

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

Table B4: DMA met the goal of 12%, of its total permanent workforce 79/462 for a rate of 17.10% for People with Disabilities (PWD). DMA Total Cluster GS-1 thru GS-10 = 19 | Total Cluster PWD is 3/19 = 15.78% DMA Total Cluster GS-11 thru SES = 438 | Total Cluster PWD is 65/438 = 14.84% DMA's breakdown by Cluster GS-1 through GS-10 (15.78), and GS-11 through SES (14.84%) Table B4

*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

Table B4: DMA met the goal of 2%, of its total permanent workforce 15/462 for a rate of 3.25% for People with Targeted Disabilities (PTWD). DMA Total Cluster GS-1 thru GS-10 = 19 | Total Cluster PTWD is 1/19 = 5.26% DMA Total Cluster GS-11 thru SES = 438 | Total Cluster PTWD is 14/438 = 3.19% DMA's breakdown by Cluster GS-1 through GS-10 (5.26%), and GS-11 through SES (3.19%) Table B4

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-11 to SES					
Grades GS-1 to GS-10					

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

DMA's EEO Director communicates the EEOC's PWD and PWTD goals with the Chief Human Capital Officer and staff, as well as to other DMA leadership regarding the need to recruit, hire, advance and retain individuals with disabilities. The Management

Directive 715 reports are also posted in the agency EEO intranet. • Targeted Disabilities rates: Table B4: DMA met the goal of 2%, of its total permanent workforce 15/462 for a rate of 3.25% for People with Targeted Disabilities (PTWD).

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

- 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

- 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	
Section 508 Compliance	1	0	0	Michael Ball Chief Information Officer michael.a.ball32.civ@mail.mil
Processing applications from PWD and PWTB	0	0	0	DLA processes DMA applications
Processing reasonable accommodation requests from applicants and employees	1	0	0	Erika S. Erdely Reasonable Accommodation Manager erika.s.erdely.civ@mail.mil
Architectural Barriers Act Compliance	1	0	0	David Rouse Facility Manager david.a.rouse.civ@mail.mil
Special Emphasis Program for PWD and PWTB	1	0	0	Pedro Nieto Director EEO pedro.m.nieto.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Darnell Murphy Chief Human Capital Officer darnell.a.murphy.civ@mail.mil

- 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 staff received EEO training which included information on requesting reasonable accommodations, as well as the role of the Disability Program Manager. The training goes beyond the basics, offering workforce analytics, prohibited practices, actionable

solutions for workplace accommodation challenges, practical guidance on complying with Americans with Disabilities Act (ADA) and trusted strategies for engaging in the interactive process.

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

DMA-EEO has a budget allocation for staff training. The Director also seek cost effective training opportunities thru the interagency venues and partnerships such as: Job Accommodation Network, American Disability Act National Network, Department of Justice, Department of Defense EEO Directors Board, and Equal Employment Opportunity Commission. The DMA-Chief Learning Officer team also provides a training catalog with opportunities thru the learning management system portal.

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 PWTB

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.

Schedule A; Veterans Recruitment Act; Veterans Employment Opportunity Act; 30 percent or more disabled.

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 PWTB for positions in the permanent workforce

DMA promotes and encourages hiring managers to make full use of special appointing authorities, such as; Schedule A; Veterans Recruitment Act; Veterans Employment Opportunity Act; 30 percent or more disabled.

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.

Defense Logistics Agency (DLA) determines if an applicant is eligible for a special hiring authority, and then forwards the applicant to the DMA hiring official with an explanation of the appointment.

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

Mandatory training on hiring authorities is included with the Human Resources Supervisor training.

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 DMA-EEO shares updates with the Human Resources Team concerning the networks from Workforce Recruitment Program (WRP) team, Job Accommodation Network, American Disability Act National Network, and Department of Justice.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

- 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 People with Targeted Disabilities Total= 1/49 for a rate of 2.05% (B4) New Hires People with Disabilities rates: Total 5/49 for a rate of 10.21% (B4)

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

- 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

For FY 2024 DMA tracked this type of data using the DoD Advana tool and DLA Human Resources Information Systems (HRIS) . We could not identify any triggers in this area.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%

- 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

We could not identify any triggers in this area.

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

Based on the data provided, we do could no identify triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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.

DMA will continue to monitor trends and review policies proposals updates, procedures and practices to determine if there are more opportunities for advancement for PWD/PWTD.

B. CAREER DEVELOPMENT OPPORTUNITES

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

In FY 2024, DMA offered the Workforce Development Mentoring Program, Centralized Rotation Program (CRP) and DMA Leads Program for all DMA employees. The Mentoring and CRP (detail) programs are non-competitive. We will continue to work to obtain more workforce data on our career development opportunities. The training programs include the Equal Employment Counselors, Contract Officer Representatives and Contracting Series (GS-1102).

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 (%)
Detail Programs	1	1				
Internship Programs	15	15				
Fellowship Programs	n/a	n/a				
Mentoring Programs	20	20				
Coaching Programs	10	10				

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Other Career Development Programs	1	1				
Training Programs	18	18				

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

Unfortunately, this workforce data was not fully implemented for FY 2024. DLA HR Reports Team and DMA Software Solutions team are no capturing this type of data completely and accurately.

