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

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

Section I: Efforts to Reach Regulatory Goals

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWD)  Answer  No
   b. Cluster GS-11 to SES (PWD)  Answer  No

GS-1 to GS-10: 24 percent; GS-11 to SES: 17 percent. No triggers were identified.

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.
   a. Cluster GS-1 to GS-10 (PWTD)  Answer  No
   b. Cluster GS-11 to SES (PWTD)  Answer  No

GS-1 to GS-10: 17 percent (an increase of 8 percent from FY 2021), GS-11 to SES: 3 percent. No triggers identified.

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

   The EEO Director communicates hiring goals to the DoD OIG Senior Leaders and Human Capital Management.

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></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>Processing applications from PWD and PWTD</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Architectural Barriers Act Compliance</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Answering questions from the public about hiring authorities that take disability into account</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Special Emphasis Program for PWD and PWTD</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Processing reasonable accommodation requests from applicants and employees</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Section 508 Compliance</td>
<td>0</td>
<td>0</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.

Answer Yes

The DPM is fully qualified to perform the responsibilities of the role. One-on-one training specific to Schedule A(u) hiring and certification of medical documentation was provided by the DPM to the SPPC in FY 2022. Training on Disability Hiring Authorities and Schedule A certification was conducted with HR Staffing within this reporting period. Four (4) Special Emphasis Program Staff attended the SEP course in January 2023.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes
Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

The DoD OIG uses USAJobs and the Workforce Recruitment Program (WRP). OEEO staff plan to work with Human Capital Management (HCM) staff to develop a multi-pronged, multi-year strategy to increase outreach and recruitment of PWD and PWTD.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce.

The DoD OIG uses Schedule A(u), onboarding 2 personnel in FY 2022.

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

Appointment eligibility is confirmed by either the SPPC with a certified Schedule A(u) letter, or by the DPM through medical documentation. Once the SPPC or the DPM determines eligibility, the application is provided to the relevant hiring official.

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

Answer: Yes

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.

Due to the COVID-19 pandemic, the DoD OIG did not conduct outreach in FY 2022. OEEO staff plan to work with HCM to develop a multi-pronged, multi-year strategy to increase outreach and recruitment of PWD and PWTD.

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.
New Hires for PWD: 9 percent New Hires for PWTD: 1 percent. The DoD OIG believes this trigger is an indication newly hired personnel do not understand the importance of filling out the SF-256. DoD OIG also recognizes new employees may not feel comfortable in identifying their status while onboarding. 28 percent of new hires selected ‘I DO NOT WISH TO IDENTIFY MY DISABILITY OR HEALTH CONDITION’, which was not counted in the percentages above. If counted, OIG would be above the 12 percent PWD and 2 PWDT percent goals. Quarterly surveying indicates employees later identify their status once they have been on board for a period of time and have built trust within their work environment.

<table>
<thead>
<tr>
<th>New Hires</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Permanent Workforce</td>
<td>Temporary Workforce</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(%)</td>
<td>(%)</td>
</tr>
<tr>
<td>% of Total Applicants</td>
<td>931</td>
<td>5.16</td>
<td>1.50</td>
</tr>
<tr>
<td>% of Qualified Applicants</td>
<td>520</td>
<td>3.65</td>
<td>2.69</td>
</tr>
<tr>
<td>% of New Hires</td>
<td>6</td>
<td>16.67</td>
<td>0.00</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 No
   b. New Hires for MCO (PWTD) Answer No

There were external applicants for only the 0511 and 0343 series. These data show that each PWD and PWTD applicant was determined to be qualified, indicating no trigger in the qualified applicant pools. In the MCOs there were only two selections made (both in the 0343 series). As such, no triggers in selections could be identified.

