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

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

Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD) Answer Yes
   b. Cluster GS-11 to SES (PWD) Answer Yes

*This data below included the total permanent workforce of General Schedule employees: The participation rate for PWD was (1) at the GS-1 to GS-10 (9) grade cluster is (11.11%) in FY 2021, which falls slightly below the (12%) goal. The participation rate for PWD was (4) at the GS-11 to SES (53) grade cluster is (7.55%) in FY 2021, which falls slightly below the (12%) goal. *This data below included the total permanent workforce of Alternative Pay Plan Conversion of our MDA AcqDemo and DCIPs employees (2613): The participation rate for PWD (163) at the NH-2 conversion for the cluster (GS-1 to GS-11) is (11.04%) in FY 2021, which is below the 12% goal. The participation rate for PWD (356) at the GG-13&15, NH-3&4, and NK-3 conversion for the cluster (GS-12 to GS-SES) is (14.63%) in FY 2021, which is above the 12% goal. *NH-02 is GS-1- GS-11, NH-03 is GS-12 & GS-13, NH-04 is GS-14 & GS-15

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 Yes

*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.

<table>
<thead>
<tr>
<th>Grade Level Cluster(GS or Alternate Pay Plan)</th>
<th>Total</th>
<th>Reportable Disability #</th>
<th>%</th>
<th>Targeted Disability #</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td></td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Grades GS-1 to GS-10</td>
<td>172</td>
<td>19</td>
<td>11.05</td>
<td>4</td>
<td>2.33</td>
</tr>
<tr>
<td>Grades GS-11 to SES</td>
<td>2503</td>
<td>363</td>
<td>14.50</td>
<td>76</td>
<td>3.04</td>
</tr>
</tbody>
</table>
3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

MDA expressed its commitment to increasing the numerical goals of PWDs and PWTDs to hiring managers through various methods, to include: discussions during Personnel Management Board meetings, supervisory EEO and diversity briefings, Diversity Wellness and Morale Council (DWAMC) meetings, recruitment events, and one-on-one advisory sessions for PWDs and PWTDs. MDA encourages hiring managers to consider using Schedule A and special hiring authorities when they have vacant positions. MDA established a campaign to increase the agency’s use of special hiring authorities for PWDs through HR Staffing and Recruitment efforts and Manpower assessments. Department of Human Resources (DOH) Staffing, DWMAC, and the Recruitment Team bring awareness to management and hiring officials, and the workforce, utilizing disability status as a positive factor in hiring, promotion, and assignment decisions to the extent permitted by law.

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.

<table>
<thead>
<tr>
<th>Disability Program Task</th>
<th># of FTE Staff By Employment Status</th>
<th>Responsible Official (Name, Title, Office Email)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1 0 0</td>
<td>Darryl Jones Safety and Occupational Health Specialist <a href="mailto:darryl.jones@mda.mil">darryl.jones@mda.mil</a></td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1 0 0</td>
<td>William S. Hayes Disability Program Manager <a href="mailto:william.hayes@mda.mil">william.hayes@mda.mil</a></td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>1 0 0</td>
<td>Tina Short Supervisory HR Specialist <a href="mailto:tina.m.short@mda.mil">tina.m.short@mda.mil</a></td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>1 0 0</td>
<td>William S. Hayes Disability Program Manager <a href="mailto:william.hayes@mda.mil">william.hayes@mda.mil</a></td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>1 0 0</td>
<td><a href="mailto:pamela.whitehead@mda.mil">pamela.whitehead@mda.mil</a></td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>3 0 0</td>
<td>Donna Kleefisch and Tina Short Human Resources Specialist <a href="mailto:donna.kleefisch@mda.mil">donna.kleefisch@mda.mil</a></td>
</tr>
</tbody>
</table>

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.
During FY 2021, the DPM completed online courses provided through the Computer/Electronic Accommodations Program (CAP), such as: Providing Reasonable Accommodations (RA) Solutions, Schedule A Process, and Recognizing A Disability, Providing Accommodations for People with Dexterity and Cognitive Disabilities, and Providing RA Solutions for Wounded Service Members. The DPM also completed refresher courses through MDA’s E-Learning Management System (E-LMS) and Cloud Learning Management System (LMS), such as: Applicants Schedule A Disabilities, Hiring PWDs and PWTDs, Hiring and Retaining PWDs, and Applicants with Schedule A Disabilities.