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

Unfortunately, this workforce data was not fully implemented by the DLA HRIS system.

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

Tables B9-2 Employee Recognition and Awards do not reveal any triggers with the inclusion participation rates. DOD Defense Media Activity FY 2024 Time-Off Awards 1-10 Hours | Total= 3 | PWD= 0 for 0% | PWTD= 0 for 0% Time-Off Awards 11-20 Hours | Total= 18 | PWD=6 for 33.34% | PWTD= 0 for 0% Time-Off Awards 21-30 Hours | Total= 87 | PWD=17 for 19.55% | PWTD= 6 for 6.90% Time-Off Awards 31- 40 hours | Total= 246 | PWD=44 for 17.89% | PWTD= 6 for 2.44% Time-Off Awards 41+ Hours | Total= 0 | PWD= 0 for 0% | PWTD= 0 for 0% Cash Awards \$500 and Under | Total= 53 | PWD= 2 for 3.78% | PWTD= 2 for 3.78% Cash Awards \$500-\$999 | Total= 11 | PWD= 0 for 0% | PWTD= 0 for 0% Cash Awards \$1000-\$1999 | Total= 40 | PWD= 9 for 22.50 % | PWTD= 2 for 5.00% Cash Awards \$2000 - \$2999 | Total= 179 | PWD= 30 for 16.75 % | PWTD= 6 for 3.35% Cash Awards \$3000 - \$3999 | Total= 95 | PWD=17 for 17.89% | PWTD= 3 for 3.15% Cash Awards \$4000 - \$4999 | Total= 37 | PWD=10 for 27.0 % | PWTD= 1 for 2.70% Cash Awards \$5000+ | Total= 23 | PWD=6 for 26.00 % | PWTD= 1 for 4.300%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	3	0.00	0.64	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	24	0.00	5.11	0.00	0.00

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 Hours: Average Hours	8	0.00	2.56	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	18	7.59	2.88	0.00	9.38
Time-Off Awards 11 - 20 Hours: Total Hours	328	146.84	51.12	0.00	181.25
Time-Off Awards 11 - 20 Hours: Average Hours	18	24.05	5.43	0.00	29.69
Time-Off Awards 21 - 30 hours: Awards Given	87	21.52	18.53	40.00	17.19
Time-Off Awards 21 - 30 Hours: Total Hours	2124	516.46	456.23	960.00	412.50
Time-Off Awards 21 - 30 Hours: Average Hours	24	30.38	7.67	160.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	246	55.70	54.63	40.00	59.38
Time-Off Awards 31 - 40 Hours: Total Hours	9568	2177.22	2123.96	1600.00	2312.50
Time-Off Awards 31 - 40 Hours: Average Hours	38	49.37	12.14	266.67	-1.56
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	11	0.00	2.88	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	7961	0.00	2032.27	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	723	0.00	225.56	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	40	11.39	7.99	13.33	10.94
Cash Awards: \$1000 - \$1999: Total Amount	66166	17508.86	13491.37	16666.67	17706.25
Cash Awards: \$1000 - \$1999: Average Amount	1654	1944.30	539.62	8333.33	446.88
Cash Awards: \$2000 - \$2999: Awards Given	179	37.97	38.98	40.00	37.50
Cash Awards: \$2000 - \$2999: Total Amount	427186	90643.04	93032.91	94000.00	89856.25
Cash Awards: \$2000 - \$2999: Average Amount	2386	3020.25	762.30	15666.67	56.25
Cash Awards: \$3000 - \$3999: Awards Given	95	21.52	20.45	20.00	21.88
Cash Awards: \$3000 - \$3999: Total Amount	312287	69617.72	67141.21	64506.67	70815.63
Cash Awards: \$3000 - \$3999: Average Amount	3287	4094.94	1048.88	21500.00	15.63
Cash Awards: \$4000 - \$4999: Awards Given	37	12.66	7.67	6.67	14.06
Cash Awards: \$4000 - \$4999: Total Amount	157223	54696.20	32592.01	26666.67	61265.63

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$4000 - \$4999: Average Amount	4249	5469.62	1357.83	26666.67	501.56
Cash Awards: \$5000 or more: Awards Given	23	7.59	5.11	6.67	7.81
Cash Awards: \$5000 or more: Total Amount	130377	45949.37	28459.11	40000.00	47343.75
Cash Awards: \$5000 or more: Average Amount	5668	7658.23	1778.59	40000.00	78.13

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

Tables B9-2 Employee Recognition and Awards do not reveal any triggers with the inclusion participation rates. Quality Step Increase | Total= 49 | PWD=7 for 14.28 % | PWTD= 2 for 4.00%

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

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD)

Answer No

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

We will continue to analyze the data for trends and accuracy. However, based on the data provided, we do not have triggers in this area. * Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility

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

a. SES		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
b. Grade GS-15		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	No

We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do not have triggers in this area. *Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility

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	No
d. New Hires to GS-13 (PWD)	Answer	No