<table>
<thead>
<tr>
<th>New Hires to Mission-Critical Occupations</th>
<th>Total (#)</th>
<th>Reportable Disability</th>
<th>Targetable Disability</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>0343 MANAGEMENT AND PROGRAM ANALYST</td>
<td>2</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>0511 ACCOUNTANTS/AUDITORS</td>
<td>2</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1810 GENERAL INVESTIGATORS</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>1811 CRIMINAL INVESTIGATORS</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

   a. Qualified Applicants for MCO (PWD) Answer No
   b. Qualified Applicants for MCO (PWTD) Answer No
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

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

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

A. ADVANCEMENT PROGRAM PLAN

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

The DoD OIG established seven Special Emphasis Programs (SEPMs) in FY 2021, including a People w/Disabilities/Disabled Veterans (PWD/DV). The DoD OIG has formalized its PWD SEP charter in FY 2023 and the SEPMs are actively working their current plans.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

The DoD OIG had three Mentoring Programs in FY 2022: (1) Pathways Partnership: Open to recent college graduates and GS-7 and below. (2) Career Connections: Open to all GS-7 through GS-14 employees. (3) Executive and Leader Network: Open to GS-15 and above. Other programs include: Management Development Program open to GS-14 and above and FEI Leadership for a Democratic Society (LDS) Program. The DoD OIG also provides New Supervisor Situational Mentoring upon request.

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

<table>
<thead>
<tr>
<th>Career Development Opportunities</th>
<th>Total Participants</th>
<th>PWD</th>
<th>PWTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants (#)</td>
<td>Selectees (#)</td>
<td>Applicants (%)</td>
</tr>
<tr>
<td>Internship Programs</td>
<td>58</td>
<td>58</td>
<td>15.5%</td>
</tr>
<tr>
<td>Training Programs</td>
<td>4</td>
<td>4</td>
<td>50%</td>
</tr>
<tr>
<td>Fellowship Programs</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Detail Programs</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Mentoring Programs</td>
<td>27</td>
<td>27</td>
<td>29.6%</td>
</tr>
<tr>
<td>Other Career Development Programs</td>
<td>24</td>
<td>13</td>
<td>8.3%</td>
</tr>
<tr>
<td>Coaching Programs</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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.
In FY 2022, affirmative language was added to all mentorship advertising, encouraging employees with disabilities to apply. The agency does not collect or consider disability status when making selections for these programs.

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

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

In FY 2022, affirmative language was added to all mentorship advertising, encouraging employees with disabilities to apply. The agency does not collect or consider disability status when making selections for these programs.