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.

MDA established a vigorous workforce campaign to collaborate and identify programs and resources to recruit job applicants with disabilities and targeted disabilities. In FY 2021, the campaign consisted of work in partnerships with The American Job Centers, Centers for Independent Living, and Employment Network Service to assists in recruitment of applicants with disabilities. In addition, MDA collaborates with the Rochester Institute of Technology for the Deaf. DOH Staffing and DPM partnered with the Workforce Recruitment Program (WRP). WRP is a premier resource of qualified college students and recent graduates with disabilities from more than 380 colleges and universities nationwide. Candidates represent a wide variety of academic majors and career interests including business, law, and STEM. Every candidate is Schedule A eligible, and the database is composed of veterans with disabilities. MDA participated in virtual recruitment events, conferences, job fairs, Department of Labor WRP Training, and Alabama Department of Rehabilitation Services’ annual job summit to recruit PWDs and PWTDs. DOH collaborates with the Wounded Warrior Program in an effort to identify qualified applicants with disabilities. MDA’s plan is to continue outreach and recruitment efforts, training, internships, and mentoring programs for PWDs and PWTDs.

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

MDA uses Schedule A hiring and Veteran hiring authorities for non-competitively appointment of PWD and PWTD, veterans with service connected disability rating of 30% or more. Applicants may apply directly to the Special Placement Program Coordinator (SPPC) to be considered for jobs under Schedule A authority. The SPPC can be reached at SelectivePlacementProgram@mda.mil. MDA sends various communications to the workforce through a Communication Round Table, HR weekly, and the Director’s newsletter, emails and internal virtual platforms. Online training sessions are accessible through the internal training portal (Cloud LMS) to all supervisors, managers, and the workforce.
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 SPPC reviews all resumes and paperwork to ensure the applicant met the eligibility for a Schedule A appointment and all basic qualification requirements for the position. The applicant must be able to perform the essential functions of the job. The SPPC sends the hiring official the resume with an explanation of the Schedule A appointing authority. Managers have the option to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (e.g. Merit Promotion, Non-Competitive, and VRA).

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

MDA offers Schedule A Hiring authority informational sessions to hiring officials through briefings and supervisory training. DOH communicates the emphasis of EEOC’s regulatory goals of 12% for PWDs and 2% for PWTDs with hiring officials, prior to recruitment events, with emphasis on Schedule A and Veterans appointments. Managers and supervisors are required to complete online courses related to disability and veteran’s employment training mandated by Executive Order 13518 Veterans Employment Initiative (VEI) through Cloud LMS.

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.

MDA continues to maintain, cultivate, and strengthen relationships with local and state vocational rehabilitation organizations and institutions that place an emphasis on preparing and retaining PWDs and PWTDs for employment in the federal workplace. The agency established a partnerships with: American Job Centers, Centers for Independent Living, Employment Network Service Providers, the Computer/Electronic Accommodation Program (CAP), and Joint Accommodation Network (JAN) in support service PWD and PWTD accommodation request. MDA will continue to enhance its outreach efforts with DoD Workforce Recruitment and Alabama Rehabilitation Services by participating in career fairs and training events serving the interest of PWDs and PWTDs. MDA established collaboration with Workforce Recruitment Program (WRP), which prepares potential candidates for career paths into the federal sector. Lastly, MDA will continue to collaborate with these organizations mentioned above to solicit their services and training through lectures, conferences, and on-site and virtual symposiums, when required to assist PWDs and PWTDs in the workplace.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

During FY 2021 reporting period, among the 220 new hires entered into MDA’s permanent workforce, four (1.82%) were PWTDs, which falls short of the 2% goal hiring goal for PWTDs.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total</th>
<th>Reportable Disability</th>
<th>Targeted Disability</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
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<tr>
<td></td>
<td></td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>% of Total Applicants</th>
<th>(#)</th>
<th>(%)</th>
<th>(%)</th>
<th>(%)</th>
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</thead>
<tbody>
<tr>
<td>% of Qualified Applicants</td>
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<td></td>
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<tr>
<td>% of New Hires</td>
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**New Hires to Mission-Critical Occupations**

