

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

GS-1 to GS-10: 14.4%. GS-11 to SES: 18.5%. The DoD OIG exceeds the government goal of 12%. No triggers were identified.

*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 No

GS-1 to GS-10: 4.5%. GS-11 to SES: 2.7%. The DoD OIG exceeds the government goal of 2%. No triggers were identified.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES	1707	314	18.39	46	2.69
Grades GS-1 to GS-10	111	16	14.41	5	4.50

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

The EEO Director communicates hiring goals to the Senior Leaders of the DoD OIG. Human Capital Management communicates the hiring goals during workshops on the hiring process.

Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	0	1	0	Erik Szpilka Selective Placement Program Coordinator (SPPC) Erik.Szpilka@dodig.mil
Architectural Barriers Act Compliance	1	0	0	Facilities Accessibility Task Force (FATF) Washington Headquarters Services WHS.Accessibility@mail.mil
Special Emphasis Program for PWD and PWTD	1	0	7	Carol Lunsford Deputy EEO Director Carol.Lunsford@dodig.mil
Answering questions from the public about hiring authorities that take disability into account	0	1	0	Erik Szpilka SPPC Erik.Szpilka@dodig.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	Debbie Cruz Disability Program Manager (DPM) Debbie.Cruz2.civ@dodig.mil
Section 508 Compliance	0	0	0	None during the reporting period

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

The DPM is fully qualified to perform the responsibilities of the role. Training on Disability Hiring Authorities and Schedule A certification was conducted with HR Staffing within this reporting period.

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 DoD OIG uses USAJOBS and the Workforce Recruitment Program (WRP) for college students with disabilities.

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

The DoD OIG uses Schedule A(u), onboarding for personnel in FY 2024.

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.

Appointment eligibility is confirmed by the SPPC with a certified Schedule A(u) letter. Once eligibility is determined, the application is provided to the relevant hiring official.

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

HCM conducted a hiring summit in FY 2024 that included Disability Hiring Authorities (Schedule A, WRP, VETS, and Rehabilitation Programs).

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.

OEEO staff works with HCM to maintain contacts with the WRP.

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 No

New Hires for PWD was 14.2 percent and New Hires for PWTD was 3.8 percent. Both exceed the government goals of 12 and 2 percent. No triggers were identified.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	1372	10.93	0.00	5.90	0.00
% of Qualified Applicants	467	8.99	0.00	4.71	0.00
% of New Hires	27	18.52	0.00	14.81	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 Yes

0343 Series: PWD are 10.4% (29/279) of Qualified External Applicants and they made up 20% (1/5) of the selections. PWTD were 5.4% of Qualified External Applicants. No PWTD were selected (0/5). 0511 Series: PWD were 6.1% (7/114) of Qualified External Applicants and they made up 40.0% (4/10) of the selections. PWTD were 4.4% of Qualified External Applicants and they made up 40.0% (4/10) of the selections. 1810 Series: PWD were 9.0% (6/67) of Qualified External Applicants and they made up 0% of the selections (0/8). PWTD were 3.0% of the Qualified External Applicants and they made up 0% of the selections (0/8). 1811 Series: PWD were 0% (0/5) of Qualified External Applicants and they made up 0% of the selections (0/3). PWTD were 0% of Qualified External Applicants and they made up 0% of the selections (0/3).

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0343 MANAGEMENT AND PROGRAM ANALYST	5	20.00	0.00
0511 ACCOUNTANTS/AUDITORS	10	40.00	40.00
1810 GENERAL INVESTIGATORS	8	0.00	0.00
1811 CRIMINAL INVESTIGATORS	3	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

There were external applicants for the 0511, 0343, and 1810 series. The data shows that PWD and PWTD applicants were determined to be qualified and reverred at a rate above the government goals, indicating no triggers in the qualified applicant pools.

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

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.

The DoD OIG established a Persons with Disabilities & Disabled Veterans (PWD&DV) Special Emphasis Program (SEP). The PWD&DV SEP charter was formalized in FY 2023.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The DoD OIG had three Mentoring Programs in FY 2024: (1) Pathways Partnership, open to recent college graduates and GS-7 and below employees; (2) Career Connections, open to all GS-7 through GS-14 employees; and (3) Executive and Leader Network, open to GS-15 and above employees. Other programs include the Management Development Program, open to GS-14 and above employees; and Leadership for a Democratic Society (LDS) Program. The DoD OIG provides New Supervisor Situational Mentoring upon request.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	23	23	30.4%	21.7%	0%	0%
Training Programs	5	3	33%	33%	0%	0%
Detail Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	67	67	25.4%	25.4%	3.0%	3.0%
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A

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

- a. Applicants (PWD) Answer Yes
- b. Selections (PWD) Answer Yes

Affirmative language was included in all mentorship advertising, encouraging employees with disabilities to apply. The agency does not collect or consider disability status when making selections for these programs.

