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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

    b. Cluster GS-11 to SES (PWD)   Answer   No

> PWDs were underrepresented at 2.26% (4 of 177) for the GS-1 to GS-10 cluster. PWDs were well represented at 15.25% (27 of 177) for the GS-11 to SES cluster.

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

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

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

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

> PWTDs were not represented for the GS-01 to GS-10 cluster, PWTDs were well represented at 2.82% (5 of 177) for the GS-11 to SES cluster.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	160	27	16.88	6	3.75
Grades GS-1 to GS-10	16	4	25.00	0	0.00

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

> DO-S communicated the numerical goals to the DTIC Administrator when conducting the annual EEO program status report briefing. DTIC continues to implement its procedure of having all hiring officials review their Schedule A applicants for vacancies prior to announcement.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

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

   Answer   Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	

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

   Answer   No

The newly appointed DO-S DPC will attend the DPM training in FY24. In addition, the DLA Enterprise EEO office, Affirmative Employment and Diversity Division host regular meetings to discuss RA issues. The meetings also give an opportunity to receive updates to disability-related issues, discuss challenges and share best practices.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If "no", describe the agency's plan to ensure all aspects of the disability program have sufficient funding and other resources.

   Answer   Yes

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The Agency continued its use of Schedule A and Veterans appointing authorities to hire PWDs and PWTDs. DTIC also works with the Soldier Recovery Unit to provide internship opportunities for soldiers who are wounded, ill, or injured and in recovery. Some of

these soldiers' transition to Veteran status and have become DTIC civilian employees. In addition to the available mechanisms to hire, DTIC uses the WRP for College Students with Disabilities to hire persons for 14 weeks of experience with the agency. This program provides the opportunity for both students and DTIC to assess skills, capability, and desire to work for the Agency. The agency has the opportunity to hire students at the end of the 14-week period. DO-S does not administer WRP for DTIC. The WRP is managed by DTIC's servicing human resources office, which is the Defense Finance and Accounting Service (DFAS).

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

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

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

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

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

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

DTIC educates its hiring managers on Schedule A hiring at the time a vacancy is identified and has training planned for FY24.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

DO-S will ensure DTIC is aware of the Fort Belvoir Soldiers for Life – Transition Assistance Program (SFL-TAP) Office to increase their outreach footprint to soldiers who are planning to retire and current veterans. A DTIC HR liaison participated in an Operation Warfighter/Recruitment event promoting DTIC to attendees. Through DTIC's participation in OWF outreach events several OWF interns are now full-time DTIC civilians. DTIC will re-engage with the Wounded Warrior Program in FY 2024. DTIC will work with DO-S to utilize the Computer/Electronic Accommodations Program (CAP) to assist PWDs and PWTDs with maintaining successful employment through the attainment of equipment that will make it possible and/or easier to successfully execute the duties of the job.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

      a. New Hires for Permanent Workforce (PWD)   Answer   No

      b. New Hires for Permanent Workforce (PWTD)   Answer   Yes

PWDs were well represented for permanent new hires at 17.86% (10 of 56). PWTDs were underrepresented for permanent new hires at 1.79% (1 of 56).

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants	30	3.33	0.00	0.00	0.00
% of Qualified Applicants	30	3.33	0.00	0.00	0.00
% of New Hires	30	3.33	0.00	0.00	0.00

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

      a. New Hires for MCO (PWD)   Answer   No

      b. New Hires for MCO (PWTD)   Answer   No

During FY22, DTIC's MCO permanent new hires consisted of 25.53% (12) for PWD and 6.38% (3) for PWTD, exceeding the target goal.

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%
0080 SECURITY ADMINISTRATION	0	0.00	0.00
0301 MISC CLERK/ASSIST AND LEAD PROGRAM/ADMIN SPECIALIST	7	0.00	0.00
0340 PROGRAM MANAGER	0	0.00	0.00
0343 MANAGEMENT & PROGRAM ANALYST	5	0.00	0.00
0510 ACCOUNTING	0	0.00	0.00
0560 BUDGET ANALYST	3	0.00	0.00
1101 BUSINESS MANAGER	2	50.00	0.00
2210 IT MANAGEMENT	11	0.00	0.00

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

　　　　a. Qualified Applicants for MCO (PWD)　　　　　　　Answer　　No

　　　　b. Qualified Applicants for MCO (PWTD)　　　　　　Answer　　No

During FY22, DTIC's MCO permanent new hires consisted of 25.53% (12) for PWD and 6.38% (3) for PWTD, exceeding the target goal.

