

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

PART A Department or Agency Identifying Information	1. Agency	1. DOD Defense Contract Audit Agency
	1.a 2nd level reporting component	
	2. Address	2. 8725 John J. Kingman Road
	3. City, State, Zip Code	3. Fort Belvoir, VA 22060-6219
	4. Agency Code 5. FIPS code(s)	4. DD10 5. 8840

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 4626
	2. Enter total number of temporary employees	2. 18
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 4644

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
	Head of Agency	Anita Bales	Director
	Principal EEO Director/Official	Philip Hepperle	EEO Director
	Affirmative Employment Program Manager	Debbie Cruz	AEP & Compliance Branch Chief
	Complaint Processing Program Manager	Kelly Thomas	Complaints & ADR Branch Chief
	Reasonable Accommodation Program Manager	Patricia Obey	Reasonable Accommodation Manager
	Other EEO Staff	Benjamin Nidus	EEO Manager
	Other EEO Staff	Anne Money	EEO Manager
	Other EEO Staff	Rachel Taylor	EEO Manager

For period covering October 1, 2017 to September 30, 2018

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
	DOD Defense Contract Audit Agency Chantilly, VA	United States	DD10
	DOD Defense Contract Audit Agency Irving, TX	United States	DD10
	DOD Defense Contract Audit Agency Smyrna, GA	United States	DD10
	DOD Defense Contract Audit Agency La Palma, CA	United States	DD10
	DOD Defense Contract Audit Agency Lowell, MA	United States	DD10
	DOD Defense Contract Audit Agency Fort Worth, TX	United States	DD10
	DOD Defense Contract Audit Agency St. Louis, MO	United States	OTHER
	DOD Defense Contract Audit Agency McLean, VA	United States	DD10

EEOC FORMS and Documents	Required	Uploaded	
Alternative Dispute Resolution Procedures	Y	Y	
Organization Chart	Y	Y	
EEO Policy Statement	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Agency Strategic Plan	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	
Human Capital Strategic Plan	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	Y	

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

EXECUTIVE SUMMARY: MISSION

The Defense Contract Audit Agency (DCAA) is a Federal Agency within the Department of Defense (DoD). DCAA's mission is to perform contract audits for the DoD and provide accounting and financial advisory services regarding contracts and subcontracts to all Department of Defense components responsible for procurement and contract administration. These services are provided in connection with negotiation, administration and settlement of contracts and subcontracts. DCAA also provides contract audit services to other Government agencies, as appropriate.

DCAA has offices and employees geographically dispersed throughout the continental United States and a few employees located overseas. Consequently, our employees are in numerous Federal Information Processing Standards (FIPS) codes. The FIPS code used for this report is 8840 (Washington, DC; Northern Virginia, Maryland, and Eastern West Virginia) because there is no "national" FIPS code and DCAA Headquarters is located in this FIPS area.

DCAA has a workforce consisting of 4,644 employees and Auditors are the primary occupation group totaling 4,144 employees or 89% of the total workforce. Auditors include two of the Federal Sector (FedSec) nine major occupational categories, Officials and Managers as well as Professionals. Non-auditors include a total of 500 employees and occupy three of the FedSec occupational categories Officials and Managers, Professionals and Administrative Support Workers, which consists of a variety of positions to include: Secretaries, Office Automation Assistants, Management Analysts, Human Resource Specialists, Information Technology Specialists, Budget and Accounting Analysts, Personnel and Payroll Assistants, Security Specialists, Equal Employment Opportunity Specialists, and Attorneys.

The data for this year's MD 715 Report was obtained from the Defense Finance and Accounting Service (DFAS) using the Defense Civilian Personnel Data System (DCPDS). DCPDS is the personnel database for all of DoD. The employment category within this report is Permanent Appropriated Fund employees. The demographic and statistical information available did not permit the EEO Director to conduct a thorough enough analysis to draw conclusions about possible employment barriers. Data tables A7, A9 and A11 were not available. The workforce data tables used to complete this report are included at the end of this report. Data contained in this report was compared to both the Civilian Labor Force (CLF) and the Occupational Civilian Labor Force (OCLF) for 2010. The OCLF reviewed is for the Accountant/Auditor category in the Civilian Labor Force. This is due to 89% of the Agency's workforce falling under this category. Using the OCLF provides DCAA with a more accurate representation of its workforce when compared to the national representation of personnel in the Accounting/Auditing fields based on U.S. Census Data for 2010.

The following data is taken from the 2010 U.S. Census. The data reflects the total number of accountants and auditors identified in the national workforce.

National Civilian Labor Force for Accountants and Auditors is comprised of 2,100,705 members.

- Males represent 40.0%.
- Females represent 60.0%.
- White males represent 30.6%.
- White females represent 42.5%.
- Hispanic males represent 2.5%.
- Hispanic females represent 4.2%.
- Black males represent 2.6%.
- Black females represent 5.5%.
- Asian males represent 3.8%.
- Asian females represent 6.6%.
- Native Hawaiian/Pacific Islander males represent 0.0%.
- Native Hawaiian/Pacific Islander females represent 0.1%.
- American Indian/Alaska Native males represent 0.1%.
- American Indian/Alaska Native females represent 0.3%.
- Two or more races males represent 0.2%.
- Two or more races females represent 0.5%.

EEOC FORM 715-01 PART F	<i>U.S. Equal Employment Opportunity Commission</i> FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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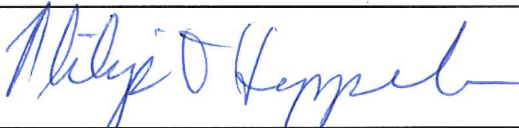
**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Philip D. Hepperle, EEO Director, GS-0260-14, am the Principal EEO Director/Official for Defense Contract Audit Agency.