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

- a. Applicants (PWTD) Answer Yes
- b. Selections (PWTD) Answer Yes

Affirmative language was included in all mentorship advertising, encouraging employees with disabilities to apply. The agency does not collect or consider disability status when making selections for these programs.

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 No
- b. Awards, Bonuses, & Incentives (PWTD) Answer No

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	113.00	21.2389	78.7611	6.1947	93.8053
Time-Off Awards 1 - 10 Hours: Total Hours	888.00	21.1712	78.8288	5.8559	94.1441
Time-Off Awards 1 - 10 Hours: Average Hours	7.86	7.8333	7.8652	7.4286	7.8868
Time-Off Awards 11 - 20 hours: Awards Given	317.00	20.1893	79.8107	3.7855	96.2145
Time-Off Awards 11 - 20 Hours: Total Hours	5067.00	20.2092	79.7908	3.7892	96.2108
Time-Off Awards 11 - 20 Hours: Average Hours	15.98	16.0000	15.9802	16.0000	15.9836
Time-Off Awards 21 - 30 hours: Awards Given	215.00	22.7907	77.2093	3.2558	96.7442
Time-Off Awards 21 - 30 Hours: Total Hours	5164.00	22.7730	77.2270	3.2533	96.7467
Time-Off Awards 21 - 30 Hours: Average Hours	24.02	24.0000	24.0241	24.0000	24.0192
Time-Off Awards 31 - 40 hours: Awards Given	1028.00	17.0233	82.9767	2.0428	97.9572
Time-Off Awards 31 - 40 Hours: Total Hours	38932.00	16.9629	83.0371	1.9829	98.0171
Time-Off Awards 31 - 40 Hours: Average Hours	37.87	37.7371	37.8992	36.7619	37.8947

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 41 or more Hours: Awards Given	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Total Hours	0.00	0.0000	0.0000	0.0000	0.0000
Time-Off Awards 41 or more Hours: Average Hours	0.00	0.0000	0.0000	0.0000	0.0000

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards \$500 and Under: Awards Given	205.00	20.4878	79.5122	0.9756	99.0244
Cash Awards \$500 and Under: Total Amount	55800.00	22.8835	77.1165	0.0000	100.0000
Cash Awards \$500 and Under: Average Amount	272.20	304.0238	263.9939	0.0000	274.8768
Cash Awards: \$501 - \$999: Awards Given	97.00	18.5567	81.4433	3.0928	96.9072
Cash Awards: \$501 - \$999: Total Amount	73743.00	18.9794	81.0206	3.1732	96.8268
Cash Awards: \$501 - \$999: Average Amount	760.24	777.5556	756.2911	780.0000	759.6064
Cash Awards: \$1000 - \$1999: Awards Given	154.00	10.3896	89.6104	1.9481	98.0519
Cash Awards: \$1000 - \$1999: Total Amount	221726.00	10.1526	89.8474	1.9014	98.0986
Cash Awards: \$1000 - \$1999: Average Amount	1439.78	1406.9375	1443.5870	1405.3333	1440.4636
Cash Awards: \$2000 - \$2999: Awards Given	170.00	24.1176	75.8824	4.1176	95.8824
Cash Awards: \$2000 - \$2999: Total Amount	431144.00	24.3012	75.6988	4.1791	95.8209
Cash Awards: \$2000 - \$2999: Average Amount	2536.14	2555.4390	2530.0078	2574.0000	2534.5153
Cash Awards: \$3000 - \$3999: Awards Given	224.00	23.2143	76.7857	4.4643	95.5357
Cash Awards: \$3000 - \$3999: Total Amount	783832.00	23.0294	76.9706	4.5549	95.4451
Cash Awards: \$3000 - \$3999: Average Amount	3499.25	3471.3846	3507.6744	3570.3000	3495.9299
Cash Awards: \$4000 - \$4999: Awards Given	236.00	15.2542	84.7458	1.6949	98.3051
Cash Awards: \$4000 - \$4999: Total Amount	1057978.00	15.2071	84.7929	1.6653	98.3347
Cash Awards: \$4000 - \$4999: Average Amount	4482.96	4469.1111	4485.4500	4404.5000	4484.3103
Cash Awards: \$5000 or more: Awards Given	942.00	18.5775	81.4225	2.4416	97.5584
Cash Awards: \$5000 or more: Total Amount	6560523.00	18.3766	81.6234	2.3127	97.6873
Cash Awards: \$5000 or more: Average Amount	6964.46	6889.1600	6981.6428	6596.7826	6973.6638