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<td>New Hires (%)</td>
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<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
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</table>

**FY 2021 Hires vs. Hires vs. Hires**

FY 2021 Hires Qualified vs. Hires Qualified vs. Hires 0343 (9) Hires: PWD: 7.12% - 0.00% PWTD: 4.11% - 0.00% 0560 (0) Hires: PWD: N/A PWTD: N/A 0801 (8) Hires: PWD: 4.73% - 0.00% PWTD: 3.55% - 0.00% 1102 (1) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 1515 (2) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 2210 (15) Hires: PWD: 7.13% - 0.00% PWTD: 3.00% - 0.00% During FY2021, MDA experienced a limited number of new hires in the MCO positions. Moving forward, MDA will continue to monitor all participation rates for MCOs to ensure appropriate plans are developed to eliminate any identified barriers.

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

**FY 2021 Hires vs. Hires vs. Hires**

**New Hires to Mission-Critical Occupations**

<table>
<thead>
<tr>
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<tr>
<td></td>
<td></td>
<td>New Hires (%)</td>
<td>New Hires (%)</td>
</tr>
<tr>
<td>Numerical Goal</td>
<td>--</td>
<td>12%</td>
<td>2%</td>
</tr>
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</table>

FY 2021 Hires Applicants vs. Qualified Applicants vs. Qualified 0343 (0) Hires: PWD: 0.00% PWTD: 0.00% 0560 (0) Hires: PWD: 0.00% PWTD: 0.00% 0801 (0) Hires: PWD: N/A PWTD: N/A 1102 (0) Hires: PWD: 0.00% PWTD: 0.00% 1515 (0) Hires: PWD: 0.00% PWTD: 0.00% 2210 (2) Hires: PWD: 14.29% - 18.18% PWTD: 10.71% - 18.18% During FY2021, there were two qualified PWDs/PWTDs out of four internal applications for MCO 2210. MDA will engage with internal stakeholders to determine why the other two were not found qualified.

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

   a. Promotions for MCO (PWD)  
      Answer  Yes  
   b. Promotions for MCO (PWTD)  
      Answer  Yes

**FY 2021 Hires vs. Hires vs. Hires**

**New Hires to Mission-Critical Occupations**

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

FY 2021 Hires Qualified vs. Promotions Qualified vs. Promotions 0343 (0) Hires: PWD: 0.00%-0.00% PWTD: 0.00%-0.00% 0560 (0) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 0801 (0) Hires: PWD: N/A PWTD: N/A 1102 (0) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 1515 (0) Hires: PWD: N/A PWTD: N/A 2210 (2) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% During FY2021, MDA experienced a limited number of new hires. There were two qualified PWD/PWTD applicants for MCO 2210 that were referred but not selected. Therefore further inquiry into why they were not selected will be conducted.
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.

All MDA federal civilian employees in acquisition-coded positions are required to participate in acquisition training and to secure Diversity and Welfare certifications. Additionally, agency employees, PWDs and PWTDs, may participate in rotational and detail assignments that are made available within the Department of Defense. All employees are required to develop an Individualized Development Plan (IDP), which assist with career developing needs. MDA also sponsors an MDA Scholarship Program (MSP) in which employees can receive funds for long-term, full-time (LTFT) training to pursue masters and/or doctorate degrees directly related to MDA mission requirements. MDA provides tuition assistance to its civilian employees for selected schools that are accredited by a nationally recognized accrediting organization to provide a curriculum of post-secondary education for the selected degree. The MDA Executive Mentorship Program provides face-to-face mentoring sessions for Agency’s employees with MDA Senior Leaders. Leadership development opportunities exist for all qualified GS-12 to SES employees through programs, such as: Leadership Succession Review, Executive Readiness (XR), and Career Development Program (CDP). MDA also encourages its employee to include PWDs and PWTDs to participate in management, leadership, and career development programs through employee resource groups and a variety of other communication venues throughout the agency. Hiring Managers are reminded to consider permanently assigned PWDs and PWTDs for career development opportunities as part of their Individual Development Planning process. Developmental opportunities are broadly communicated through the agency’s internal newsletters and website for its entire workforce.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