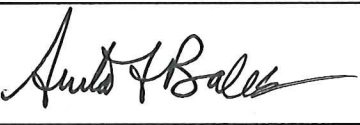
The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its workforce profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Philip D. Hepperle		Date
		10 June 2019

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Anita F. Bales		Date
		10 JUNE 2019



Signature of Agency Head

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X		EEO Policy Statement Issued 5/7/2019
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			https://www.dcaa.mil/Content/Documents/Reasonable_Accor
	A.2.c. Does the agency inform its employees about the following topics:				
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			No Fear Act Training, Staff Conferences, New Hire On-boarding, Supervisor/ Manager Training
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			On all EEO presentations in ADR information
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			(See above)
	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			EEO Training provided to Supervisors & Managers. New Hires are training during On-boarding.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



<p>A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If “yes”, please provide how often.</p>		<p>X</p>		<p>All EEO trainings include inappropriate behavior training as well as what to do and if behavior is encountered. The Agency has Table of Penalties. Disciplinary actions are taken when appropriate.</p>	
<p> Compliance Indicator</p>	<p>A.3. The agency assesses and ensures EEO principles are part of its culture.</p>	<p>Measure Has Been Met</p>			<p>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</p>
<p> Measures</p>		<p>Yes</p>	<p>No</p>	<p>N/A</p>	
<p>A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If “yes”, provide one or two examples in the comments section. .</p>		<p>X</p>		<p>Agency has two EEO Awards: 1) Excellence EEO Award, 2) Outstanding Employee with a Disability Award.</p>	
<p>A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]</p>		<p>X</p>		<p>DCAA uses the Federal Viewpoint Survey</p>	

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist





Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.					
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			The Agency's EEO Director is organizationally aligned in the Agency's Office of the Director. The EEO Director routinely meets with the Agency Director, Deputy Director, and Chief of Staff.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X			The EEO Director has unfettered access to the Agency Head. The EEO Director's first line supervisor is the Agency's Chief of Staff who manages operations for the Office of the Director.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			04/24/2018
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Yes	No	N/A	
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			Goal 3: Foster a diverse workforce of highly motivated and valued professionals. Objective 3a: Recruit and hire a diverse, high quality workforce.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018





Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			Agency has a share drive to track reasonable accommodation requests.
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.		X		See Part H.
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			Agency notes that over the past 7 years, EEO Office FTE level has been reduced by 3 positions.
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X		See Part H
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist


Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	DCAA has a centralized EEO Program.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	DCAA has a centralized EEO Program.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]				X	DCAA has a centralized EEO Program.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 Compliance Indicator	Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X		See Part H
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	X			
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X		See Part H
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			
	C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
	C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
	C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]		X		See Part H A revision is drafted and in coordination.
	C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	X			
	C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
	C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
	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.	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]			X		See Form H A revision to the Reasonable Accommodation procedures has been drafted to include PAS. This revision is in coordination.
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.			X		See Form H
 Compliance Indicator	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?		X			
C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:					
C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X			
C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]		X			
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X			
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		X			
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]		X			
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		X			
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]		X			
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]		X			
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X			
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]		X			
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]		X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		X		See Part H
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.				

C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
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C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			Agency had one finding of discrimination during FY 2018. Decision for disciplinary action for one manager was pending at the end of FY 2018.
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C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			
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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.				

C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			EEO Director meets with Regional and Corporate Audit Directors on a monthly basis to provide updates.
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C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			
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DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist





Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			N/A	
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			Complaint/Grievances, Federal Viewpoint Survey, Reasonable Accommodation Program

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.			N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			https://www.dcaa.mil/Content/Documents/DCAA_FY_2017_
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

Essential Element: E Efficiency

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X			
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X			
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X			
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X			The Agency has an average timeframe of 55 days for issuing acceptance/dismissal decisions.
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X			
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X		See Part H
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	X			
	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X		See Part H
	E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	X			
	E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	X			The Contractor (for Counseling Services) has internal controls where they review all reports prior to issuance. The Agency's EEO Managers also review EEO Counselor Reports to ensure that they contain appropriate information. If work product is deemed deficient or untimely through no fault of the Agency, the Agency may reduce payment to contractor.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018





Agency Self-Assessment Checklist

E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			
 Compliance Indicator	E.2. The agency has a neutral EEO process.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The attorney advising the EEO Office resides in the General Counsel's Office however he does not represent the Agency in EEO matters..
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			Attorney performing Legal Sufficiency Review does not represent the Agency in Litigation.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X		See Part H
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
	E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X		See Part H
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
	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]	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist





 Compliance Indicator		Measure Has Been Met			
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.	Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Agency monitors timeliness of EEO Complaint Process. This is also a performance standard for EEO Managers.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			EEO Director meets quarterly with other DoD EEO Directors to share best practices.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	F.3. The agency reports to EEOC its program efforts and accomplishments.			X	DCAA submits No Fear Act Report to DoD.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.1

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]

The Agency did not issue an EEO Policy Statement in FY 2018.

OBJECTIVE:	<i>Date Objective Initiated:</i> Apr 1, 2019	<i>Target Date For Completion Of Initiative:</i> May 31, 2019
	Update EEO Policy Statement	
Responsible Official	Philip Hepperle	
Planned Activities	<i>Target Date</i>	<i>Planned Activity</i>
Report of Accomplishments and Modifications to Objective	EEO Policy Statement revised. EEO will issue revised EEO Policy Statement every January. This is closed.	

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.2

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]

Anti-Harassment Program: EEOC noted the Agency instruction for Process and Procedures Guide for Management Directed Inquires does not specifically address the anti-harassment program. Anti-Harassment Program must be separate from EEO Complaint Process, even if EEO basis is alleged. Anti-Harassment Program must have a coordinator. Tracking system. Must have Anti-Harassment Program training for all employees.

OBJECTIVE:	<i>Date Objective Initiated:</i>	<i>Target Date For Completion Of Initiative:</i>
	Jan 6, 2014	Dec 31, 2019
Fully compliant harassment program.		

Responsible Official	Philip Hepperle
-----------------------------	-----------------

Planned Activities	<i>Target Date</i>	<i>Planned Activity</i>
		Sep 30, 2019 12:00 AM
	Dec 31, 2019 12:00 AM	Identify and train a group of in-house personnel to conduct Anti-Harassment Inquiries.
	Dec 31, 2019 12:00 AM	Ensure workforce is trained.
	Dec 31, 2019 12:00 AM	Issue a Policy Statement/Memorandum defining Anti-Harassment Program within Agency.

Report of Accomplishments and Modifications to Objective	<p>EEO continues to provide advice to managers on how to conduct management inquiries.</p> <p>Agency developed management inquiry tracking system.</p> <p>Agency's EEO Office continues to train employees on their roles and responsibilities related to Anti-Harassment.</p> <p>Agency's EEO Office continues to train on Anti-Harassment for Supervisors and managers to include vicarious liability.</p> <p>Agency Anti-Harassment Program Coordinator is not located in the EEO Complaint Branch. The coordinator is located in the AEP and Compliance Branch of the EEO Office.</p> <p>The Agency notes that employees have other avenues to address workplace concerns such as the Agency Office of Inspector General, a Union Grievance (if they are a covered employee) or they can file an Administrative Grievance.</p>
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DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.3

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.

Applicant Flow Data: EEOC noted the Agency has not provided applicant flow data regarding race/national origin, sex and disability in its MD-715 Reports.

