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

> DMA met the goal of 12%, of its total permanent workforce by having 12.35% PWD, but it was slightly lower than FY 2020 (12.39%). DMA had 2 PWD at Cluster GS-1 through GS-10 (0.41%), and 57 at GS-11 through SES (11.72%). However, we had a significant number of individuals with disabilities at higher grade levels. DMA will continue efforts to increase the number of PWD and PWTD in to total permanent workforce.

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

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

    a. Cluster GS-1 to GS-10 (PWTD)   Answer   Yes

    b. Cluster GS-11 to SES (PWTD)   Answer   No

> DMA met the 2% goal by having 3.29 % in the total permanent workforce. DMA had 1 PWTD at Cluster GS-1 through GS-10 (0.20%), and 15 at GS-11 through SES (3.08%).

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	23	2	8.70	1	4.35
Grades GS-11 to SES	458	57	12.45	15	3.28

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

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

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.

<div align="right">Answer   Yes</div>

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	0	wendy.d.miner.civ@mail.m
Architectural Barriers Act Compliance	1	0	0	david.a.rouse.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	terry.e.meadows.civ@mail.
Processing applications from PWD and PWTD	0	0	0	DLA processes DMA applications
Processing reasonable accommodation requests from applicants and employees	1	0	0	khalilah.o.ameen.civ@mail
Special Emphasis Program for PWD and PWTD	1	0	0	khalilah.o.ameen.civ@mail

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.

<div align="right">Answer   Yes</div>

> The staff received EEO training which included information on requesting reasonable accommodations, as well as the role of the Disability Program Manager.

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.

<div align="right">Answer   Yes</div>

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.

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

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

Schedule A; Veterans Recruitment Act; Veterans Employment Opportunity Act; 30 percent or more disabled. DMA has continued targeted recruitment activities and has encouraged hiring managers to make full use of special appointing authorities, such as Schedule A, etc. In 2021, DMA continued to utilize the "Binder list" to match skillsets of those listed with job vacancies. Also, DMA continued to utilize the "Disability Recruitment committee," that specifically targeted the recruitment of individuals with disabilities, which included veterans. DMA will reach out to educational institutions that attract a large number of individuals with disabilities, such as Gallaudet University.

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

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

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

<div align="right">Answer   Yes</div>

Mandatory training on hiring authorities is included in Human Resources Supervisor Training.

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

DMEO worked with its Human Resources 's Workforce Recruitment Program (WRP) team to share the EEOC's recommendations from an EEOC Technical Review regarding recruitment efforts for individuals with disabilities.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

In FY 2021, DMA's new hires for PWD was 8.93% and PWTD was 3.57% .

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

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

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the New Hires information provided, in FY 2021, there were 5.83% (qualified PWD) and 2.58% (qualified PWTD), but none were selected. We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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

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 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there were several internal applicants qualified for MCO positions, but none at the rate we need it to be for either PWD or PWTD. We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are few PWDs and PWTDs qualified or referred, and one PWD and one PWTD selected. We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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

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

A. ADVANCEMENT PROGRAM PLAN

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

DMA will review it policies, procedures and practices to determine if there are more opportunities for advancement for PWD/ PWTD. We will collaborate with other agencies to consider options for providing PWD/PWTD with additional career development opportunities.

B. CAREER DEVELOPMENT OPPORTUNITES

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

In FY 2021, DMA offered the Workforce Development Mentoring Program, Centralized Rotation Program (CRP) and DMA Leads Program for all DMA employees. The Mentoring and CRP (detail) programs are non-competitive. We will continue to work to obtain more workforce data on our career development opportunities.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						
Fellowship Programs						
Coaching Programs						
Training Programs						
Other Career Development Programs	14	12				
Mentoring Programs	21	21				
Detail Programs	13	13				

3.

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

a. Applicants (PWD)   Answer   N/A

b. Selections (PWD)   Answer   N/A

Unfortunately, this workforce data was not fully implemented for FY 2021. DMA is still working with DLA HR Reports Team and DMA Software Solutions team to track this type of data completely and accurately.

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

a. Applicants (PWTD)   Answer   N/A

b. Selections (PWTD)   Answer   N/A

Unfortunately, this workforce data was not fully implemented for FY 2021. DMA is still working with DLA HR Reports Team and DMA Software Solutions team to track this type of data completely and accurately.