MDA provides career development opportunities through the Key Leadership Development Program (KLDP) in partnership with the Defense Acquisition University (DAU) and the internal Missile Defense Career Development Program (MDCDP). The KLDP was designed to address the Under Secretary of Defense (USD) Acquisition, Technology, and Logistics (AT&L) Frank Kendall’s memorandum with the subject “Key Leadership Positions and Qualification Criteria.” The program supports the development and sustainment of potential acquisition leaders (GS 13/14/15 equivalent) who can operate effectively in increasingly complex environments. The MDCDP is a select program within the MDA. The purpose of this program is to develop entry-level employees into fully productive workforce members within MDA. The MDCDP offers an extraordinary opportunity for those who desire to gain a head start on their professional career, acquire valuable technical and professional experience, and feel a sense of pride supporting the mission of the Missile Defense Agency. The MDCDP offers a challenging environment with opportunities to become certified in a designated career field, travel for enriching learning experiences, experience a variety of opportunities across MDA within their career fields, and exposure to senior leadership. MDA supervisors are committed to developing their employee skills and competencies to ensure effective job performance. This commitment takes into account current and future needs for administrative, technical, professional, leadership, and managerial skills. MDA leadership supports long-term training, to include college courses that develop an employee’s knowledge, skills, and abilities in current positions. In addition to traditional classroom training, MDA supports and encourages members at all levels of the workforce to pursue career-broadening rotations at MDA geographic locations and within DoD component. MDA’s Diversity, Wellness, and Morale Advisory Council (DWAMC) serves as liaisons for the workforce feedback, ideas, recommendations regarding diversity management, employee engagement, wellness and mentorship. DWAMC defines and communicates the tips and identifying a mentor, creating a culture, and recognizing responsibilities for mentors and mentees. MDA allows its employees to participate in the DoD Public-Private Talent Exchange Program (PPTE). PPTE is a six month acquisition exchange program that provides a professional development to gain a better understanding of each other’s business operations and share innovative best practices.

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

Based on the available applicant flow data, we are unable to identify all of the applicants and selectees disability status; therefore, we cannot conclusively determine at this time whether a trigger exists for PWDs in our career development programs. The plan moving forward is to meet with our internal stakeholders within HR to implement a tracking process to gather this data in the future.

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

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

Based on the available applicant flow data, we are unable to identify all of the applicants and selectees disability status; therefore, we cannot conclusively determine at this time whether a trigger exists for PWTDs in our career development programs. The plan moving forward is to meet with our internal stakeholders within HR to implement a tracking process to gather this data in the future.

C. AWARDS

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

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

Time Off Awards: The inclusion rate for PWDs (0.26%) exceeded whereas, PWTDs (0.00%) fell below the inclusion rate for employees with no disability (0.14%) for time-off awards between one to ten hours. The inclusion rate for PWDs (1.31%) and PWTDs (3.75%) exceeded the inclusion rate for PWNDs employees with no disability (0.60%) for time-off awards of between 11 to 20 hours. The inclusion rate for PWDs (0.52%) and PWTDs (0.00%) fell below the inclusion rate for PWNDs employees with no disability (1.43%) for time-off awards of between 21 to 30 hours. The inclusion rate for PWDs (0.52%) and PWTDs (0.00%) fell below the inclusion rate for employees with no disability (0.60%) for time-off awards of between 31 to 40 hours. There were no
time-off awards of 41 or more hours; the inclusion rate for PWDs and PWTDs was N/A. Cash Awards: The inclusion rate for PWDs (8.62%) and PWTDs (7.5%) in cash awards $500 or less fell slightly below the inclusion rate for PWNDs (11.11%). The inclusion rate for PWDs (4.18%) and PWTDs (2.5%) in cash awards $501 - $999 fell below the inclusion rate for PWNDs (5.83%). The inclusion rate for PWDs (29.50%) and PWTDs (23.75%) in cash awards $1000 - $1999 fell below the inclusion rate for PWNDs (31.33%). The inclusion rate for PWDs (15.40%) fell below whereas, PWTDs (16.25%) in cash awards $2000 - $2999 exceeded the inclusion rate for PWNDs (15.59%). The inclusion rate for PWDs (3.39%) and PWTDs (6.25%) in cash awards $3000 - $3999 exceeded the inclusion rate for PWNDs (2.50%). The inclusion rate for PWDs (0.52%) exceeded whereas, PWTDs (0.00%) in cash awards $4000 - $4999 fell below the inclusion rate for PWNDs (0.51%). The inclusion rate for PWDs (10.44%) and PWTDs (16.25%) in cash awards $5000 or more exceeded the inclusion rate for PWNDs (7.68%).

