,999): PWDs underrepresented at 10%. PWTDs were not represented, a decline from FY21 (1.56%). Cash awards ($4,000-$4,999): PWDs underrepresented at 1.92%. PWTDs were not represented, a decline from FY21 (1.61%).

| Time-Off Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Time-Off Awards 1 - 10 hours: Awards Given | 5 | 0.00 | 1.25 | 0.00 | 0.00 |
| Time-Off Awards 1 - 10 Hours: Total Hours | 32 | 0.00 | 8.02 | 0.00 | 0.00 |
| Time-Off Awards 1 - 10 Hours: Average Hours | 6.4 | 0.00 | 1.60 | 0.00 | 0.00 |
| Time-Off Awards 11 - 20 hours: Awards Given | 26 | 8.77 | 4.76 | 14.29 | 8.00 |
| Time-Off Awards 11 - 20 Hours: Total Hours | 412 | 140.35 | 76.19 | 228.57 | 128.00 |
| Time-Off Awards 11 - 20 Hours: Average Hours | 15.85 | 28.07 | 4.01 | 228.57 | 0.00 |
| Time-Off Awards 21 - 30 hours: Awards Given | 53 | 15.79 | 9.27 | 14.29 | 16.00 |
| Time-Off Awards 21 - 30 Hours: Total Hours | 1302 | 378.95 | 225.56 | 342.86 | 384.00 |
| Time-Off Awards 21 - 30 Hours: Average Hours | 24.57 | 42.11 | 6.10 | 342.86 | 0.00 |
| Time-Off Awards 31 - 40 hours: Awards Given | 281 | 52.63 | 55.64 | 57.14 | 52.00 |
| Time-Off Awards 31 - 40 Hours: Total Hours | 9980 | 1824.56 | 1979.95 | 1828.57 | 1824.00 |
| Time-Off Awards 31 - 40 Hours: Average Hours | 35.52 | 60.82 | 8.92 | 457.14 | 5.34 |
| 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 | 8 | 1.75 | 1.50 | 14.29 | 0.00 |
| Cash Awards: $501 - $999: Total Amount | 5911 | 1684.21 | 1052.88 | 13714.29 | 0.00 |
| Cash Awards: $501 - $999: Average Amount | 738.88 | 1684.21 | 175.48 | 13714.29 | 0.00 |
| Cash Awards: $1000 - $1999: Awards Given | 36 | 15.79 | 5.26 | 0.00 | 18.00 |
| Cash Awards: $1000 - $1999: Total Amount | 57196 | 23863.16 | 8423.56 | 0.00 | 27204.00 |
| Cash Awards: $1000 - $1999: Average Amount | 1588.78 | 2651.46 | 401.12 | 0.00 | 3022.66 |
| Cash Awards: $2000 - $2999: Awards Given | 60 | 10.53 | 12.53 | 0.00 | 12.00 |

| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Cash Awards: $2000 - $2999: Total Amount | 145602 | 23896.49 | 30747.87 | 0.00 | 27242.00 |
| Cash Awards: $2000 - $2999: Average Amount | 2426.7 | 3982.75 | 614.96 | 0.00 | 4540.34 |
| Cash Awards: $3000 - $3999: Awards Given | 66 | 21.05 | 12.53 | 28.57 | 20.00 |
| Cash Awards: $3000 - $3999: Total Amount | 230023 | 75047.37 | 43372.18 | 98557.14 | 71756.00 |
| Cash Awards: $3000 - $3999: Average Amount | 3485.2 | 6253.95 | 867.44 | 49278.57 | 230.50 |
| Cash Awards: $4000 - $4999: Awards Given | 52 | 1.75 | 11.53 | 0.00 | 2.00 |
| Cash Awards: $4000 - $4999: Total Amount | 230955 | 7963.16 | 51032.08 | 0.00 | 9078.00 |
| Cash Awards: $4000 - $4999: Average Amount | 4441.44 | 7963.16 | 1109.39 | 0.00 | 9078.00 |
| Cash Awards: $5000 or more: Awards Given | 172 | 35.09 | 32.58 | 42.86 | 34.00 |
| Cash Awards: $5000 or more: Total Amount | 1206463 | 231731.58 | 233732.08 | 234314.29 | 231370.00 |
| Cash Awards: $5000 or more: Average Amount | 7014.32 | 11586.58 | 1797.94 | 78104.71 | 2274.04 |