OBJECTIVE:

<u><i>Date Objective Initiated:</i></u>	<u><i>Target Date For Completion Of Initiative:</i></u>
Oct 1, 2014	Oct 1, 2019

To acquire, analyze, & provide EEOC with applicant flow data.

Responsible Official

Kimberly Litherland

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Oct 1, 2019 12:00 AM	Utilize applicant flow data in EEOC's revised workforce data tables. The Agency has received applicant flow data, but it is not broken out by permanent verses temporary. As the new data tables for next year also do not breakout permanent verses temporary applicants, this should not be an issue moving forward.

**Report of Accomplishments
and Modifications to
Objective**

HR Director met with Defense Finance and Accounting Service to discuss process of providing applicant flow data.
Agency has received applicant flow data; however, it is not separated by permanent vs. temporary applicants.
Identified and eradicated bottleneck in receiving applicant flow data.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.4

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

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.

See Part H.9, reference plan for C.2.c.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.5

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]

See Part H.2, reference plan for B.4.a.9.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.6

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]

See Part H.3, reference plan for B.4.a.7.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.7

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]

Establish disability reasonable accommodation procedures that comply with EEOC's regulations and guidance.

OBJECTIVE:

<u><i>Date Objective Initiated:</i></u>	<u><i>Target Date For Completion Of Initiative:</i></u>
Jan 3, 2018	Oct 31, 2019

Revise Reasonable Accommodation Instruction to be fully compliant with EEOC regulations.

Responsible Official

Philip Hepperle

Planned Activities

<u><i>Target Date</i></u>	<u><i>Planned Activity</i></u>
Sep 30, 2018 12:00 AM	EEO drafted Reasonable Accommodation Instruction revision which includes required language from the Affirmative Action for Individuals with EEOC Final Rule.

**Report of Accomplishments
and Modifications to
Objective**

EEO drafted Reasonable Accommodation Instruction revision which includes required language from the Affirmative Action for Individuals with EEOC Final Rule. Updated Reasonable Accommodation Instruction is currently under review.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.8

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]

See Part H.2, reference plan for B.4.a.9.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.9

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]

Personal Assistant Services: Agency to establish procedures for processing requests for personal assistant services.

OBJECTIVE:

<u><i>Date Objective Initiated:</i></u> Jan 1, 2018	<u><i>Target Date For Completion Of Initiative:</i></u> Oct 31, 2019
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To set procedures in place for processing requests for personal assistant services.

Responsible Official

Philip Hepperle

Planned Activities

<u><i>Target Date</i></u>	<u><i>Planned Activity</i></u>
Oct 31, 2019 12:00 AM	Agency to post established procedures on public and internal websites.

**Report of Accomplishments
and Modifications to
Objective**

Updated version of Reasonable Accommodation Instruction, which includes Personal Assistant Services, is currently under review.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.10

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]

See Part H.3, reference plan for B.4.a.7.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.11

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]

ADR Management Participation: ADR policy does not require managers and supervisors to participate in ADR at the Informal Stage.

OBJECTIVE:

Date Objective Initiated: Sep 25, 2017 *Target Date For Completion Of Initiative:* Sep 30, 2018

Issue the ADR memorandum which requires management and supervisor participation.

Responsible Official

Philip Hepperle

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Jul 31, 2019 12:00 AM	Revise ADR memorandum to reflect Agency's centralized structure.
Dec 1, 2019 12:00 AM	Final Coordination.

**Report of Accomplishments
and Modifications to
Objective**

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.12

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?

Timely Investigations fell to 55 percent in FY 2018 from 72.72 percent in FY 2017.

OBJECTIVE:

Date Objective Initiated: Oct 30, 2018 Target Date For Completion Of Initiative: Oct 30, 2020

To Increase investigation timeliness to 70 percent.

Responsible Official

Philip Hepperle

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
May 1, 2019 12:00 AM	EEO Director will have regular meetings with EEO Managers to ensure timely processing of EEO Complaints.
Aug 30, 2019 12:00 AM	EEO Managers will attend Accept/Dismiss training.
Oct 1, 2019 12:00 AM	EEO Managers will be required to gather documents for the investigation prior to request being submitted to IRD.
Oct 1, 2019 12:00 AM	Investigations Resolutions Division is dedicating more resources towards investigations.

**Report of Accomplishments
and Modifications to
Objective**

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Attain Essential Elements

PART H.13

STATEMENT of
MODEL PROGRAM
ESSENTIAL ELEMENT
DEFICIENCY:

E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?

Timely Issuance of Final Agency Decisions

OBJECTIVE:

Date Objective Initiated: Apr 20, 2017 *Target Date For Completion Of Initiative:* Sep 30, 2019

Timely Issuance of Final Agency Decisions

Responsible Official

Philip Hepperle

Planned Activities

<i>Target Date</i>	<i>Planned Activity</i>
Jul 31, 2019 12:00 AM	DCAA to eliminate current inventory of Final Agency Decisions in process.
Sep 30, 2019 12:00 AM	EEO Director continues to work closely with Agency staff to review & process final Agency decisions for Agency Head signature.

Report of Accomplishments and Modifications to Objective

Current inventory of Final Agency Decisions have been drafted and are in the review process.

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.1

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Provide a brief narrative describing the condition at issue.
How was the condition recognized as a potential barrier?

The overall representation of white women in the critical occupation of Accountants/Auditors (26.4%) falls below their availability (42.5%) in the Occupational Civilian Labor Force (OCLF).

STATEMENT OF BARRIER GROUPS:

Barrier Group
White Females

BARRIER ANALYSIS:

Provide a description of the steps taken and data analyzed to determine cause of the condition.

STATEMENT OF IDENTIFIED BARRIER:

Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.

Not Identified

Objective

To ensure accuracy of data provided.

Date Objective Initiated | May 14, 2019

Target Date For Completion Of Objective | Aug 30, 2019

Review and analyze applicant flow data as it relates to New Hires.

Date Objective Initiated | May 14, 2019

Target Date For Completion Of Objective | Sep 30, 2019

Responsible Officials

Philip Hepperle EEO Director
Kimberly Litherland HR Director

Planned Activities Toward Completion of Objective

Planned Activity

Target Date

Meet with Human Resources to discuss data accuracy.	Jul 31, 2019
Schedule quarterly meetings with HR to review and analyze data.	Sep 30, 2020
Review entrance and exit surveys on a quarterly basis.	Sep 30, 2020

Report of Accomplishments and Modifications to Objective

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.2

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

FY 2016, Black Females in GS 14-15 and SES (4.9%) was not represented in accordance with their overall availability in the workforce (7.6%). This Trigger was originally identified in FY2016. However in FY 2018, Black Females in GS 14-15 and SES increased to 6% as compared to their inclusion rate of 7%. Therefore, there is no current trigger. This form is closed.