<table>
<thead>
<tr>
<th>Time-Off Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Off Awards 1 - 10 hours: Awards Given</td>
<td>4</td>
<td>0.26</td>
<td>0.14</td>
<td>0.00</td>
<td>0.33</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Total Hours</td>
<td>32</td>
<td>2.09</td>
<td>1.11</td>
<td>0.00</td>
<td>2.64</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 Hours: Average Hours</td>
<td>8</td>
<td>2.09</td>
<td>0.37</td>
<td>0.00</td>
<td>2.64</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
<td>19</td>
<td>1.31</td>
<td>0.60</td>
<td>3.75</td>
<td>0.66</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Total Hours</td>
<td>314</td>
<td>21.93</td>
<td>9.81</td>
<td>60.00</td>
<td>11.88</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 Hours: Average Hours</td>
<td>16</td>
<td>4.18</td>
<td>0.74</td>
<td>20.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given</td>
<td>34</td>
<td>0.52</td>
<td>1.43</td>
<td>0.00</td>
<td>0.66</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Total Hours</td>
<td>828</td>
<td>12.53</td>
<td>34.98</td>
<td>0.00</td>
<td>15.84</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 Hours: Average Hours</td>
<td>24</td>
<td>6.27</td>
<td>1.11</td>
<td>0.00</td>
<td>7.92</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
<td>16</td>
<td>0.52</td>
<td>0.60</td>
<td>0.00</td>
<td>0.66</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 Hours: Total Hours</td>
<td>576</td>
<td>16.71</td>
<td>22.21</td>
<td>0.00</td>
<td>21.12</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 Hours: Average Hours</td>
<td>36</td>
<td>8.36</td>
<td>1.67</td>
<td>0.00</td>
<td>10.56</td>
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<tr>
<td>Time-Off Awards 41 or more Hours: Awards Given</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Total Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 41 or more Hours: Average Hours</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Awards</th>
<th>Total (#)</th>
<th>Reportable Disability %</th>
<th>Without Reportable Disability %</th>
<th>Targeted Disability %</th>
<th>Without Targeted Disability %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Awards: $501 - $999: Awards Given</td>
<td>148</td>
<td>4.18</td>
<td>5.83</td>
<td>2.50</td>
<td>4.62</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Total Amount</td>
<td>112359</td>
<td>3151.96</td>
<td>4429.66</td>
<td>2171.25</td>
<td>3410.89</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
<td>759</td>
<td>196.87</td>
<td>35.12</td>
<td>1085.00</td>
<td>-37.62</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
<td>824</td>
<td>29.50</td>
<td>31.33</td>
<td>23.75</td>
<td>31.02</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Total Amount</td>
<td>1098222</td>
<td>37398.17</td>
<td>42096.39</td>
<td>29807.50</td>
<td>39402.31</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Average Amount</td>
<td>1332</td>
<td>330.81</td>
<td>62.15</td>
<td>1568.75</td>
<td>3.96</td>
</tr>
</tbody>
</table>
2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.
   a. Pay Increases (PWD) Answer No
   b. Pay Increases (PWTD) Answer Yes

The inclusion rate for PWTDs (0.00%) in performance based pay increase was below the inclusion rate for employees with no disability (0.09%).

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  No
ii. Internal Selections (PWD)  Answer  No

b. Grade GS-15
i. Qualified Internal Applicants (PWD)  Answer  No
ii. Internal Selections (PWD)  Answer  No

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

N/A

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  No
ii. Internal Selections (PWTD)  Answer  No

b. Grade GS-15
i. Qualified Internal Applicants (PWTD)  Answer  No
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

N/A

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.
In FY 2021, the percentage of PWDs among the qualified internal applicants for grade GS-13 (2.17%), GS-14 (7.14%), and SES (0.00%) fell below the benchmark.

