

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.

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

The overall workforce participation rate for employees with disabilities occupying positions at the GS -1 to GS-10 grade level is at 1.0 percent. GS-11 to SES grade level is 8.83 percent. Although there was 0.29-percent increase in GS-11 to SES grade levels, both clusters are below the Federal standard of 12 percent.

*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 |

The number of employees with targeted disabilities at the GS-1 to GS-10 level is at 1.67 percent, slightly below the Federal standard of 2 percent. GS-11 to SES grade level is 2.4 percent, a 0.99-percent increase and exceeds the Federal standard of 2 percent.

Grade Level Cluster(GS or Alternate Pay Planb)	Total		Reportable Disability		Targeted Disability	
	#	%	#	%	#	%
Numerical Goal	--	12%			2%	
Grades GS-1 to GS-10	152	11.18	17		2	1.32
Grades GS-11 to SES	1437	9.81	141		31	2.16

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

Hiring goals are communicated via bi-weekly meetings with agency senior leaders.

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

In August 2018, the agency hired a full-time Disability Program Manager.

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 reasonable accommodation requests from applicants and employees	1	0	0	Tonja Ancrum Disability Program Manager tonja.ancrum@dodig.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Angela Grimes Human Resource Specialist angela.grimes@dodig.mil
Section 508 Compliance	1	0	0	amanda.hursch.ctr@dodig.mil
Processing applications from PWD and PWTD	1	0	0	Angela Grimes Human Resource Specialist angela.grimes@dodig.mil
Architectural Barriers Act Compliance	0	0	0	whs.accessibility@mail.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Carol Lunsford Affirmative Employment Program Manager carol.lunsford@dodig.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

On a quarterly basis from 2016 to present, the office of EEO conducts a 1-hour block of instruction to DoD OIG supervisors on their roles and responsibilities in the reasonable accommodation (RA) process. Additionally, EEO briefs all newcomers on the RA process during scheduled Entry-on-Duty sessions. The Disability Program Manager (DPM) participated in an EARN Webinar: “Reasonable Accommodation: The Foundation for a Disability-Inclusive Federal Workforce”; 2019 Workforce Recruitment Training; OSHA-NIOSH: Prevention through Design Workshop; USA Staffing Reporting and Analytics; DOL and OIG Workforce Recruitment trainings; and DoD OIG mandatory Reasonable Accommodation training. Additionally the DPM established partnerships and participated in meetings and/or training sessions with the Washing Headquarters Services Facility Accessibility Task Force; CAP; DoD DPM Working Group; and the Federal Exchange on Employment and Disability during FY 2018.

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

Brief Description of Program Deficiency	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.
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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 continues to use the OPM’s Bender List located on OMB Max, and is an active participant in the Workforce Recruitment Program from DoD. In 2018, the agency established new partnerships with the DC Department of Disability Services (DDS) Career Counselor Coordinator, Disabilities Services Project Manager, the Warrior Career Transition Center, Fairfax County Skill Source Office, Gallaudet University, the Disability Services Programs at the University of the District of Columbia and Montgomery County College for obtaining interns and recent graduates with targeted disabilities. The agency continues partnerships with the Disabled American Veteran Military Transition Assistance Offices (including the USMC Wounded Warrior Regiment), and State Vocational Rehabilitation Services and during college and university recruitment fairs, the recruiting teams meet with the Disability Coordinators for each college and university to specifically discuss schedule A hiring with students with disabilities. Additionally, the Human Capital Management Office developed and released a Non-Competitive Eligibilities (NCE) database during the fiscal year. NCEs are hiring flexibilities that allow Federal agencies to hire eligible, qualified applicants without having to use traditional competitive procedures such as USAJOBS job announcements. Some examples of NCEs are Schedule A/WRP, 30 percent or more disabled Veterans, Peace Corps, AmeriCorps/VISTA, and the National Security Education Program (NSEP Boren Scholarship Program). The purpose behind the NCE database is to make resumes collected from eligible, qualified applicants, whom the agency met through recruitment and outreach efforts, available to hiring managers. The hiring managers could then contact, interview and hire the candidates without having to go through USAJOBS. The intent behind implementing the NCE database is to help managers and HR specialists reduce the number of days it takes to find and hire qualified candidates.