STATEMENT OF BARRIER GROUPS:

Barrier Group

Black or African American Females

DOD Defense Contract Audit Agency

For period covering October 1, 2017 to September 30, 2018

Plan to Eliminate Identified Barriers

PART I.3

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Hispanic representation in GS-13 & above is 8.9% which is below their overall availability of 21.1% in the overall workforce. In FY 2018 the analysis changed to ensure Hispanic representation in the GS-13 and above reflected their overall availability in both the Occupational Civilian Labor Force (6.7%) and the general Civilian Labor Force (10.0%).</p>				
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <hr/> <p>Hispanic or Latino Males</p> <p>Hispanic or Latino Females</p>				
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>					
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>An analysis of workforce data revealed a lower participation rate for Hispanics in GS-13 & above. This may be due to the large increase of Hispanics hired over the past multiple fiscal years. The majority of Hispanics are GS-7 to GS-12, which indicates a normal career progression from entry level positions. The data on the Federal Viewpoint Survey cannot be correlated to Race and National Origin data.</p>				
<p>Objective</p>	<p>To increase Hispanic representation at the GS-13 & above positions to reflect their overall a both the Occupational Civilian Labor Force (6.7%) and the general Civilian Labor Force (10.0%).</p> <table border="0"> <tr> <td>Date Objective Initiated</td> <td>Jan 1, 2015</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2025</td> </tr> </table>	Date Objective Initiated	Jan 1, 2015	Target Date For Completion Of Objective	Sep 30, 2025
Date Objective Initiated	Jan 1, 2015				
Target Date For Completion Of Objective	Sep 30, 2025				
<p>Responsible Officials</p>	<p>Kimberly Litherland HR Director Philip Hepperle EEO Director</p>				
<p>Planned Activities Toward Completion of Objective</p>	<table border="0"> <tr> <td>Planned Activity</td> <td>Target Date</td> </tr> </table>	Planned Activity	Target Date		
Planned Activity	Target Date				
<p>Report of Accomplishments and Modifications to Objective</p>	<p>For FY 2018, Hispanic representation in GS-13 & above increased to 9.7% which is above their representation in the Occupational Civilian Labor Force (6.7%). Additionally their representation in high grades mirrors their availability in the overall Civilian Labor Force (10.0%). Therefore, this form is closed.</p>				

MD-715 – Part J
Special Program Plan
for the Recruitment, Hiring, Advancement, and
Retention of Persons with Disabilities

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

Grade Levels 1-10 (PWD) 9.36% Grade Levels 11-SES (PWD) 7.31% DCAA continues to resurvey the workforce. Employees receive an email on their employment anniversary date indicating their self-identification and encouraging them to check its accuracy.

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

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

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

Grade Levels 1-10 (PWTD) 2.56% Grade Levels 11-SES (PWTD) 1.53% DCAA continues to resurvey the workforce. Employees receive an email on their employment anniversary date indicating their self-identification and encouraging them to check its accuracy.

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

Senior management officials, including the Regional and Corporate Audit Directors, discuss annual hiring goals at both Executive Steering Committee (ESC) meetings and yearly Strategic Workforce Resource Initiative. Senior managers then communicate these goals to their organizational managers and 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.

Answer Yes

N/A

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	1	0	1	Patrick Grimes, Recruitment Team Supervisor Patrick.Grimes@dcaa.mil Isela.Valderrama@dcaa.mil
Section 508 Compliance	2	0	0	Mercy Fodje Mercy.Fodje@dcaa.mil Muralidaran.Chakravarthy@dcaa.mil
Processing reasonable accommodation requests from applicants and employees	1	0	1	Patricia Obey, Reasonable Accommodation Manager Patricia.Obey@dcaa.mil Debbie.Cruz@dcaa.mil
Special Emphasis Program for PWD and PWTD	2	0	0	Patricia Obey, Reasonable Accommodation Manager Patricia.Obey@dcaa.mil Debbie.Cruz@dcaa.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	1	Same as above
Architectural Barriers Act Compliance	1	0	0	Mark Simon, Facilities & Space Management Branch Chief Mark.Simon@dcaa.mil

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

Answer Yes

Yes, Reasonable Accommodation Manager attended Disability Program Manager training.

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

N/A

Section III: 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.

DCAA uses our Outreach Recruitment Program to identify applicants with disabilities, including those with targeted disabilities. Recruiters attend numerous career fairs and networking events that target persons with disabilities and targeted disabilities. These encompass but are not limited to: career fairs for Wounded Warriors including those put on by DoD Hiring Heroes as well as the U.S. Chamber Hiring our Heroes; CAREERS and the disabled; Diversity Employment Day in Arlington VA, Hire A Hero/Hire A Veteran, and Soldier for Life. We have partnerships with Wounded Warrior Battalions/Units; Other Agency Disability Program Managers; Department of Veteran Affairs Disabled Veterans' Outreach Program (DVOP) specialists; and the Workforce Recruitment Program (WRP).

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

DCAA uses Schedule A 213.3102(u), Direct Hire Authority for Auditors, and the Workforce Recruitment Program. We also used Direct Hire Authorities granted to us through the NDAA for the acquisition community.

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.

Human Resources Specialists (HRSs) determine applicant eligibility by using the Office of Personnel Management (OPM) qualification standards. If the applicant is deemed qualified, the HRS sends the application package (resume and transcripts for our auditor positions) to the applicable manager for consideration using the appropriate hiring authority.

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

DCAA provides annual training to our field recruiters concerning all pertinent hiring authorities. Some of these recruiters serve as hiring managers for the agency as well. The agency plans to educate hiring officials on the use of various hiring authorities that take disability into account through the use of virtual training sessions through the remainder of the fiscal year. We are also working to provide additional information on our internal DCAA website about the various hiring authorities available.

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.

DCAA has long standing relationships with many entities across the public and private sector. To that end, recruiters attend numerous career fairs that target persons with disabilities and targeted disabilities, which include but are not limited to: career fairs for wounded warriors including those put on by DoD Hiring Heroes and the U.S. Chamber Hiring our Heroes; CAREERS and the disabled; Diversity Employment Day in Arlington VA, Hire A Hero/Hire A Veteran, and Soldier for Life. We have partnerships with Wounded Warrior Battalions/Units; Other Agency Disability Program Managers; Department of Veteran Affairs Disabled Veterans' Outreach Program (DVOP) specialists; and the Workforce Recruitment Program (WRP). We also have membership in DoD's Recruiters consortium where we share best practices on the recruitment and retention of PWD and PWTD. By attending these career fairs and other outreach venues, which are identified in our overall Recruitment Strategy each year, and through our established partnerships, DCAA is very successful in maintaining solid and productive relationships with each entity.