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

　　　　a. Promotions for MCO (PWD)　　　　　　　　　　Answer　　No

　　　　b. Promotions for MCO (PWTD)　　　　　　　　　Answer　　No

During FY22, DTIC's MCO permanent new hires consisted of 25.53% (12) for PWD and 6.38% (3) for PWTD, exceeding the target goal.

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

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

A. ADVANCEMENT PROGRAM PLAN

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

DTIC informs all employees, including Persons with Disabilities and Persons with Targeted Disabilities, of all DTIC job opportunity announcements (JOAs) posted to USAJOBs. DTIC's HR servicing is provided by DFAS. DFAS sends the DTIC Resource Management Directorate (DTIC-R) the USAJOBs web-link for the JOA. DTIC-R then emails its workforce to provide the position, title, series, grade, duties, geographic location of the position; and the JOA's opening and closing dates, area of consideration for applicants, and the specific USAJOBS link for the vacancy. The emails are sent the day the vacancy announcements are open. Personnel are directed to the HR Customer Care Center contact identified on the announcements.

B. CAREER DEVELOPMENT OPPORTUNITES

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

DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis. In the meantime, DTIC does provide career development opportunities for its employees. As mentioned earlier, DTIC provides emails to its entire workforce with the USAJOBS links of its job announcements. DTIC also issues internal vacancy announcements to fill positions using members of its current workforce. Many times, internal vacancy announcements are filled through reassignments. DTIC does not have a formal detail program. However, DTIC does encourage its workforce to seek out detail assignments by having discussions with managers of programs or directorate of interest. DTIC also offers temporary fill/promotion opportunities allow for its employees while vacant positions exist and are going through the 'fill' process. Details, rotations, and temporary fill/promotion opportunities allows the employee to assess their interest in a specific career field and/or new level of responsibility and allow management and DTIC Administrator to determine, before permanently filling the position, if an employee(s) is a good fit for a position. DTIC also has a centrally funded training program. Monies are set aside annual to conduct agency-wide training. The training is not necessarily function-driven, or section focused. However, if a supervisor sees training that is specific for their area or the career fields of their employees, they ensure employees in that area or career field attends. The training is open to the DTIC workforce. Sample training sessions addressed: enhancing leadership and computer skills; developing results-driven resumes; and

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increasing awareness about retirement/Thrift Savings Plan. Persons interested in attending any centrally funded training must have supervisory approval.

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 (%)
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Internship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Other Career Development 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   N/A

      b. Selections (PWD)   Answer   N/A

DTIC had zero career development data for FY22

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

      a. Applicants (PWTD)   Answer   N/A

      b. Selections (PWTD)   Answer   N/A

DTIC had zero career development data for FY22

C. AWARDS

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

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

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

Time-Off Award (1-41 or more hours): PWD and PWTD not represented. Cash Awards ($500 and under): PWTD not represented. Cash Awards ($1,000-$1,999): PWD underrepresented (2, 6.45%) and PWTD not represented. Cash Awards ($3,000-$3,999): PWD underrepresented (1, 4.55%). Cash Awards ($4,000-$5,000 or more): PWTD not represented.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	1	0.00	0.75	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	5	0.00	3.76	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	5	0.00	3.76	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	1	0.00	0.75	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	14	0.00	10.53	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	14	0.00	10.53	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	7	0.00	4.51	0.00	0.00
Time-Off Awards 31 - 40 Hours: Total Hours	280	0.00	180.45	0.00	0.00
Time-Off Awards 31 - 40 Hours: Average Hours	40	0.00	30.08	0.00	0.00
Time-Off Awards 41 or more Hours: Awards Given	1	0.00	0.75	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	60	0.00	45.11	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	60	0.00	45.11	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	4	3.23	2.26	0.00	4.00
Cash Awards: $501 - $999: Total Amount	2900	2419.35	1616.54	0.00	3000.00
Cash Awards: $501 - $999: Average Amount	725	2419.35	538.85	0.00	3000.00
Cash Awards: $1000 - $1999: Awards Given	25	16.13	13.53	33.33	12.00
Cash Awards: $1000 - $1999: Total Amount	30266	21538.71	15723.31	59366.67	12460.00
Cash Awards: $1000 - $1999: Average Amount	1210.64	4307.74	873.52	29683.33	-1782.40
Cash Awards: $2000 - $2999: Awards Given	30	16.13	18.80	33.33	12.00
Cash Awards: $2000 - $2999: Total Amount	80439	40251.61	51098.50	83800.00	29800.00
Cash Awards: $2000 - $2999: Average Amount	2681.3	8050.32	2043.94	41900.00	-73.60
Cash Awards: $3000 - $3999: Awards Given	21	6.45	13.53	0.00	8.00
Cash Awards: $3000 - $3999: Total Amount	69840	22929.03	44751.88	0.00	28432.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $3000 - $3999: Average Amount	3325.71	11464.52	2486.22	0.00	14216.00
Cash Awards: $4000 - $4999: Awards Given	20	9.68	12.78	0.00	12.00
Cash Awards: $4000 - $4999: Total Amount	87947	42012.90	56333.08	0.00	52096.00
Cash Awards: $4000 - $4999: Average Amount	4397.35	14004.29	3313.71	0.00	17365.32
Cash Awards: $5000 or more: Awards Given	30	16.13	15.79	0.00	20.00
Cash Awards: $5000 or more: Total Amount	204563	113316.13	105984.21	0.00	140512.00
Cash Awards: $5000 or more: Average Amount	6818.77	22663.23	5046.86	0.00	28102.40