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

For the past 7 consecutive years, the DoD OIG consistently utilizes Schedule A hiring to non-competitively place individuals with disabilities and targeted disabilities. (1) Schedule A eligibility is determined by review of the Schedule A Certification letter (2) Individuals’ applications are forwarded to hiring official (management) via Best Qualified List (BQL) Referral Certificate in USA Staffing/USA Jobs and if selected, the PWD/PWTD is appointed after they clear the required suitability and background checks. In FY 2018, the agency converted three Schedule A employees (PWDs); of which one is a PWTD.

- 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.

The determination for eligibility takes place within the staffing section of the agency's Human Capital Management, in almost all cases. The HR staffing specialist obtains a Schedule A disability letter from a doctor or a licensed medical professional that proves eligibility for Schedule A appointment. The Schedule A Letter is not included in the hiring packet forwarded to management for consideration of all applicants. Veterans who are qualified as 30 percent or more disabled are not required to self-identify on the SF-256. As a result, we cannot track whether they have targeted disabilities.

- 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

In FY 2018, the Office of EEO provided a 1-hour block of instruction on reasonable accommodation, twice a month during the ongoing supervisor training hosted by HCM. The RA training reminds managers and employees about the DoD OIG policy to provide reasonable accommodation to qualified employees and applicants with disabilities. The training explains reasonable accommodation, defines qualified individual with a disability, and describes requests for accommodation and the RA Interactive Process. It also discusses the role of the Supervisor/Approving Official and how to identify reasonable accommodations. In addition, in 2018, the agency hosted a hiring summit attended by supervisors and leaders involved in the hiring process. During the summit, the trainers went through each step of the Schedule A hiring process, and walked participants through each step of the online process. Leaders also attended a workshop titled: "So You Have an Reasonable Accommodation, Now What?"

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.

The DoD OIG WRP Coordinator works collaboratively with the DoD WRP Coordinator and officials within WRP to obtain up-to-date information and access to qualified applicants for hiring and or placement into vacant positions within the DoD OIG. Placement of applicants in the WRP database is used year-round. In addition, the DoD OIG Disability Program Manager collaborates with newly established connections with the Vocational Rehabilitation Services and the DoD OIG a Selective Placement Program Coordinator and has established partnerships with the U.S. Army Warrior Career Transition Program, Fairfax County Skill Source Center, and disability coordinators at the colleges and universities where recruitment efforts take place during the year. The recruitment teams hold individual sessions with students with disabilities to educate them on the use of Schedule A as well as prepare the students for WRP interviews. At the conclusion FY 2018, the DoD OIG Disability Program Manager had established connections with two organizations within the DC Metro Area, the U.S. Army Warrior Career Transition Program and Fairfax County Skill Source Center with an agreement for the DoD OIG a Selective Placement Program Coordinator to share open positions for the organizations to post and promote open vacancies as well as referrals to the agency. Additionally, the DoD OIG Disability Program Manager served as a WRP Recruiter during the fiscal year.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer No

The current percentage of new hires of PWD in our agency is 10.69 percent, down by 0.11 percent from FY 2017. The current

percentage is 1.31 percent below the Federal standard of 12 percent. However, the percentage of new hires of PWTD is 2.41 percent, 0.41 percent above the Federal standard of 2 percent.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	166	9.04	0.00	0.60	0.00

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

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

The qualified applicant pool for PWD was below or not at all the benchmark of 12 percent in two of the four mission-critical occupations in 2018 (2210 Computer Scientists and 1811 Criminal Investigators). However, both 1810 General Investigators and 0511 Accountants/Auditors were above the Federal benchmark of 12 percent. The qualified applicant pool for PWTD was below the benchmark of 2 percent in all four mission-critical occupations in 2018.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0511 ACCOUNTANTS/AUDITORS	0	0.00	0.00	0.00	0.00
1810 GENERAL INVESTIGATORS	0	0.00	0.00	0.00	0.00
1811 CRIMINAL INVESTIGATORS	0	0.00	0.00	0.00	0.00
2210 COMPUTER SCIENTIST	0	0.00	0.00	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 Yes
- b. Qualified Applicants for MCO (PWTD) Answer Yes

In FY 2018, the data revealed, with the exception of 0511 Accountants/Auditors and 1810 General Investigators, applicants who identified as having disabilities applied below the Federal standard of 12 percent for the other major occupation where there was not a positive medical requirement to occupy the position. However, applicants with targeted disabilities consistently applied below the 2-percent standard in this same category. Note: Accountants/Auditors 0511 and General Investigators 1810, both applied above the

Federal standard of 12 percent. During the fiscal year, the Agency revised all vacancy announcements to include language that encourages PWD and PWTD to apply and to inform applicants that reasonable accommodations may be authorized.