C. AWARDS

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

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

<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>118</td>
<td>5.73</td>
<td>7.51</td>
<td>10.64</td>
<td>4.74</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 hours: Total Hours</td>
<td>930</td>
<td>45.16</td>
<td>59.08</td>
<td>85.11</td>
<td>37.07</td>
</tr>
<tr>
<td>Time-Off Awards 1 - 10 hours: Average Hours</td>
<td>7</td>
<td>2.51</td>
<td>0.58</td>
<td>17.02</td>
<td>-0.43</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Awards Given</td>
<td>338</td>
<td>19.71</td>
<td>21.53</td>
<td>23.40</td>
<td>18.97</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Total Hours</td>
<td>5480</td>
<td>318.28</td>
<td>348.84</td>
<td>382.98</td>
<td>305.17</td>
</tr>
<tr>
<td>Time-Off Awards 11 - 20 hours: Average Hours</td>
<td>16</td>
<td>5.73</td>
<td>1.32</td>
<td>34.04</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 hours: Awards Given</td>
<td>300</td>
<td>28.32</td>
<td>16.83</td>
<td>34.04</td>
<td>27.16</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 hours: Total Hours</td>
<td>7398</td>
<td>705.38</td>
<td>413.86</td>
<td>842.55</td>
<td>677.59</td>
</tr>
<tr>
<td>Time-Off Awards 21 - 30 hours: Average Hours</td>
<td>24</td>
<td>8.60</td>
<td>1.98</td>
<td>51.06</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 hours: Awards Given</td>
<td>883</td>
<td>53.41</td>
<td>55.53</td>
<td>40.43</td>
<td>56.03</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 hours: Total Hours</td>
<td>34576</td>
<td>2091.76</td>
<td>2174.92</td>
<td>1582.98</td>
<td>2194.83</td>
</tr>
<tr>
<td>Time-Off Awards 31 - 40 hours: Average Hours</td>
<td>39</td>
<td>13.98</td>
<td>3.22</td>
<td>82.98</td>
<td>0.00</td>
</tr>
<tr>
<td>Time-Off Awards</td>
<td>Total (#)</td>
<td>Reportable Disability %</td>
<td>Without Reportable Disability %</td>
<td>Targeted Disability %</td>
<td>Without Targeted Disability %</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
<td>--------------------------</td>
<td>---------------------------------</td>
<td>-----------------------</td>
<td>-----------------------------</td>
</tr>
<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>44</td>
<td>4.66</td>
<td>2.23</td>
<td>6.38</td>
<td>4.31</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Total Amount</td>
<td>35258</td>
<td>3653.05</td>
<td>1832.59</td>
<td>5240.43</td>
<td>3331.47</td>
</tr>
<tr>
<td>Cash Awards: $501 - $999: Average Amount</td>
<td>801</td>
<td>281.00</td>
<td>67.82</td>
<td>1746.81</td>
<td>-15.95</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Awards Given</td>
<td>317</td>
<td>23.66</td>
<td>18.48</td>
<td>29.79</td>
<td>22.41</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Total Amount</td>
<td>490049</td>
<td>36115.05</td>
<td>28740.92</td>
<td>46608.51</td>
<td>33989.22</td>
</tr>
<tr>
<td>Cash Awards: $1000 - $1999: Average Amount</td>
<td>1545</td>
<td>546.95</td>
<td>128.30</td>
<td>3327.66</td>
<td>-16.38</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Total Amount</td>
<td>901891</td>
<td>50932.62</td>
<td>58119.31</td>
<td>57651.06</td>
<td>49571.55</td>
</tr>
<tr>
<td>Cash Awards: $2000 - $2999: Average Amount</td>
<td>2392</td>
<td>878.14</td>
<td>196.29</td>
<td>5240.43</td>
<td>-5.60</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Awards Given</td>
<td>389</td>
<td>25.09</td>
<td>23.93</td>
<td>25.53</td>
<td>25.00</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Total Amount</td>
<td>1377154</td>
<td>87740.86</td>
<td>85073.43</td>
<td>90976.60</td>
<td>87085.34</td>
</tr>
<tr>
<td>Cash Awards: $3000 - $3999: Average Amount</td>
<td>3540</td>
<td>1253.41</td>
<td>293.32</td>
<td>7580.85</td>
<td>-28.45</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Awards Given</td>
<td>394</td>
<td>26.16</td>
<td>24.75</td>
<td>17.02</td>
<td>28.02</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Total Amount</td>
<td>1743177</td>
<td>115109.32</td>
<td>109703.88</td>
<td>73740.43</td>
<td>123490.09</td>
</tr>
<tr>
<td>Cash Awards: $4000 - $4999: Average Amount</td>
<td>4424</td>
<td>1576.70</td>
<td>365.68</td>
<td>9217.02</td>
<td>28.88</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Awards Given</td>
<td>131</td>
<td>7.53</td>
<td>8.25</td>
<td>0.00</td>
<td>9.05</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Total Amount</td>
<td>860109</td>
<td>56773.12</td>
<td>52573.02</td>
<td>0.00</td>
<td>68274.57</td>
</tr>
<tr>
<td>Cash Awards: $5000 or more: Average Amount</td>
<td>6565</td>
<td>2703.23</td>
<td>525.66</td>
<td>0.00</td>
<td>3250.86</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 No

Of the 57 QSI's awarded this year, 11 (19 percent) were for PWD. This is above the federal goal of 12 percent. There were no QSI's awarded to PWTD; however, as only 57 QSI's were awarded this year; to reach the 2 percent federal goal, the DoD OIG would have had to award one QSI to PWTD. This number is too small to indicate a trigger.
<table>
<thead>
<tr>
<th>Other 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>Total Performance Based Pay Increases Awarded</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

   a. Other Types of Recognition (PWD) Answer No
   b. Other Types of Recognition (PWTD) Answer No