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. Cluster GS-1 to GS-10 (PWTD) Answer No
- b. Cluster GS-11 to SES (PWTD) Answer No

Current data received does not break out new hires by grade cluster. General Percentages are: New Hires PWD 13.2% New Hires PWTD 6.5%

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 No

General Percentages are: New Hires PWD 13.2% New Hires PWTD 6.5%

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

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

0% selected for both PWD & PWTD. See Table B9

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

a. Promotions for MCO (PWD) Answer Yes

b. Promotions for MCO (PWTD) Answer Yes

For the Upward Mobility Program, 0% PWD & PWTD.

Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

Describe the agency's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

All applicants to include PWD and PWTD, have ample opportunities for advancement. Auditors constitute eighty nine percent of DCAA positions. These positions include career ladder Auditors, GS-511-5 through GS-511-12, as well as Auditors and Supervisory Auditors, GS-511-13 through 15. Employees advance non-competitively through the career ladder. Once employees reach the GS-12 full performance level, they may apply for higher level opportunities through merit promotion. Announcements are posted in USAJOBS and are open to all qualified employees. DCAA also uses an internal Auditor Rotational Program which assists in the career development of an auditor. Additionally, they are able to apply for many of the DoD upward mobility leadership programs such as DCELP.

B. CAREER DEVELOPMENT OPPORTUNITES

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

DCAA provides live and computer-based technical (primarily 0511) and leadership competency-based (all occupational series) training opportunities across the assigned workforce. Training is available at both the non-supervisory and supervisory levels. Additionally, DCAA enables talent and career development through the Agency's Coaching, Mentoring, Developmental Assignment, Rotation, Pathways and Succession Programs. The DCAA Director's Development Program in Leadership (DDPL) provides the Agency the means to develop senior-level civilians with the knowledge, skills, and abilities for effective managerial and executive-level leadership performance. DCAA also integrates available DoD leadership development programs (DCELP; ELDP, and DSLDP) on a competitive basis.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Mentoring Programs	87	87	5.7%	5.7%	4.6%	4.6%
Coaching Programs	181	181	6.6%	6.6%	4.4%	4.4%
Other Career Development Programs	57	27	7.0%	0	1.8%	0
Training Programs	5	5	0	0	0	0
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Detail 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 No
- b. Selections (PWD) Answer Yes

For the category of Other Career Development Programs which consists of: 1) Upward Mobility Program 2) DCELP 3) ELDP 4) DDPL There were no employees with Disabilities selected.

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 Yes

For the category of Other Career Development Programs which consists of: 1) Upward Mobility Program 2) DCELP 3) ELDP 4) DDPL There were no employees with Disabilities selected.

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

Category of Cash Awards \$501+: The Award rate of PWD was 3.83%. All categories of Time Off & Cash Awards for PWTD are represented below the benchmark.

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

The category of QSI is represented below the benchmark.

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

N/A

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 N/A

ii. Internal Selections (PWD) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer N/A

ii. Internal Selections (PWD) Answer N/A

EEO is currently working with Workforce Planning Branch to obtain this data for next year's report.

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

ii. Internal Selections (PWTB) Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWTB) Answer N/A

ii. Internal Selections (PWTB) Answer N/A

EEO is currently working with Workforce Planning Branch to obtain this data for next year's report.

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 N/A

b. New Hires to GS-15 (PWD) Answer N/A

- c. New Hires to GS-14 (PWD) Answer N/A
- d. New Hires to GS-13 (PWD) Answer N/A

EEO is currently working with Workforce Planning Branch to obtain this data for next year's report.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A
- b. New Hires to GS-15 (PWTB) Answer N/A
- c. New Hires to GS-14 (PWTB) Answer N/A
- d. New Hires to GS-13 (PWTB) Answer N/A

EEO is currently working with Workforce Planning Branch to obtain this data for next year's report.

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 N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A

EEO is currently working with Workforce Planning Branch to obtain this data for next year's report.

6. Does your agency have a trigger involving PWTB 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 (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- b. Managers
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWTB) Answer N/A
 - ii. Internal Selections (PWTB) Answer N/A

EEO is currently working with Workforce Planning Branch to obtain this data for next year's report.

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

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

EEO is currently working with Workforce Planning Branch to obtain this data for next year's 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 N/A
- b. New Hires for Managers (PWTD) Answer N/A
- c. New Hires for Supervisors (PWTD) Answer N/A

EEO is currently working with Workforce Planning Branch to obtain this data for next year's report.

Section V: 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 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

N/A

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

Involuntary Separations are above the benchmark.

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

N/A

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.

Should data indicate PWD and PWTD are departing the agency at unacceptable separation rates, DCAA will review Stay Interview and/or Exit Survey data to determine what root causes may have led to these separations. Of note, DCAA has revised the Exit Survey as of the start of this fiscal year. Human Resources coordinated the proposed questions with EEO to better identify and eliminate potential barrier(s) to retention. Additionally, DCAA is working to incorporate Stay Interview concepts and procedures into their performance management culture and hopes to have this finalized by the end of FY19.

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.

www.dcaa.mil contains link to 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.

www.dcaa.mil https://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx

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.

During the reporting period, the Agency modified online system used to request training. It now includes a button which allows the ability for people to request reasonable accommodations in order to successfully complete training.

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 FY 2018, requests for reasonable accommodations were acknowledged and the interactive process was engaged within one day on the average when the Reasonable Accommodation Manager was notified of the request. EEO continues to ask management to temporarily accommodate employees requesting accommodations during the interactive process as soon as the request is received even though the Agency might still need additional medical documentation. When procurement (or other Divisions are involved i.e., Facilities, IT, Purchasing) the timeframes are extended. When procurement is not an issue, employees are for the most part accommodated immediately. Agency is working on a system to specifically track requests as one request might have many subparts to it. The Agency has approved and is working towards adding a cardholder that will work with the reasonable accommodation team to expedite the procurement of reasonable accommodation equipment.

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.

Managers (Deciding Officials) have been trained on the Reasonable Accommodation policy and procedures. New Supervisors continue to be trained as part of their Defense Contract Audit Institute curriculum. For Accommodations not needing equipment, employees are for the most part accommodated right away (even during the interactive process) i.e., flexibility with leave, flexibility with hours, telework. Challenges: When government procurement process occurs or contracts have to be done/renewed, the process is longer.

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.

EEO has revised the Reasonable Accommodation Instruction to address Personal Assistance Services by using the same process. The updated instruction is currently under review.