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

- a. Promotions for MCO (PWD) Answer Yes
- b. Promotions for MCO (PWTD) Answer No

The qualified applicant pool for PWD was below or not at the Federal standard of 12 percent. One of two mission-critical occupations internal promotions, 0511 –Accountants/Auditors, there were three PWDs qualified in 2018, which is 3.90 percent. This is 8.1 percent below the Federal standard of 12 percent. None were qualified in 2210 Computer Scientists series. The qualified applicant pool for PWTD was 5.26 percent, 3.26 percent above the benchmark of 2 percent (0511 Accountant/Auditor). In 2018, the agency began including a message on all vacancy announcements that has language that encourages PWD and PWTD to apply and informs applicants that reasonable accommodations may be authorized.

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.

In 2018, HCM continued to disseminate all available vacancies via e-mail to the entire workforce. Employees have the ability to prepare and apply for advancement opportunities at equal rates. Additionally, all competitive training hosted by HCM are communicated on the agency website, during staff meetings, and disseminated via e-mail. An accommodation statement is embedded within the message to ensure equal access to all training opportunities. The language included in the accommodation statement is to encourage PWD and PWTD to apply and to inform applicants that reasonable accommodations may be authorized.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The DoD OIG utilizes Pathways and WRP for its internship opportunities; professional detail opportunities internal to the DoD OIG as well as intra-agency (DoD) details, and inter-agency with external agencies within the Council of the Inspectors General on Integrity and Efficiency community. The agency sponsors employees at the OPM Federal Executive Institute (FEI), the DoD Emerging Leadership Program, the DoD Executive Leadership Development Program, the DoD OIG Master’s Degree Program, the Defense Senior Leader Development Program, Defense Civilian Emerging Leader Development Program, and a host of OPM-sponsored training sessions.

- 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	5	2	1	1	0	0
Detail Programs	1	1	0	0	0	0
Mentoring Programs	189	189	5	5	3	3
Other Career Development Programs	12	3	0	0	0	0
Internship Programs	186	186	5	5	3	3
Training Programs	2	2	0	0	0	0
Coaching Programs	0	0	0	0	0	0

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

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer No

In all six career development programs, the participation rate was below the benchmark of 12 percent for PWDs.

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

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer No

The PWTDs in three of the career development programs were above the Federal standard of 2 percent.

C. AWARDS

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

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

The inclusion rate for PWD was below the benchmark of 12 percent in four of the five awards offered to employees in 2018 (above in Cash Awards under \$500 only – all others below the benchmark). The inclusion rate for PWTD was below the benchmark of 2 percent in three of the five awards offered to employees in 2018 (above in Cash Awards under \$500 and Time-off Awards above 9 hours – all others below the benchmark).

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	344	9.30	88.37	1.45	7.85
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	1154	10.05	87.26	2.17	7.89

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$100 - \$500: Total Cash Awards Given	85	15.29	84.71	3.53	11.76
Cash Awards: \$501+: Total Cash Awards Given	1476	10.03	89.97	1.83	8.20

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

a. Pay Increases (PWD) Answer Yes

b. Pay Increases (PWTD) Answer Yes

The inclusion rate for PWD was below the benchmark of 12 percent in for Quality Step Increases offered to employees in 2018. The inclusion rate for PWTD was below the benchmark of 2 percent in for Quality Step Increases offered to employees in 2018.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Quality Step Increases (QSI): Total QSIs Awarded	44	11.36	88.64	0.00	11.36
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

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

a. Other Types of Recognition (PWD) Answer No

b. Other Types of Recognition (PWTD) Answer No

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 Yes

b. Grade GS-15

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

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

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

ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

- i. Qualified Internal Applicants (PWD) Answer N/A
- ii. Internal Selections (PWD) Answer Yes

In 2018 the agency was capable of determining only partial applicant flow in this category. The agency could identify the number of applicants selected but not applied or qualified for positions at the GS-13 through SES. PWD were below or absent from the employees selected for vacant positions at the GS-13, GS-14, GS-15, and SES grade levels. Although, Selections at GS-13 were at the highest percentage (8.41), the GS-13 grade level was 3.59 percent below the Federal Standard of 12 percent.

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 Yes

b. Grade GS-15

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

c. Grade GS-14

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

d. Grade GS-13

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

In 2018, the agency was capable of obtaining partial applicant flow data by grade distribution in that it could identify the selections into GS-13 through SES positions, but was unable to determine the number of qualified applicants. As a result, in 2018, there were no employees with targeted disabilities selected to fill high grades GS-14 through SES positions within the DoD OIG. One PWTD was selected for GS-13 in 2018, which is below the Federal Standard of 2 percent.