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

In FY 2021, the percentage of PWTDs among the new hires at grade SES (0.00%) fell below the benchmark.

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 No
      ii. Internal Selections (PWD) Answer No
   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

Not applicable.

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  No
ii. Internal Selections (PWTD)  Answer  No

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

Not applicable.

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

Not applicable.

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

Not applicable.

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

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

Number of Perm Employees: NO DIS – 2294 PWD – 383 VOL SEP
Inclusion Rate: NO DIS – 2.62% (60) PWD – 4.44% (17)
InVOL Sep Inclusion Rate: NO DIS – 0.00% (0) PWD – 0.00% (0) The inclusion rate for PWDs (4.44%) exceeded the inclusion rate of persons with no disability (2.62%) for voluntary separations.

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

Number of Perm Employees: NO DIS – 2294 PWTD – 80 VOL SEP
Inclusion Rate: NO DIS – 2.62% (60) PWTD – 1.25% (1)
InVOL Sep Inclusion Rate: NO DIS – 0.00% (0) PWTD – 0.00% (0)

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.

During FY 2021, there was a trigger involving the separation rates of PWDs having left at greater rates than people with no disability. The workforce data tables indicated these individuals left MDA primarily due to resignation and retirement. In the upcoming reporting period, MDA will conduct a more thorough review of the exit interview results to gather direct feedback as to why individuals chose to resign.

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.


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 MDA Public Website for the “Architectural Barriers Act” policy located on the public website https://www.mda.mil/careers/diversity.html: select the following link: https://www.access-board.gov/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.

   The Office of the Chief Information Officer (IC) and the Equal Opportunity and Diversity Management Office (EO) continues to take a collaborative approach to improve accessibility to our facilities for agency technology through its policies, programs and practices by providing electronic information technology (EIT) equipment and services to individual with disabilities. Some of the measures include providing Reasonable Accommodations (RA) to agency employees and educating the workforce by displaying information about the program on agency kiosks and ensuring high visibility of 508 information on the Unclassified Missile Defense Agency Knowledge Online (UMKO). In addition, announcing upcoming employee training for the RA Program on the UMKO. Ongoing measures include enhancements to the RA IT Service Catalog, which consists of an automated workflow that manages the request, approval, fulfillment and delivery of electronic or ergonomic information technology (EIT) equipment. Based on metrics and trend analysis of processing RA requests is monitored to further streamline the RA lifecycle. The Occupant Emergency Plan (OEP) or Emergency Action Plan (EAP) reduces risks of personnel, property, and other assets while minimizing work disruption in the event of an emergency. An emergency may involve fires, bomb threats, explosions, hazardous materials (HAZMAT), demonstrations, civil disturbances, hostage situations, floods, hurricanes, winter storms, tornadoes, power failures, or earthquakes as well as other natural and human caused disasters. There are many means of communicating to PWDs within the agency, which are as follows: Emergency Communications: Fire alarms that are equipped with audible and visual strobes should phone lines become inoperable. The Occupant Emergency Coordinator (OEC) will use available employees as messengers to maintain communications, emergency E-Alerts will pop-up and emails, and/or security personnel will dispatched to make announcements. Occupant Emergency Organization (OEO): All occupant emergency personnel are assigned to a MDA facility to assist in an emergency, which is an integral part of this plan. These key personnel will support the evacuation process and area of refuge procedures. Training: Training is provided for OEO personnel to familiarize themselves with their roles and responsibilities in support of the OEP. Such training consists of testing alarms, signals, and other methods of communication to ensure that they are working properly and allow personnel to practice the evacuation drills in advance.

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 timeframe for processing RA requests during the reporting period was 20 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 MDA has revised and posted its RA instructions to both internal and external portal pages. The procedures were disseminated to the entire workforce via a Communication Roundtable Message and its HR Bulletin. MDA revised its training modules to include examples of disability-based harassment and the use of special hiring authorities; to include Schedule A. The agency continues to provide disability and reasonable accommodation briefing to the workforce during the new employee orientation.

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 MDA has revised its Personal Assistance Services (PAS) Instructions for the workforce. The instruction is posted on the agency’s internal and external portal pages. MDA has successfully employed two contract employees to assist an agency employee during this reporting period.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

   Answer  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.

   Not applicable.