Section VI: 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 government-wide 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.

Involved management has been counseled.

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.

Involved management has been counseled.

Section VII: 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

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

N/A

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

Agency has obtained more accurate data. Employees are being reminded to update their disability status periodically.

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.

EEO and HR will review entrance and exit surveys.

Table A4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex (Temporary)

GS/GM, SES, AND RELATED GRADES		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
GS-04	#	10	6	4	4	3	0	1	0	0	0	0	0	0	0	0	2	0
	%	100.00	60.00	40.00	40.00	30.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	0.00
GS-05	#	4	3	1	1	1	0	0	0	0	1	0	0	0	0	0	1	0
	%	100.00	75.00	25.00	25.00	25.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	25.00	0.00
GS-06	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-12	#	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-13	#	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All other (unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	18	10	8	6	6	0	1	0	0	1	0	0	0	0	0	3	1
	%	100.00	55.56	44.44	33.33	33.33	0.00	5.56	0.00	0.00	5.56	0.00	0.00	0.00	0.00	0.00	16.67	5.56

Table A8: NEW HIRES BY TYPE OF APPOINTMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races						
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	
Permanent	#	467	228	239	115	128	55	49	28	31	4	16	0	0	0	1	26	14
	%	100.00	48.82	51.18	24.63	27.41	11.78	10.49	6.00	6.64	0.86	3.43	0.00	0.00	0.00	0.21	5.57	3.00
Temporary	#	20	12	8	5	4	2	2	1	0	2	0	0	0	0	0	2	2
	%	100.00	60.00	40.00	25.00	20.00	10.00	10.00	5.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00
NON-Appropriated	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	487	240	247	120	132	57	51	29	31	6	16	0	0	0	1	28	16
	%	100.00	49.28	50.72	24.64	27.10	11.70	10.47	5.95	6.37	1.23	3.29	0.00	0.00	0.00	0.21	5.75	3.29
CLF 2010	%	100.00	51.86	48.14	5.17	4.79	38.33	34.03	5.49	6.53	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28
Alternate Benchmark	%	100.00	40.00	60.00	2.50	4.20	30.60	42.50	2.60	5.50	3.80	6.60	0.00	0.10	0.10	0.30	0.20	0.50

Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non- Hispanic or Latino											
			White			Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races			
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Occupation Series Code (Four Digits):		0511																
Total Applications Received	#	2892	1634	1258	195	172	960	603	292	334	156	136	6	1	7	6	18	6
Qualified	#	1493	831	662	97	84	533	383	99	118	88	74	3	1	4	1	7	1
	%	100.00	55.66	44.34	6.50	5.63	35.70	25.65	6.63	7.90	5.89	4.96	0.20	0.07	0.27	0.07	0.47	0.07
Selected	#	99	39	60	2	6	31	39	3	9	3	5	0	0	0	0	0	1
	%	100.00	39.39	60.61	2.02	6.06	31.31	39.39	3.03	9.09	3.03	5.05	0.00	0.00	0.00	0.00	0.00	1.01
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Occupation Series Code (Four Digits):																		
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Occupation Series Code (Four Digits):																		
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Occupation Series Code (Four Digits):																		
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Occupation Series Code (Four Digits):

Table A10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino		Non- Hispanic or Latino											
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
							All	male	female	male	female	male	female	male	female	male	female	male
Total Employees Eligible for Career Ladder Promotions	#	528	261	267	113	106	96	78	12	39	21	24	2	4	1	1	16	15
	%	100.00	49.43	50.57	21.40	20.08	18.18	14.77	2.27	7.39	3.98	4.55	0.38	0.76	0.19	0.19	3.03	2.84
Time in grade in excess of minimum																		
1-12 months	#	9	4	5	3	2	0	2	1	0	0	1	0	0	0	0	0	0
	%	100.00	44.44	55.56	33.33	22.22	0.00	22.22	11.11	0.00	0.00	11.11	0.00	0.00	0.00	0.00	0.00	0.00
13-24 months	#	19	6	13	1	6	5	5	0	2	0	0	0	0	0	0	0	0
	%	100.00	31.58	68.42	5.26	31.58	26.32	26.32	0.00	10.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25+ months	#	5	1	4	0	3	0	0	0	0	1	0	0	0	0	1	0	0
	%	100.00	20.00	80.00	0.00	60.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00

Table A11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, AND SES) by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY													
					Hispanic or Latino				Non- Hispanic or Latino									
									White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native	
					All	male	female	male	female	male	female	male	female	male	female	male	female	male
Plan - Grade: GS-13																		
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-14																		
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-15																		
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: SES																		
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table A12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY														
				Hispanic or Latino		Non- Hispanic or Latino												
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races		
						male	female	male	female	male	female	male	female	male	female	male	female	male
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female		
Career Development Programs for GS 5-12																		
Slots	#	5																
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	10	3	7	0	1	3	4	0	2	0	0	0	0	0	0	0	0
	%	100.00	30.00	70.00	0.00	10.00	30.00	40.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	5	1	4	0	1	1	1	0	2	0	0	0	0	0	0	0	0
	%	100.00	20.00	80.00	0.00	20.00	20.00	20.00	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Development Programs for GS 13-14																		
Slots	#	85																
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	106	46	60	9	9	34	40	1	7	2	4	0	0	0	0	0	0
	%	100.00	43.40	56.60	8.49	8.49	32.08	37.74	0.94	6.60	1.89	3.77	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	85	38	47	8	6	28	33	1	5	1	3	0	0	0	0	0	0
	%	100.00	44.71	55.29	9.41	7.06	32.94	38.82	1.18	5.88	1.18	3.53	0.00	0.00	0.00	0.00	0.00	0.00
Career Development Programs for GS 15 and SES																		
Slots	#	27																
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	29	15	14	1	0	13	10	1	3	0	0	0	0	0	0	0	1
	%	100.00	51.72	48.28	3.45	0.00	44.83	34.48	3.45	10.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.45
Participants	#	27	14	13	1	0	12	10	1	2	0	0	0	0	0	0	0	1
	%	100.00	51.85	48.15	3.70	0.00	44.44	37.04	3.70	7.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.70

"Relevant Applicant Pool" includes all employees in pay grades eligible for the career development program.