C. AWARDS

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

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

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

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	19	5.00	4.15	6.25	4.55
Time-Off Awards 1 - 10 Hours: Total Hours	158	40.00	34.72	50.00	36.36
Time-Off Awards 1 - 10 Hours: Average Hours	8	13.33	2.07	50.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	49	10.00	10.62	6.25	11.36
Time-Off Awards 11 - 20 Hours: Total Hours	816	160.00	178.24	100.00	181.82
Time-Off Awards 11 - 20 Hours: Average Hours	16	26.67	4.15	100.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	132	35.00	24.61	37.50	34.09
Time-Off Awards 21 - 30 Hours: Total Hours	3216	840.00	600.00	900.00	818.18
Time-Off Awards 21 - 30 Hours: Average Hours	24	40.00	6.22	150.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	139	31.67	27.72	25.00	34.09

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 31 - 40 Hours: Total Hours	5408	1253.33	1077.72	1000.00	1345.45
Time-Off Awards 31 - 40 Hours: Average Hours	38	65.00	9.84	250.00	-2.27
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $501 - $999: Awards Given	11	3.33	1.55	12.50	0.00
Cash Awards: $501 - $999: Total Amount	6906	2413.33	831.09	9050.00	0.00
Cash Awards: $501 - $999: Average Amount	627	1206.67	138.34	4525.00	0.00
Cash Awards: $1000 - $1999: Awards Given	81	23.33	15.03	12.50	27.27
Cash Awards: $1000 - $1999: Total Amount	119979	35246.67	22122.80	17631.25	41652.27
Cash Awards: $1000 - $1999: Average Amount	1481	2516.67	381.35	8812.50	227.27
Cash Awards: $2000 - $2999: Awards Given	249	51.67	50.52	43.75	54.55
Cash Awards: $2000 - $2999: Total Amount	581021	120958.33	117833.68	103662.50	127247.73
Cash Awards: $2000 - $2999: Average Amount	2333	3901.67	604.15	14806.25	-63.64
Cash Awards: $3000 - $3999: Awards Given	29	3.33	6.74	0.00	4.55
Cash Awards: $3000 - $3999: Total Amount	98862	11183.33	22927.72	0.00	15250.00
Cash Awards: $3000 - $3999: Average Amount	3409	5591.67	881.61	0.00	7625.00
Cash Awards: $4000 - $4999: Awards Given	11	5.00	1.81	6.25	4.55
Cash Awards: $4000 - $4999: Total Amount	46000	21000.00	7564.77	28125.00	18409.09
Cash Awards: $4000 - $4999: Average Amount	4181	7000.00	1080.57	28125.00	-681.82
Cash Awards: $5000 or more: Awards Given	2	1.67	0.26	0.00	2.27
Cash Awards: $5000 or more: Total Amount	13000	10833.33	1683.94	0.00	14772.73
Cash Awards: $5000 or more: Average Amount	6500	10833.33	1683.94	0.00	14772.73

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

        a. Pay Increases (PWD)   Answer   No

        b. Pay Increases (PWTD)   Answer   No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

         a. Other Types of Recognition (PWD)   Answer   No

         b. Other Types of Recognition (PWTD)   Answer   No

D. PROMOTIONS

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

         a. SES

               i. Qualified Internal Applicants (PWD)   Answer   Yes

               ii. Internal Selections (PWD)   Answer   Yes

         b. Grade GS-15

               i. Qualified Internal Applicants (PWD)   Answer   Yes

               ii. Internal Selections (PWD)   Answer   Yes

         c. Grade GS-14

               i. Qualified Internal Applicants (PWD)   Answer   Yes

               ii. Internal Selections (PWD)   Answer   Yes

         d. Grade GS-13

               i. Qualified Internal Applicants (PWD)   Answer   Yes

               ii. Internal Selections (PWD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 12% goal for PWD and some where we are not meeting the goal. We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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   Yes

    ii. Internal Selections (PWTD)   Answer   Yes

b. Grade GS-15

    i. Qualified Internal Applicants (PWTD)   Answer   Yes

    ii. Internal Selections (PWTD)   Answer   Yes

c. Grade GS-14

    i. Qualified Internal Applicants (PWTD)   Answer   Yes

    ii. Internal Selections (PWTD)   Answer   Yes

d. Grade GS-13

    i. Qualified Internal Applicants (PWTD)   Answer   Yes

    ii. Internal Selections (PWTD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 2% goal for PWTD and some where we are not meeting the goal. We will continue to analyze this data for trends and accuracy. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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

    a. New Hires to SES (PWD)   Answer   Yes

    b. New Hires to GS-15 (PWD)   Answer   Yes

    c. New Hires to GS-14 (PWD)   Answer   Yes

    d. New Hires to GS-13 (PWD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 12% PWD goal and some where we are not meeting the goal. We will continue to analyze this data for trends. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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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   Yes

    b. New Hires to GS-15 (PWTD)   Answer   Yes

    c. New Hires to GS-14 (PWTD)   Answer   Yes

d. New Hires to GS-13 (PWTD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 2% PWTD goal and some where we are not meeting the goal. We will continue to analyze this data for trends. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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   Yes

        ii. Internal Selections (PWD)   Answer   Yes

    b. Managers

        i. Qualified Internal Applicants (PWD)   Answer   Yes

        ii. Internal Selections (PWD)   Answer   Yes

    c. Supervisors

        i. Qualified Internal Applicants (PWD)   Answer   Yes

        ii. Internal Selections (PWD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 12% PWD goal and some where we are not meeting the goal. We will continue to analyze this data for trends. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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   Yes

        ii. Internal Selections (PWTD)   Answer   Yes

    b. Managers

        i. Qualified Internal Applicants (PWTD)   Answer   Yes

        ii. Internal Selections (PWTD)   Answer   Yes

    c. Supervisors

        i. Qualified Internal Applicants (PWTD)   Answer   Yes

ii. Internal Selections (PWTD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 2% PWTD goal and some where we are not meeting the goal. We will continue to analyze this data for trends. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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   Yes

   b. New Hires for Managers (PWD)   Answer   Yes

   c. New Hires for Supervisors (PWD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 12% PWD goal and some where we are not meeting the goal. We will continue to analyze this data for trends. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