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    No

| PWDs were underrepresented at 8.33% |
|---|

| Other Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|---|---|---|---|---|---|
| Total Performance Based Pay Increases Awarded | 6 | 1.75 | 1.00 | 0.00 | 2.00 |

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

    a. Other Types of Recognition (PWD)                Answer   No

    b. Other Types of Recognition (PWTD)               Answer   No

| Performance Base Pay Increase: PWTDs were not represented in FY22. |
|---|

## 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   No

    ii. Internal Selections (PWD)                         Answer   No

d. Grade GS-13

    i. Qualified Internal Applicants (PWD)                  Answer   Yes

    ii. Internal Selections (PWD)                         Answer   Yes

> Reviewing DSCA internal promotions for MCOs in FY22, PWDs were not represented for GS-13 positions. PWDs were well represented for GS-14 positions at 14.29% (2 of 14). PWDs were underrepresented for GS-15 positions at 11.11% (1 of 9). There were no internal promotions for SES positions.

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   N/A

        ii. Internal Selections (PWTD)                     Answer   N/A

    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

> Reviewing DSCA internal promotions for MCOs in FY22, PWTDs were not represented for GS-13, GS-14, or GS-15 positions.

There were no internal promotions for SES positions.

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 | Yes |
| c. New Hires to GS-14 (PWD) | Answer | Yes |
| d. New Hires to GS-13 (PWD) | Answer | No |

Of the total 46 permanent new hires for the MCOs, there were 24 at the GS-13, 19 at the GS-14, and 3 at the GS-15 grade levels. There were zero new hires for SES. PWDs were not represented at the GS-15 grade levels, PWDs (2, 10.53%) were underrepresented at the GS-14 grade level, and PWDs were well represented at the GS-13 grade level. GS-13: PWDs (12.5%) well represented.

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

Of the total 46 permanent new hires for the MCOs, there were 24 at the GS-13, 19 at the GS-14, and 3 at the GS-15 grade levels. There were zero new hires for SES. PWTDs were not represented at any 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

| Executives: PWDs were underrepresented at 10.34% Managers and Supervisors: PWDs were not represented. |
|---|

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

| PWTDs were not represented |
|---|

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    No

| Executives – PWDs were underrepresented at 5.71% Managers – PWDs were underrepresented at 9.30% |
|---|

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

| PWTDs were not represented. |
|---|

# 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.

<div align="right">Answer   N/A</div>

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   Yes

> Voluntary (retirement): PWDs were 5% (1); whereas persons who identified as not having a disability were at 85% (17). Involuntary (removal): PWDs were at 100% (1). This was the only removal.

| Seperations | Total # | Reportable Disabilities % | Without Reportable Disabilities % |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 1 | 1.59 | 0.00 |
| Permanent Workforce: Resignation | 24 | 3.17 | 4.45 |
| Permanent Workforce: Retirement | 20 | 1.59 | 3.85 |
| Permanent Workforce: Other Separations | 32 | 7.94 | 5.47 |
| Permanent Workforce: Total Separations | 77 | 14.29 | 13.77 |

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   Yes

> PWTDs were not represented.

| Seperations | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|---|---|---|---|
| Permanent Workforce: Reduction in Force | 0 | 0.00 | 0.00 |
| Permanent Workforce: Removal | 1 | 0.00 | 0.18 |
| Permanent Workforce: Resignation | 24 | 14.29 | 4.18 |
| Permanent Workforce: Retirement | 20 | 0.00 | 3.64 |
| Permanent Workforce: Other Separations | 32 | 0.00 | 5.82 |
| Permanent Workforce: Total Separations | 77 | 14.29 | 13.82 |

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.

Refer to Section I.

## 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.

DSCA's website is at https://www.dsca.mil/ and the information pertaining to website accessibility can be found at https://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx

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.

DSCA's link to the Architectural Barriers Act information can be found on their public website at https://www.dsca.mil/eeo-equal-employment-opportunity which directs their workforce to DLA's public website at https://www.dla.mil/EEO/Business/Architectural-Barriers-Act/ DO-S is working with DSCA to correct this on their website. Accomplishments will be reflected on the FY23 report.