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

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

In 2018 the DoD OIG obtained partial data for applicants into the GS-13 through SES positions; specifically, the agency could

identify only those new hires selected into senior positions and not those who applied. During the fiscal year, four PWDs were selected at the GS-13 grade level, which is 3 percent. In both the GS-14 and GS-15 grade levels, applicants chose not to identify a disability or health condition. There were no SES applicants in 2018. GS-14/15 and SES levels were all below the benchmark of 12 percent.

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.

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

In 2018 the DoD OIG obtained partial data for applicants selected to fill GS-13 through SES positions; specifically, the agency could identify only those new hires selected into senior positions and not those who applied. During the fiscal year there was one PWTD new hire at the GS-13 grade level, which is 2.5 percent, and above the 2 percent Federal standard. In grades GS-14 through SES, there were no identified targeted disabilities, which puts GS14/15 grades and SES levels below the 2 percent Federal standard.

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 |

In 2018 the DoD OIG obtain partial data for applicants into the GS-13 through SES positions in that the Agency can only identify those New Hires selected into senior positions, and not those who applied.

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

Applicant Flow Data was not available.

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

Applicant Flow Data was not available.

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

Applicant Flow Data was not available.

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

There were three Schedule A and all were converted during FY 2018.

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

- a. Voluntary Separations (PWD) Answer No
- b. Involuntary Separations (PWD) Answer No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permenant Workforce	1589	9.94	90.06
Total Separations	154	11.04	88.96
Voluntary Separations	154	11.04	88.96
Involuntary Separations	0	0.00	0.00

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

- a. Voluntary Separations (PWTD) Answer No
- b. Involuntary Separations (PWTD) Answer No

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permenant Workforce	1589	2.08	97.92
Total Separations	154	1.95	98.05
Voluntary Separations	154	1.95	98.05
Involuntary Separations	0	0.00	0.00

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.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

<https://www.dodig.mil/Disclaimers/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 main site is: <https://www.access-board.gov/> And you can file a complaint from the home page on the right side there is a link. The link to the ABA law text is: <https://www.access-board.gov/the-board/laws/architectural-barriers-act-aba>

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.

Facilities and Space Management Division provided accessible furniture items when requested. Additionally, the agency partners with Washington Headquarters Services (WHS,) who provided accessibility to DoD OIG Headquarters at the Mark Center, and held quarterly WHS Facility Accessibility Council meetings. Both the Office of EEO Director and Disability Program Manager are Council members. The agency will continue this process into FY 2019 and form and implement a Facilities Sustainment, Restoration and Modernization (FSRM) Council.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The DoD OIG averaged a processing time of 32 days for providing a decision on a request for reasonable accommodation in 2018.

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.

The timely processing of reasonable accommodation requests improved in FY 2018, a direct result of training that provides supervisors with the knowledge and tools to identify and process requests for reasonable accommodations accurately and expeditiously. Additionally, in FY 2018, HCM provided training to leaders entitled, "You've Requested an Reasonable Accommodation: Now What?" as part of the EEO-sponsored, "Equality Matters" series. The Disability Program Manager has taken on a continuous process improvement project to be implemented in FY 2019 to create and implement a reasonable accommodation tracker that will reduce processing days and more accurately calculate processing time. This tracker will have an embedded dashboard that will generate up-to-date status (open, approaching, overdue, and decided). The Human Capital Management office developed and released a Non-Competitive Eligibilities (NCE) database during the fiscal year. NCEs are hiring flexibilities that allow Federal agencies to hire eligible, qualified applicants without having to use traditional competitive procedures such as USAJOBS job announcements. Some examples of NCEs are Schedule A/WRP, 30 percent or more disabled Veterans, Peace Corps, AmeriCorps/VISTA, and the National Security Education Program (NSEP Boren Scholarship Program). The intent behind implementing the NCE database is to help managers and HR Specialists reduce the number of days it takes to find and hire qualified candidates.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

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

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

The agency updated its Reasonable Accommodation Instruction in 2017 and provided an established PAS system that enabled the DoD OIG to provide PAS effectively and efficiently. PAS training was integrated into the reasonable accommodation training

during supervisor training. During FY 2018, the DoD OIG provided PAS 50 times.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

N/A

Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer N/A

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

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

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