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   Yes

   b. New Hires for Managers (PWTD)   Answer   Yes

   c. New Hires for Supervisors (PWTD)   Answer   Yes

FY 2021 is the first time that DMA was able to track this type of data (thanks to the new Advana tool). Based upon the information provided, there are some instances in which the agency is meeting the 2% PWTD goal and some where we are not meeting the goal. We will continue to analyze this data for trends. However, based on the data provided, we do have triggers in this area. We will look for opportunities for improvement by working with the Chief Human Capital Officer and others in leadership positions for options.

Section 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

DMA did not have any Schedule A employees to convert.

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

      a.Voluntary Separations (PWD)   Answer   No

      b.Involuntary Separations (PWD)   Answer   No

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	5	0.00	0.86
Permanent Workforce: Retirement	7	2.86	0.86
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	12	2.86	1.72

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

In FY 2021, we successfully added the disability-related questions to DMA's Exit Interview Survey to include questions pertaining to the improvement of recruitment, hiring, inclusion, retention,and advancement of PWD.

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	5	0.00	0.79
Permanent Workforce: Retirement	7	0.00	1.11
Permanent Workforce: Other Separations	0	0.00	0.00
Permanent Workforce: Total Separations	12	0.00	1.90

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The internet address is www.dma.mil.

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

The internet address is https://www.dma.mil/about-dma/special-staff/diversity-management-and-equal-opportunity.

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.

In FY 2021, DMA began collaborating with the Department of Defense's Office of Diversity, Equity and Inclusion (ODEI) and other appropriate offices to address barrier analysis concerns for employees with disabilities, including targeted disabilities.

C. REASONABLE ACCOMMODATION PROGRAM

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

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

The average time frame was 22 days for approval.

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

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

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

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

DMA's Personal Assistance Services (PAS) policies and procedures are posted on the agency's website. We did not receive any PAS requests in FY 2021.

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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.

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   No</div>

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?

<div align="right">Answer   Yes</div>

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

<div align="right">Answer   Yes</div>

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

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: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Slight decrease in the number of individuals with disabilities in the permanent workforce. Decrease of 0.04% from FY 2020 (12.39%) to FY 2021 (12.35%). We need to monitor this downward change to avoid missing this 12% goal in future FYs.

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.	**Barrier Name**	**Description of Policy, Procedure, or Practice**

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
07/01/2022	09/30/2024	Yes			Ensure that DMA at lease maintains the 12% regulatory goal and move towards exceeding the goal beyond 13%.

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEO Director	Alicia D. Harcum	Yes
Agency Director	Harold E. Pittman	Yes
CHCO Director	Terry Meadows	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
01/01/2023	DMA will review the recruitment and selection processes for new hires.	Yes		
03/01/2023	DMA will conduct extensive review Exit Surveys.	Yes		

Report of Accomplishments	
Fiscal Year	**Accomplishment**

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

Due to continued FY 2021 COVID-19 restrictions and other workload priorities during the period of maximum telework, we were unable to host a PWTD/PWD Open House/Hiring event to recruit individuals with targeted disabilities. We will resume this event when socially appropriate and funding available to conduct virtually. We will revisit the activities listed in the previous AAPs per the following: 1) Use of details and special job assignments for additional career development opportunities for PWD/PWTD. 2) Review the recruitment and selection processes for new hires and promotions for all Mission-Critical Occupations, with the exception of the 0856, 1001, and 1084 series. 3) Conduct focus groups with PWTDs to discuss their career advancement opportunities with the agency.

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

In 2021. DMA continued to utilize the "Disability Recruitment committee," that specifically targeted the recruitment of individuals with disabilities, which included veterans and other Direct Hiring methods. We have Applicant Flow Data in place and will carefully review the FY 2021 for accuracy and trends. Our MD-715 report for FY 2021 includes initial the Applicant Flow Data received from DoD new Advana tool. We also plan to collaborate with our Human Resources staff to develop a more efficient way of tracking Schedule A employees.

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.

As mentioned previously, DMA will revisit the planned activities listed in previous AAPs to ensure we do not lose sight of our plans. We informed our Workforce Recruitment Team of the EEOC's recommendation of expanding contacts with disability organizations to include the American Job Centers, State Vocational Rehabilitation Agencies, Centers for Independent Living, and Employment Network Service providers in order to recruit more PWD/PWTD. In addition, DMA will incorporate the EEOC's recommendations from a Technical Visit to ensure we use EEO complaint data, EEO grievance data, surveys and anecdotal information from disability organizations when conducting the agency's barrier analysis. Lastly, we will continue collaborating with other Department of Defense agencies to assist with our barrier analysis efforts.