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.
Section VIII: Identification and Removal of Barriers

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

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

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

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments.
**STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:**

Provide a brief narrative describing the condition at issue.

How was the condition recognized as a potential barrier?

**STATEMENT OF BARRIER GROUPS:**

**Barrier Group**

People with Disabilities

**Barrier Analysis Process Completed?:** Y

**Barrier(s) Identified?:** Y

**STATEMENT OF IDENTIFIED BARRIER:**

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

<table>
<thead>
<tr>
<th>Barrier Name</th>
<th>Description of Policy, Procedure, or Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDA lacks a targeted strategic hiring plan for PWD.</td>
<td>MDA lacks a targeted strategic hiring plan for PWD.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective(s) and Dates for EEO Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Date Initiated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Official(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Director for Equal Opportunity and Diversity Management</td>
</tr>
<tr>
<td>Director, Human Resources</td>
</tr>
</tbody>
</table>

**Planned Activities Toward Completion of Objective**

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding?</th>
<th>Modified Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2021</td>
<td>Increase recruitment and outreach opportunities to attract candidates with disabilities.</td>
<td>Yes</td>
<td>09/30/2021</td>
<td></td>
</tr>
<tr>
<td>09/30/2021</td>
<td>Provide Schedule A training to managers and selecting officials</td>
<td>Yes</td>
<td>09/30/2021</td>
<td></td>
</tr>
<tr>
<td>10/01/2020</td>
<td>Resurvey the workforce to updated their disability status</td>
<td>Yes</td>
<td>10/30/2020</td>
<td></td>
</tr>
<tr>
<td>09/30/2021</td>
<td>Incorporate Schedule A awareness during Personnel Management Board (PMB)</td>
<td>Yes</td>
<td>09/30/2021</td>
<td></td>
</tr>
<tr>
<td>Target Date</td>
<td>Planned Activities</td>
<td>Sufficient Staffing &amp; Funding?</td>
<td>Modified Date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------</td>
<td>---------------------------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>09/30/2021</td>
<td>Seek input from selecting officials’ about any possible concerns related to the hiring process</td>
<td>Yes</td>
<td></td>
<td>09/30/2021</td>
</tr>
</tbody>
</table>

**Report of Accomplishments**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>MDA met the federal hiring goal for PWD (13.56%) and PWTD (2.84%). Prior to 2017, MDA used the old disability data codes when individuals were filling out the optional Self-Identification SF 256 form; however, now MDA is using the new SF 256, which caused an increase in our hiring goals for PWDs and PWTDs. MDA will continue to monitor the hiring goals and continue to work on future retention strategies. MDA secured a contract to provide Personal Assistance Services (PAS) for employees with targeted disabilities requiring assistance with daily life activities. MDA received approval from to secured the use of the AbilityOne/NIB Program to support a five (5) person team provide Closeout support services requirements. MDA HR Staffing onboard (350) PWDs through its recruitment efforts in FY 2020. MDA continues to participate in job fairs designed to increase the employment rate for PWDs and PWTDs. Job Fair for People with Disabilities designed to bridge the gap between employers and the disability community. The agency’s participation in the job fair served as an opportunity to maintain and establish professional relationships and discuss potential job and/or internship opportunities for fair attendees.</td>
</tr>
</tbody>
</table>
**Source of the Trigger:** Workforce Data (if so identify the table)

**Specific Workforce Data Table:** Workforce Data Table - B1

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

The participation rate of PWTD is below the federal goal of 2 percent.

**STATEMENT OF BARRIER GROUPS:**

**Barrier Group**

People with Targeted Disabilities

**Barrier Analysis Process Completed?:** Y

**Barrier(s) Identified?:** Y

**STATEMENT OF IDENTIFIED BARRIER:**

MDA lacks a targeted strategic hiring plan for PWTD. To increase the participation rate of PWTD to the federal goal of 2 percent.