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

        a. Pay Increases (PWD)   Answer   No

        b. Pay Increases (PWTD)   Answer   Yes

PWTD were not represented

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

        a. Other Types of Recognition (PWD)   Answer   N/A

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

DTIC does not have any other employee recognition programs.

D. PROMOTIONS

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

        a. SES

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

             ii. Internal Selections (PWD)   Answer   N/A

        b. Grade GS-15

             i. Qualified Internal Applicants (PWD)   Answer   Yes

ii. Internal Selections (PWD)	Answer	Yes

c. Grade GS-14

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

d. Grade GS-13

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

For GS-15, PWDs were not represented. There were no promotions at the SES grade level.

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

    a. SES

i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

PWTDs not represented at any grade level. There were no promotions at the SES grade level.

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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

Grade level data was not provided; therefore, PWD data was not able to be analyzed.

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

      a. New Hires to SES (PWTD)   Answer   N/A

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

      c. New Hires to GS-14 (PWTD)   Answer   N/A

      d. New Hires to GS-13 (PWTD)   Answer   N/A

Grade level data was not provided; therefore, PWTD data was not able to be analyzed.

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

      a. Executives

          i. Qualified Internal Applicants (PWD)   Answer   Yes

          ii. Internal Selections (PWD)   Answer   Yes

      b. Managers

          i. Qualified Internal Applicants (PWD)   Answer   No

          ii. Internal Selections (PWD)   Answer   No

      c. Supervisors

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

          ii. Internal Selections (PWD)   Answer   N/A

PWD not represented for Executives. There were no internal promotions for Supervisors.

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

      a. Executives

          i. Qualified Internal Applicants (PWTD)   Answer   Yes

          ii. Internal Selections (PWTD)   Answer   Yes

      b. Managers

      i. Qualified Internal Applicants (PWTD)   Answer   Yes

      ii. Internal Selections (PWTD)   Answer   Yes

    c. Supervisors

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

      ii. Internal Selections (PWTD)   Answer   N/A

PWTD not represented for Executives and Managers. There were no internal promotions for Supervisors.

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

Grade level data was not provided; therefore, PWD data was not able to be analyzed.

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

Grade level data was not provided; therefore, PWD data was not able to be analyzed.

Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

1. In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

                                                Answer   Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

      a.Voluntary Separations (PWD)   Answer   Yes

b.Involuntary Separations (PWD)   Answer   Yes

PWD and PWTD were not represented.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	1	0.00	0.68
Permanent Workforce: Retirement	12	0.00	8.22
Permanent Workforce: Other Separations	10	0.00	6.85
Permanent Workforce: Total Separations	23	0.00	15.75

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   Yes

b.Involuntary Separations (PWTD)   Answer   Yes

PWD and PWTD were not represented.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	1	0.00	0.58
Permanent Workforce: Retirement	12	0.00	7.02
Permanent Workforce: Other Separations	10	0.00	5.85
Permanent Workforce: Total Separations	23	0.00	13.45

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.

Resignation, Retirement, and other separations

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.