Table A13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race/Ethnicity and Sex

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY													
				Hispanic or Latino		Non- Hispanic or Latino											
	White		Black or African American			Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races					
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female

Time Off-Awards: 1-9 hours

Total Time-Off Awards Given	#	1432	638	794	137	167	388	420	30	70	58	110	3	5	0	5	22	17
	%	100.00	44.55	55.45	9.57	11.66	27.09	29.33	2.09	4.89	4.05	7.68	0.21	0.35	0.00	0.35	1.54	1.19
Total Hours		10335	4638	5697	1011	1151	2837	3074	202	492	404	799	20	35	0	32	164	114
Average Hours		7.217178771	7.269592476	7.175062972	7.379562044	6.892215569	7.31185567	7.319047619	6.733333333	7.028571429	6.965517241	7.263636364	6.666666667	7	0	6.4	7.454545455	6.705882353

Time Off-Awards: 9+ hours

Total Time-Off Awards Given	#	979	326	653	63	122	209	365	22	61	24	80	0	8	1	2	7	15
	%	100.00	33.30	66.70	6.44	12.46	21.35	37.28	2.25	6.23	2.45	8.17	0.00	0.82	0.10	0.20	0.72	1.53
Total Hours		32927	10800	22127	2076	3843	7059	12924	645	1949	856	2612	0	267	24	48	140	484
Average Hours		33.63329928	33.12883436	33.88514548	32.95238095	31.5	33.77511962	35.40821918	29.31818182	31.95081967	35.66666667	32.65	0	33.375	24	24	20	32.2666667

Cash Awards: \$100 - \$500

Total Cash Awards Given	#	1440	639	801	125	151	407	448	48	89	48	81	1	9	1	6	9	17
	%	100.00	44.38	55.63	8.68	10.49	28.26	31.11	3.33	6.18	3.33	5.63	0.07	0.63	0.07	0.42	0.63	1.18
Total Amount		508155	224455	283700	44845	53098	142219	157092	17342	32821	15768	29237	500	2783	500	1955	3281	6714
Average Amount		352.8854167	351.2597809	354.1822722	358.76	351.6423841	349.4324324	350.6517857	361.2916667	368.7752809	328.5	360.9506173	500	309.2222222	500	325.8333333	364.5555556	394.941176

Cash Awards: \$501+

Total Cash Awards Given	#	2295	1047	1248	126	160	769	781	57	162	73	112	3	6	1	2	18	25
	%	100.00	45.62	54.38	5.49	6.97	33.51	34.03	2.48	7.06	3.18	4.88	0.13	0.26	0.04	0.09	0.78	1.09
Total Amount		4308886	1966912	2341974	177308	225308	1551697	1593454	83329	274377	123449	199395	2155	8084	811	1851	28163	39505
Average Amount		1877.51024	1878.617001	1876.581731	1407.206349	1408.175	2017.811443	2040.274008	1461.912281	1693.685185	1691.082192	1780.3125	718.3333333	1347.333333	811	925.5	1564.611111	1580.2

Quality Step Increases (QSI)

Total QSIs Awarded	#	58	15	43	2	7	10	25	1	4	1	4	0	2	0	0	1	1
	%	100.00	25.86	74.14	3.45	12.07	17.24	43.10	1.72	6.90	1.72	6.90	0.00	3.45	0.00	0.00	1.72	1.72
Total Benefit		165898	43128	122770	7204	18491	27189	70723	3224	11971	2793	12361	0	6456	0	0	2718	2768
Average Benefit		2860.310345	2875.2	2855.116279	3602	2641.571429	2718.9	2828.92	3224	2992.75	2793	3090.25	0	3228	0	0	2718	2768

Table A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex

Employment Tenure		TOTAL WORKFORCE			RACE/ETHNICITY															
					Hispanic or Latino		Non- Hispanic or Latino													
							White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races			
							male	female	male	female	male	female	male	female	male	female	male	female	male	female
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female				
Voluntary	#	452	231	221	60	54	140	105	15	29	9	23	2	0	0	2	5	8		
	%	100.00	51.11	48.89	13.27	11.95	30.97	23.23	3.32	6.42	1.99	5.09	0.44	0.00	0.00	0.44	1.11	1.77		
Involuntary	#	36	21	15	8	3	8	5	3	3	1	1	0	0	1	0	0	3		
	%	100.00	58.33	41.67	22.22	8.33	22.22	13.89	8.33	8.33	2.78	2.78	0.00	0.00	2.78	0.00	0.00	8.33		
Total Separations	#	488	252	236	68	57	148	110	18	32	10	24	2	0	1	2	5	11		
	%	100.00	51.64	48.36	13.93	11.68	30.33	22.54	3.69	6.56	2.05	4.92	0.41	0.00	0.20	0.41	1.02	2.25		
Total Workforce	#	4644	2123	2521	492	603	1222	1255	174	333	155	230	5	15	3	7	72	78		
	%	100.00	45.71	54.29	10.59	12.98	26.31	27.02	3.75	7.17	3.34	4.95	0.11	0.32	0.06	0.15	1.55	1.68		

Table B4: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability (Permanent)

GS/GM, SES, and Related Grade	TOTAL	Total by Disability Status				Detail for Targeted Disabilities												
		No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]	
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	10	9	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0
	%	100.00	90.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00
GS-05	#	42	38	0	4	3	0	0	1	0	0	0	1	0	1	0	0	0
	%	100.00	90.48	0.00	9.52	7.14	0.00	0.00	2.38	0.00	0.00	0.00	2.38	0.00	2.38	0.00	0.00	0.00
GS-06	#	140	98	5	37	6	0	0	1	3	0	1	0	0	1	0	0	0
	%	100.00	70.00	3.57	26.43	4.29	0.00	0.00	0.71	2.14	0.00	0.71	0.00	0.00	0.00	0.71	0.00	0.00
GS-07	#	250	230	1	19	7	0	1	3	0	0	1	0	0	2	0	0	0
	%	100.00	92.00	0.40	7.60	2.80	0.00	0.40	1.20	0.00	0.00	0.40	0.00	0.00	0.80	0.00	0.00	0.00
GS-08	#	9	7	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	77.78	0.00	22.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	327	311	6	10	3	1	0	1	0	0	1	0	0	0	0	0	0
	%	100.00	95.11	1.83	3.06	0.92	0.31	0.00	0.31	0.00	0.00	0.31	0.00	0.00	0.00	0.00	0.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	275	261	1	13	5	0	0	3	1	0	0	0	0	1	0	0	0
	%	100.00	94.91	0.36	4.73	1.82	0.00	0.00	1.09	0.36	0.00	0.00	0.00	0.00	0.36	0.00	0.00	0.00
GS-12	#	2252	2026	45	181	38	0	1	21	3	2	2	2	0	5	0	0	0
	%	100.00	89.96	2.00	8.04	1.69	0.00	0.04	0.93	0.13	0.09	0.09	0.09	0.00	0.22	0.00	0.00	0.00
GS-13	#	991	910	17	64	10	0	0	3	1	2	1	0	1	2	0	0	0
	%	100.00	91.83	1.72	6.46	1.01	0.00	0.00	0.30	0.10	0.20	0.10	0.00	0.10	0.00	0.20	0.00	0.00
GS-14	#	233	215	5	13	4	0	0	2	0	1	0	1	0	0	0	0	0
	%	100.00	92.27	2.15	5.58	1.72	0.00	0.00	0.86	0.00	0.43	0.00	0.43	0.00	0.00	0.00	0.00	0.00
GS-15	#	74	66	1	7	2	0	0	0	1	0	1	0	0	0	0	0	0
	%	100.00	89.19	1.35	9.46	2.70	0.00	0.00	0.00	1.35	0.00	1.35	0.00	0.00	0.00	0.00	0.00	0.00
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	20	17	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	85.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	4625	4190	81	354	79	1	2	35	9	5	6	3	5	12	0	0	0
	%	100.00	90.59	1.75	7.65	1.71	0.02	0.04	0.76	0.19	0.11	0.13	0.06	0.11	0.02	0.26	0.00	0.00

Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL (GS 13/14, GS 15, SES) POSITIONS by Disability

Internal Selections for Senior Level	TOTAL	Total by Disability Status				Detail for Targeted Disabilities												
		No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]	
Plan - Grade: GS-13																		
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-14																		
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: GS-15																		
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan - Grade: SES																		
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table B12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Disability

Career Development	TOTAL	Total by Disability Status				Detail for Targeted Disabilities												
		No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities[31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]	
Career Development Programs for GS 5-12																		
Slots	#	5																
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Development Programs for GS 13-14																		
Slots	#	85																
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	106	100	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	94.34	1.89	3.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	85	81	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	95.29	1.18	3.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Career Development Programs for GS 15 and SES																		
Slots	#	26																
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	27	26	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	96.30	0.00	3.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	26	26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table B13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Disability

Recognition or Award Program # Awards Given Total Cash	TOTAL	Total by Disability Status				Detail for Targeted Disabilities												
		No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]	
Time Off-Awards: 1-9 hours																		
Total Time-Off Awards Given	#	1432	1319	28	79	6	0	1	1	0	0	0	0	0	0	4	0	0
	%	100.00	92.11	1.96	5.52	0.42	0.00	0.07	0.07	0.00	0.00	0.00	0.00	0.00	0.00	0.28	0.00	0.00
Total Hours		10335	9538	188	563	46	0	8	8	0	0	0	0	0	30	0	0	
Average Hours		7.21718	7.23124	6.71429	7.1266	7.6667	0	8	8	0	0	0	0	0	7.5	0	0	
Time Off-Awards: 9+ hours																		
Total Time-Off Awards Given	#	979	910	13	50	6	0	0	0	0	1	1	0	1	0	3	0	0
	%	100.00	92.95	1.33	5.11	0.61	0.00	0.00	0.00	0.00	0.10	0.10	0.00	0.10	0.00	0.31	0.00	0.00
Total Hours		32927	30626	444	1706	151	0	0	0	73	24	0	24	0	30	0	0	
Average Hours		33.6333	33.6549	34.1538	34.12	25.167	0	0	0	73	24	0	24	0	10	0	0	
Cash Awards: \$100 - \$500																		
Total Cash Awards Given	#	1440	1341	11	78	10	1	0	0	0	2	3	0	2	0	2	0	0
	%	100.00	93.13	0.76	5.42	0.69	0.07	0.00	0.00	0.00	0.14	0.21	0.00	0.14	0.00	0.14	0.00	0.00
Total Amount		508155	475174	3570	25938	3473	400	0	0	0	323	1050	0	700	0	1000	0	0
Average Amount		352.885	354.343	324.545	332.54	347.3	400	0	0	0	161.5	350	0	350	0	500	0	0
Cash Awards: \$501+																		
Total Cash Awards Given	#	2295	2161	35	88	11	0	0	0	0	2	0	2	0	7	0	0	
	%	100.00	94.16	1.53	3.83	0.48	0.00	0.00	0.00	0.00	0.09	0.00	0.09	0.00	0.31	0.00	0.00	
Total Amount		4308886	4069475	52265	171086	16060	0	0	0	0	4711	0	3026	0	8323	0	0	
Average Amount		1877.51	1883.14	1493.29	1944.2	1460	0	0	0	0	2355.5	0	1513	0	1189	0	0	
Quality Step Increases (QSI)																		
Total QSI Award	#	58	55	1	1	1	0	0	0	0	0	0	0	0	1	0	0	
	%	100.00	94.83	1.72	1.72	1.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.72	0.00	0.00	
Total Benefit		165898	156781	2660	3233	3224	0	0	0	0	0	0	0	0	3224	0	0	
Average Benefit		2860.31	2850.56	2660	3233	3224	0	0	0	0	0	0	0	0	3224	0	0	

Table B14: SEPARATION by Type of Separation - Distribution by Disability

Type of Separation	TOTAL	Total by Disability Status				Detail for Targeted Disabilities												
		No Disability [05]	Not Identified [01]	Disability [02-03, 06-99]	Targeted Disability	Developmental Disability [02]	Traumatic Brain Injury [03]	Deaf or Serious Difficulty Hearing [19]	Blind or Serious Difficulty Seeing [20]	Missing Extremities [31]	Significant Mobility Impairment [40]	Partial or Complete Paralysis [60]	Epilepsy or Other Seizure Disorders [82]	Intellectual Disability [90]	Significant Psychiatric Disorder [91]	Dwarfism [92]	Significant Disfigurement [93]	
Voluntary	#	452	396	17	39	8	0	0	4	1	0	0	3	0	0	0	0	
	%	100.00	87.61	3.76	8.63	1.77	0.00	0.00	0.88	0.22	0.00	0.00	0.66	0.00	0.00	0.00	0.00	
Involuntary	#	36	28	3	5	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	77.78	8.33	13.89	0.00	0.00	0.00	0.00	0.00	0.00	#VALUE!	0.00	0.00	0.00	0.00	#VALUE!	
Total Separations	#	488	424	20	44	8	0	0	4	1	0	0	3	0	0	0	0	
	%	100.00	86.89	4.10	9.02	1.64	0.00	0.00	0.82	0.20	0.00	0.00	0.61	0.00	0.00	0.00	0.00	
Total Workforce	#	4644	4204	84	356	79	1	2	35	9	5	6	3	5	1	12	0	
	%	100.00	90.53	1.81	7.67	1.70	0.02	0.04	0.75	0.19	0.11	0.13	0.06	0.11	0.02	0.26	0.00	