**Objective(s) and Dates for EEO Plan**

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Target Date</th>
<th>Sufficient Funding / Staffing?</th>
<th>Date Modified</th>
<th>Date Completed</th>
<th>Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Responsible Official(s)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Standards Address The Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Human Resources</td>
<td>Laura Tynan</td>
<td>Yes</td>
</tr>
<tr>
<td>Director for Equal Opportunity and Diversity Management</td>
<td>Meltina Bynum</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Planned Activities Toward Completion of Objective**

<table>
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<tr>
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<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding?</th>
<th>Modified Date</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
<td>09/30/2021</td>
<td>Increase recruitment and outreach opportunities to attract candidates with disabilities.</td>
<td>Yes</td>
<td></td>
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<tr>
<td>09/30/2021</td>
<td>Seek input from selecting officials' about any possible concerns related to the hiring process</td>
<td>Yes</td>
<td></td>
<td>09/30/2021</td>
</tr>
<tr>
<td>09/30/2021</td>
<td>Provide Schedule A training to managers and selecting officials</td>
<td>Yes</td>
<td></td>
<td>09/30/2021</td>
</tr>
<tr>
<td>Target Date</td>
<td>Planned Activities</td>
<td>Sufficient Staffing &amp; Funding?</td>
<td>Modified Date</td>
<td>Completion Date</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>09/30/2021</td>
<td>Incorporate Schedule A awareness during Personnel Matters Board (PMB)</td>
<td>Yes</td>
<td></td>
<td>09/30/2021</td>
</tr>
<tr>
<td>10/01/2020</td>
<td>Resurvey the workforce to updated their disability status</td>
<td>Yes</td>
<td></td>
<td>10/30/2020</td>
</tr>
</tbody>
</table>

**Report of Accomplishments**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>MDA met the federal hiring goal for PWD (13.56%) and PWTD (2.84%). Prior to 2017, MDA were using the old disability data codes when individuals were filling out the optional Self-Identification SF 256 form; however, now MDA is using the new SF 256, which caused an increase in our hiring goals for PWDs and PWTDs. MDA will continue to monitor the hiring goals and continue to work on future retention strategies. MDA secured a contract to provide Personal Assistance Services (PAS) for employees with targeted disabilities requiring assistance with daily life activities. MDA received approval from to secured the use of the AbilityOne/NIB Program to support a five (5) person team provide Closeout support services requirements. MDA HR Staffing onboard (350) PWDs through its recruitment efforts in FY 2020. MDA continues to participate in job fairs designed to increase the employment rate for PWDs and PTWDs. Job Fair for People with Disabilities designed to bridge the gap between employers and the disability community. The agency’s participation in the job fair served as an opportunity to maintain and establish professional relationships and discuss potential job and/or internship opportunities for fair attendees.</td>
</tr>
</tbody>
</table>
**Source of the Trigger:** Workforce Data (if so identify the table)

**Specific Workforce Data Table:** Workforce Data Table - B4

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

The participation rate of PWDs and PWTDs is below the federal goal of 12% and 2% for Senior Grade levels GS-12-SES and its equivalent.

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

**STATEMENT OF BARRIER GROUPS:**

- **Barrier Group**
  - People with Targeted Disabilities

**Barrier Analysis Process Completed?:** N

**Barrier(s) Identified?:** N

**STATEMENT OF IDENTIFIED BARRIER:**

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

<table>
<thead>
<tr>
<th>Barrier Name</th>
<th>Description of Policy, Procedure, or Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable/On-going</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

**Objective(s) and Dates for EEO Plan**

<table>
<thead>
<tr>
<th>Date Initiated</th>
<th>Target Date</th>
<th>Sufficient Funding / Staffing?</th>
<th>Date Modified</th>
<th>Date Completed</th>
<th>Objective Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/2022</td>
<td>09/30/2025</td>
<td>Yes</td>
<td></td>
<td></td>
<td>To increase the participation rate of PWDs and PWTDs to the federal goal of 12% and 2%.</td>
</tr>
</tbody>
</table>

**Responsible Official(s)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Standards Address The Plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>EO Director</td>
<td>Meltina Bynum</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Planned Activities Toward Completion of Objective**

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Planned Activities</th>
<th>Sufficient Staffing &amp; Funding?</th>
<th>Modified Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/30/2022</td>
<td>Schedule quarterly meetings with DOH to determine recruitment, promotion and advancement opportunities for PWTDs.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report of Accomplishments**

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<thead>
<tr>
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</tr>
</thead>
</table>
4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

   Not applicable.

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

   Not applicable.

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.

   Not applicable.