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

a. Pay Increases (PWD)

Answer No

b. Pay Increases (PWTD)

Answer No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0.00	0.0000	0.0000	0.0000	0.0000

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

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 Yes

ii. Internal Selections (PWD)

Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD)

Answer Yes

ii. Internal Selections (PWD)

Answer No

SES Positions: All SES applications are considered external. GS-15 Positions: The relevant applicant pool for GS-15 positions (GS-14) is 21.5% (104/484). PWD made up 5.8% (3/52) of qualified applicants. No PWDs were selected (0/1). GS-14 Positions: The relevant applicant pool for GS-14 positions (GS-13) is 16.7% (143/858). PWD made up 7.7% (20/260) of qualified applicants. No PWDs were selected (0/14). GS-13 Positions: The relevant applicant pool for GS-13 positions (GS-12) is 18.9% (35/185). PWD made up 16.0% (37/231) of qualified applicants. PWD made up 28.1% (9/32) of selections.

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 No
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer No
 - ii. Internal Selections (PWTD) Answer No

For GS-15 Positions: The relevant applicant pool for GS-15 positions (GS-14) is 3.5% (17/484). The PWTD made up 1.9% (1/52) of qualified applicants.

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

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

New Hires to SES (PWTD): There were no applicants or selections for external SES positions. New Hires to GS-15 (PWTD): There

were no qualified PWTD applicants, resulting in no trigger for selections. New Hires to GS-14 (PWTD): The qualified applicant pool for PWTD was 4.81 percent. While there were no PWTD selections, with only four total selections made in this grade, it is not possible to identify a trigger. New Hires to GS-13 (PWTD): The qualified applicant pool for PWTD was 2.41 percent. Of the selections made, 7.69 percent were PWTD, which does not indicate a trigger.

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

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

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

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

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 No

All (2) Schedule A(u) employees were converted to competitive service within the reporting period.

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 %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.00	0.19
Permanent Workforce: Resignation	12	0.57	0.64
Permanent Workforce: Retirement	30	1.43	1.60
Permanent Workforce: Other Separations	51	4.01	2.36
Permanent Workforce: Total Separations	95	6.02	4.73

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 No

PWTD voluntary separations were 6 percent, double their inclusion rate of 3 percent. There were zero resignations of PWTD out of 12 total resignations.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	3	0.00	0.16
Permanent Workforce: Resignation	12	0.00	0.65
Permanent Workforce: Retirement	30	0.00	1.61
Permanent Workforce: Other Separations	51	11.11	2.42
Permanent Workforce: Total Separations	95	11.11	4.78

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.

The Agency does not track exit survey data by disability status.

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/>. This site states that the DoD Office of Inspector General (DoD OIG) strives to make its electronic and communications technologies compliant with Section 508 of the Workforce Rehabilitation Act (29 U.S.C. 794d), as amended in 1998. If you are experiencing difficulties accessing content on the DoD OIG website, please send an email notification to public.affairs@dodig.mil. For information about Section 508 accessibility for the Department of Defense, please visit: <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.

<https://www.dodig.mil/Disclaimers/Accessibility-Section-508/Facilities>. This site is managed by the Washington Headquarters Services (WHS) and the following contact information is listed at the link above: whs.accessibility@mail.mil. In addition, the following information about complaints is provided. Information on the complaint process may be found at: <https://www.access-board.gov/aba-enforcement>.

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.

Washington Headquarters Services holds a quarterly Facility Accessibility Task Force meeting with all stakeholders, including the DoD OIG, to identify and track current and emerging issues and concerns related to facilities and accessibility.

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 processed 81 requests for medical reasonable accommodations. The DoD OIG Disability Program had an average processing time of 35.5 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.

The DoD OIG Disability Program works diligently in the RA process to facilitate interactive discussions between employees and supervisors to build relationships based on transparency and trust. The Disability Program places a heavy emphasis on time management and follow-through in each stage of the process, keeping all parties informed and addressing questions, issues, and concerns as they arise. In addition to supervisory training, supervisors are provided one-on-one guidance with the DPM to ensure they understand the RA process, requirements under the law, and the opportunity to express any concerns they may have. The OEEO also emphasizes the importance of documentation through the process for both the DPM and supervisors.

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 DoD OIG published an EEOC approved RA instruction in July 2019 that included PAS processes. PAS language is included on the public OIG webpage.

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