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.

DO-S servicing of DSCA started August 2019. DO-S will become familiar with DSCA activities to address any concerns about facility and technology issues, and improvements made for either or both.

## 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.)

In FY22, the average time frame for initial processing RA requests was 54.5-days, an increase in processing time by 13.5-days (32.93%) as compared to FY21 (41-days). Decision Makers (DMs) were slow to action on RA requests because the request needed more information.

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.

During FY22, DO-S provided substantive assistance and subject matter expertise to employees of DSCA in the area of RA. DO-S conducted numerous counseling sessions with management and employees regarding RA processes and disability concerns, and processed RA requests and contacts/inquiries. DO-S increased awareness of the RA process by serviced employees and first line supervisors and has increased the amount and quality of the interactive process between employees, management officials, and the RA Coordinator. As the facilitator of the process, the RA Coordinator provides individual guidance to the employee and management in order for DSCA to provide an effective means of accommodation agreed upon by all. DO-S will educate the DSCA

workforce through formal training about RAs and disabilities, to include hidden disabilities, and hiring appointing authorities for PWDs.

## 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.

DLA's PAS Policy is included in DLA's Reasonable Accommodations Procedures. DSCA follows DLA's RA procedures as one of DLA's EEO customers. DSCA supervisors and employees are given information about PAS during EEO training offered and may retrieve further information on PAS via DSCA's public website at https://www.dsca.mil/eeo-equal-employment-opportunity which directs the workforce to DLA's public website at https://www.dla.mil/EEO/Offers/PersonalAssistanceServices/ DSCA did not have any PAS requests during the FY22 reporting period.

# Section VII: EEO Complaint and Findings Data

## A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1.  During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

    Answer    No

2.  During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

    Answer    No

3.  If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

No. DSCA had zero complaints that alleged harassment. DSCA had zero (0) findings of discrimination.

## 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. DSCA had zero complaints that alleged harassment. DSCA had zero (0) findings of discrimination.

# 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    Yes

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

                                        Answer    Yes

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

| Source of the Trigger: | Workforce Data (if so identify the table) |
|---|---|
| **Specific Workforce Data Table:** | Workforce Data Table - B1 |
| **STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:** <br><br> Provide a brief narrative describing the condition at issue. <br><br> How was the condition recognized as a potential barrier? | PWD and PWTD |

| **STATEMENT OF BARRIER GROUPS:** | *Barrier Group* |
|---|---|
| | People with Disabilities |
| | People with Targeted Disabilities |

| **Barrier Analysis Process Completed?:** | Y |
|---|---|
| **Barrier(s) Identified?:** | Y |

| **STATEMENT OF IDENTIFIED BARRIER:** <br><br> Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition. | **Barrier Name** | **Description of Policy, Procedure, or Practice** |
|---|---|---|

**Objective(s) and Dates for EEO Plan**

| Date Initiated | Target Date | Sufficient Funding / Staffing? | Date Modified | Date Completed | Objective Description |
|---|---|---|---|---|---|
| 10/01/2021 | 04/01/2023 | Yes | | | EEO will monitor and correct barriers that may be incorrectly categorizing employee's identification for the hiring, promotion, and awards. |

**Responsible Official(s)**

| Title | Name | Standards Address The Plan? |
|---|---|---|
| DO-S Staff Director | Beverly Johnson | Yes |
| DO-S AEP/SEP Manager | Michelle Crafts | Yes |

**Planned Activities Toward Completion of Objective**

| Target Date | Planned Activities | Sufficient Staffing & Funding? | Modified Date | Completion Date |
|---|---|---|---|---|
| 04/01/2023 | Monitor Hiring, Promotion, and Awards Practice | Yes | | |

| Report of Accomplishments | |
|---|---|
| **Fiscal Year** | **Accomplishment** |
| 2022 | Triggers found in DSCA's external hiring, internal promotions, and awards program in FY22 for PWDs and PWTDs. DO-S will On August 31, 2022, EEOC approved DSCA's EEO Award Instruction and is pending implementation into its award program.  DO-S will continue to monitor DSCA's recruitment and retainment efforts for effects on its workforce." |

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

DO-S continues to monitor DSCA's hiring, promotion, and awards practices.

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

N/A

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

N/A