We will continue to analyze the data for trends and accuracy. However, based on the data provided, we do have triggers in this area.
 * Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility * Table B8 Management Positions

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	No
d. New Hires to GS-13 (PWTD)	Answer	No

We will continue to analyze the data for trends and accuracy. However, based on the data provided, we do have triggers in this area.
 Table B7: Occupational categories - Distribution by Disability (Participation Rate) Table B6P: Mission Critical Occupations - Distribution by Disability (Participation Rate) Table B8 : Management Positions

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

The agency is above the benchmark goal of 12% PWD per Table B8 Management Positions (Participation Rate). Total Supervisors PWD = 4/12 for a 33.34% Total Managers PWD = 16/67 for a 23.89% Total Management PWD = 26/94 for a 27.66%

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	No
ii. Internal Selections (PWTD)	Answer	No
c. Supervisors		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

The agency is above the benchmark goal of 2% PWTD per Table B8 Management Positions (Participation Rate). Total Supervisors PWTD = 2/12 for a 16.67% Total Managers PWTD = 3/67 for a 4.48% Total Management PWTD = 6/94 for a 6.39%

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	No
c. New Hires for Supervisors (PWD)	Answer	No

The agency is above the benchmark goal of 12% PWD per Table B8 Management Positions (Participation Rate). Total Supervisors PWD = 4/12 for a 33.34%

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	No
c. New Hires for Supervisors (PWTD)	Answer	No

Total Management Positions: Executives PWTD Executives Participation Rate (B3)= 1/15 for a 6.67%.

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 N/A

DMA did not have any Schedule A employees to convert.

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

Table B1-1: Total Workforce - Distribution by Disability Status (Participation Rate)

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.18
Permanent Workforce: Resignation	5	3.45	0.36
Permanent Workforce: Retirement	10	2.30	1.43
Permanent Workforce: Other Separations	10	1.15	1.61
Permanent Workforce: Total Separations	26	6.90	3.57

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

DMA’s Voluntary Exit Interview Survey includes questions pertaining to the improvement of recruitment, hiring, inclusion, retention, and advancement of PWD. The EEO Office also provides employees departing the agency an opportunity to verbally or written via EEO mailbox to share input and feedback. Table B1-2 Total Workforce - Distribution by Disability Status (Rate) does not reflect any triggers.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.16
Permanent Workforce: Resignation	5	5.88	0.63
Permanent Workforce: Retirement	10	5.88	1.43
Permanent Workforce: Other Separations	10	0.00	1.59
Permanent Workforce: Total Separations	26	11.76	3.81

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.

There are no significant triggers in these areas. The agency has unique composition with the workforce which also includes military spouses, and veterans.

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 internet address is www.dma.mil.

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 internet address is www.dma.mil.

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.

DMA collaborated with the Department of Defense's DAFA and other appropriate offices to address barrier analysis concerns for employees with disabilities, including targeted 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.)

The average time frame is 20 days for approval.

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.

DMA's reasonable accommodation requests have been timely processed, and no complaints were filed regarding our process. All incoming employees received a briefing on reasonable accommodation policies and procedures.

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.

DMA's Personal Assistance Services (PAS) policies and procedures are posted on the agency's intranet and DOD website. We did not receive any PAS requests in FY 2024.

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.

The annual 462 Report does have any finding of discrimination on complaints concerning disability status.

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.

DMA has an effective reasonable accommodations program, in the context of workplace accessibility, aims to ensure equal opportunities for individuals with disabilities by providing necessary modifications or adjustments to the job or work environment.

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.

We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do not have triggers in this area. * Table B3P: Occupational categories - Distribution by Disability (Participation Rate) * Table BP: Mission Critical Occupations - Distribution by Disability (Participation Rate) * Table B7 Senior Grade levels Upper Mobility * Table B8 Management Positions

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

During FY-2024 The CHCO Team promoted vacancies and positions to all employees via mass communication. The Public Affairs Office (PAO) Team announced vacancies thru major social media platforms and LinkedIn. DMA Component Areas sponsored and hosted events that promoted the agency mission and unique opportunities for employment with the DoD. The EEO team conducted local marketing and outreach thru Handshake (platform for higher educational institutions). The EEO team hosted the several (virtual/training) sessions which provided tips and strategies for positive workplace strategies and EEO laws.

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.

DMA will continue educating the workforce and collaborating with other Department of Defense agencies to implement the best practices for recruiting, hiring, advancing, and retaining employees, and continue strategically plan with the Chief Human Capital Officer to expand outreach efforts to qualified pools of candidates. The Reasonable Accommodation program aims to remove barriers that prevent individuals with disabilities from applying for jobs, performing the essential functions of the position, gaining access to the workplace, or enjoying equal benefits and privileges. The accommodation process is interactive, involving open communication and collaboration between the employer and the employee with a disability to find effective solutions. DMA- EEO will continue to promote the self-identification campaign for disabilities which is authorized by the Rehabilitation Act, as amended (29 U.S.C. 701, et seq.) and self-identification by demographics by ethnicity and race under the authority of 42 U.S.C. Section 2000e-16.