The DTIC website is https://disover.dtic.mil. Information pertaining to website accessibility can be found at https://discover.dtic.mil/accessibility-section-508/

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.

The DLA website is provided because DLA is the lead tenant for the McNamara Complex, the facility where DTIC is co-located. All physical accessibility issues pertaining to DTIC employees is addressed with DLA. The Architectural Barriers Act information is found at https://www.dla.mil/EEO/Business/Architectural-Barriers-Act/.

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.

As DLA is the lead tenant for the McNamara Complex, DTIC is subject to the facility policies, programs, or practices as outlined by DLA. Facilities: DLA HQs continues to provide architectural updates to its facility, when possible, to make it more compliant. In the meantime, DO-S continues to address reasonable accommodations requests submitted by DTIC employees. A request involving an architectural barrier often triggers the need for DLA Installation Management to become involved due to the possible need for architectural updates for PW(T)Ds. DO-S will raise DTIC's concern of the exit route for individuals with disabilities during emergencies. Some DTIC employees and their co-workers who assist them, are challenged with leaving the facility during emergencies, as noted during emergency evacuation drills. Technology: The DTIC website, https://discover.dtic.mil/, includes several features designed to improve accessibility for users with disabilities. One of these features is images on the website containing "alt tags", which aid users who listen to the content of the website by using a screen reader, rather than reading the website. Also, users can get information regarding the accessibility of Adobe Portable Document Format (PDF) files from the Access Adobe website. To improve the accessibility of https://discover.dtic.mil/, DTIC reviewed the website's accessibility with outside web tools. The Web Team also welcomes comments on how to improve the website's accessibility for users with disabilities.

C. REASONABLE ACCOMMODATION PROGRAM

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

In FY22, the average timeframe for processing RA requests was 35 days, an increase in processing time as compared to FY21 (22 days) by 13 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

During FY22, DO-S provided substantial assistance and subject matter expertise to employees of DTIC. In the area of RA, DO-S conducted numerous counseling sessions with management and employees regarding RA processes and disability concerns; processed RA requests and contacts/inquiries; trained DTIC employees and managers on the RA process; and partnered with DLA Installations Management to provide individuals with furniture and equipment needed to address mobility and dexterity concerns, ensuring timely processing, and cutting timeframes in half. Increased awareness of the RA process by serviced employees and first line supervisors and policy changes has increased the amount and quality of the interactive process between employees, management officials and the RA Coordinator. As the facilitator of the process, the RA Coordinator provides individual guidance to the employee and management for the Agency to provide an effective means of accommodation agreed upon by all. While this process is not always easy, the RA Coordinator maintains contact with all involved parties of an RA request until all possible options are exhausted.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE
Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

DLA's PAS Policy is included in DLA's Reasonable Accommodations Procedures. DTIC follows DLA's RA procedures as one of DLA's EEO customers. DTIC supervisors and employees are given information about PAS during EEO training and may retrieve further information on PAS via DTIC's public website at https://discover.dtic.mil/equal-employment-opportunity/ which directs the workforce to DLA's public website at https://www.dla.mil/EEO/Offers/PersonalAssistanceServices/%20aria-label/%20/. DTIC did not have any PAS requests during the FY22 reporting period.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

    Answer   N/A

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

    Answer   No

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

N/A. DTIC had zero complaints filed in FY22. DTIC did not have any findings of discrimination during FY22.

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   N/A

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

    Answer   No

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

DTIC did not have any findings of discrimination during FY22. DTIC had zero complaints filed in FY22.

Section VIII: Identification and Removal of Barriers

Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

    Answer   Yes

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

Answer   Yes

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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B1
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Triggers identified for PWDs and PWTDs for senior leader positions.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities

Barrier Analysis Process Completed?:	Y
Barrier(s) Identified?:	Y

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.	**Barrier Name**	**Description of Policy, Procedure, or Practice**

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2023	08/01/2024	Yes			Monitor and DTIC/EEO collaborate on recruitment and sustainment efforts.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Staff Director	Daidra Williams	Yes
AEP Manager	Chanel Pittman	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/01/2024	Conduct first meeting with DTIC Human Resources on current recruitment and retainment efforts	Yes		
06/01/2024	Conduct analysis of current efforts	Yes		
08/01/2024	Draft first plan for improvement of recruitment and retainment	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2023	Barrier and trigger analysis completed and will work with DTIC on plan.

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).

N/A

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

N/A