D. PROMOTIONS

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

   a. SES
      i. Qualified Internal Applicants (PWD) Answer 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

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

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

New Hires to SES (PWTD): There were no applicants or selections for external SES positions. New Hires to GS-15 (PWTD): There were no qualified PWTD applicants, resulting in no trigger for selections. New Hires to GS-14 (PWTD): The qualified applicant pool for PWTD is 4.81 percent. While there were no PWTD selections, with only four total selections made in this grade, it is not possible to identify a trigger. New Hires to GS-13 (PWTD): The qualified applicant pool for PWTD is 2.41 percent. Of the selections made, 7.69 percent were PWTD, which does not indicate a trigger.

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

   a. Executives
i. Qualified Internal Applicants (PWD)  Answer 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

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

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

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

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer  No

Two eligible Schedule A(u) employees were converted within the reporting period. The OEEO will encourage HCM to increase Schedule A(u) conversions in FY 2023.

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  Yes

One (1) of five (5) involuntary separations was a PWD/PWTD.

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Reportable Disabilities %</th>
<th>Without Reportable Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Permanent Workforce: Removal</td>
<td>3</td>
<td>0.33</td>
<td>0.14</td>
</tr>
<tr>
<td>Permanent Workforce: Resignation</td>
<td>27</td>
<td>1.00</td>
<td>1.68</td>
</tr>
<tr>
<td>Permanent Workforce: Retirement</td>
<td>47</td>
<td>3.01</td>
<td>2.66</td>
</tr>
<tr>
<td>Permanent Workforce: Other Separations</td>
<td>58</td>
<td>4.01</td>
<td>3.22</td>
</tr>
<tr>
<td>Permanent Workforce: Total Separations</td>
<td>133</td>
<td>8.36</td>
<td>7.57</td>
</tr>
</tbody>
</table>

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

   a. Voluntary Separations (PWTD)  Answer  Yes
   b. Involuntary Separations (PWTD)  Answer  Yes

   a. PWTD voluntary separations were 4 percent, just above the overall agency percentage of 3 percent. Upon further review, this made up three (3) PWTD out of 90 total voluntary separations. b. One (1) of five (5) involuntary separations was a PWD/PWTD.

<table>
<thead>
<tr>
<th>Separations</th>
<th>Total #</th>
<th>Targeted Disabilities %</th>
<th>Without Targeted Disabilities %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Workforce: Reduction in Force</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

The Agency does not track exit survey data by name.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

https://www.dodig.mil/Disclaimers/Accessibility-Section-508/. This site states: For information about Section 508 accessibility for the Department of Defense, please visit: http://dodcio.defense.gov/DoDSection508/StdStmt.aspx. Once link above is selected, site states: For persons with disabilities experiencing difficulties accessing content on a particular website, please use the form @ DoD Section 508 Form. The form is labeled: DoD Section 508 Issues, Complaints and Concerns Form. The DoD OIG has identified the need for a 508 Manager who will work to clarify the internet page to ensure personnel can easily understand where to file a complaint in FY 2023.

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

https://www.dodig.mil/Disclaimers/Accessibility-Section-508/ Facilities Management is managed by Washington Headquarters Services (WHS) and the following contact information is listed at the link above: facilities@dodig.mil. Additional, the following is also provided: Information on the complaint process may be found at: https://www.access-board.gov/aba-enforcement.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

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

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The DoD OIG processed 98 requests for medical and religious reasonable accommodations, to include exemption requests per
Executive Order 14043, in FY 2022. The DoD OIG Disability Program had an average processing time of 19.4 days.

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

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

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

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

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

The DoD OIG published an EEOC approved RA instruction in July 2019 that included PAS processes. PAS language was added to the OIG webpage within the 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.

   N/A

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

   Answer   No
2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

   Answer       No

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

   N/A

Section VIII: Identification and Removal of Barriers

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

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

   Answer       No

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

   Answer       N/A

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

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

   N/A

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

   N/A

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

   N/A