

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 | No |

The GS-1 to GS-10 Cluster decreased in representation of PWD during FY22 (0.22) in comparison with FY21 (0.42%). The analysis also noted that representation of employees in Cluster GS-1 to GS-10 decreased in from 29 employees in FY21 to 14 employees in FY22.

*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 |

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	14	3	21.43	1	7.14
Grades GS-11 to SES	1218	187	15.35	47	3.86

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

Information regarding the numerical goals is shared with hiring officials and Managers during the Strategic Recruitment Discussions (SRDs) to improve the incorporation of information regarding special hiring authorities for veterans, disabled veterans and 30% or more disabled veterans, PWDs and PWTDs.

Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing reasonable accommodation requests from applicants and employees	1	0	0	Sherry Parker Supervisory HR Specialist
Processing applications from PWD and PWTD	1	0	0	Jacqueline Preliou-Holland Human Resource Specialist
Architectural Barriers Act Compliance	1	0	0	Eric Reed Facilities Plans and Space Eric.c.reed8.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Cheryl B. Williams-Payton SEPM Program Manager
Special Emphasis Program for PWD and PWTD	1	0	0	Cheryl B. Williams-Payton SEPM Program Manager
Section 508 Compliance	1	0	0	James Taylor 508 Coordinator

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

In FY22, the Disability Program Manager received one-on-one training designed to increase the knowledge and skills related to preparation of the MD-715 Part J and Applicant Flow Data.

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.

DTRA Outreach Team partnered with the Department of Defense's Operation Warfighter (OWF) Program. In FY22, DTRA participated in four Employment and Education Initiatives (E2I) & Operation Warfighter (OWF) Programs, the inaugural virtual event, two additional virtual and one in-person event, with a total of 455 OWF Internship candidates receiving positive DTRA brand-messaging and exposure of potential next generation workforce. At the career fairs, Persons with Disabilities (PWD) were able to provide their resumes and Schedule A letter to the Agency's Disability Program Manager. DTRA Outreach participated in several successful Diversity, disabled, veteran, and STEM outreach engagements, resulting with over 7,000 participants introduced to the DTRA, DoD and Federal employment, Diversity, inclusion, culture and opportunities. Outreach collaboration with Handshake rendered over 80 various nation-wide collegiate events with over 5,000 students, alumni and facilities whom attended DTRA presentations of Agency Overview, Question & Answer sessions, navigation and exploration of www.USAJOBS.gov. Utilizing the Agency Strategic Plan along with the Equity, Diversity and Inclusion Office Diversity Hiring Guidance, DTRA Outreach ensured, facilitated and created open-dialogue for DTRA leaders, key stakeholders, hiring Managers and Employee Resources Groups (ERGs) to reach academia, corporate industry, infinity groups, communities and under-represented groups through outreach efforts. The Selective Placement Program Coordinator (SPCC) coordinated with hiring Managers to consider hiring noncompetitive applicants before announcing the job on USAJobs.gov. DTRA Outreach Team and EI Offices met bi-weekly to discuss the various virtual outreach opportunities.

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

During FY22 the Agency used the following authorities to hire persons with disabilities: 1. Schedule A for PWD and PWTD 2. Pathways 3. Veterans with a 30% or greater disability rating 4. Workforce Recruitment Program 5. Operation Warfighter 6. Veterans' Recruitment Appointment (VRA)

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 Agency USAJobs announcements included language informing applicants they can be considered under Schedule A. In the USAJobs announcements, we defined the position requirements and the required supporting documentation for Schedule A eligibility. Schedule A applicants must meet the specialized experience and best qualified category. To ensure eligibility, the applicant must provide a signed Schedule A letter or other documentation that indicates 30 percent or more disabled. The Special Emphasis Program Manager/DPM provided the Schedule A Applicant's resume to the HR Staffing Team, which is forwarded to a Hiring Official. This process was done outside of the USAJobs competitive process, to ensure all interested Schedule A Applicants have an immediate opportunity to be hired.

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

The HR Staffing Teams with Hiring Managers. Strategic hiring discussions occurred at the PWD and PWTD monitoring strategic. The Disability Program Manager provided disability-related training for Supervisors and hiring Managers that covered the hiring goals and special hiring authorities.

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.

DTRA maintained partnerships with PWD/PWTD organizations (i.e., WRP, Operations Warfighter and other organizations that serve disabled Veterans). DTRA also utilized the Pathways program to recruit and fill positions within the Agency.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	4647	6.52	0.00	3.87	0.00
% of Qualified Applicants	2686	6.07	0.00	3.39	0.00
% of New Hires	42	7.14	0.00	4.76	0.00

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

- a. New Hires for MCO (PWD) Answer Yes
- b. New Hires for MCO (PWTD) Answer Yes

Using the qualified applicant pool as the benchmark triggers were identified among PWD and PWTD new hires for the following MCO series. • Security Administration 0800; PWD 6.02% • International Relations 0131; PWD 5.73%, PWTD 1.27% • Intelligence 0132; PWD 7.29% • Human Resources Management 0201; PWD 5.67%, PWTD 1.70% • Telecommunications 0391; PWD 10.00%, PWTD 0.00% • Financial Administration 0501; PWD 0.00%, PWTD 0.00% • Accounting 0510; PWTD 0.00% • Budget Analysis 0560; PWD 2.76%, PWD 0.55% • Contracting 1102; PWD 6.98% • Computer Science 1550; PWD 8.82% • General Education Training 1701; PWD 10%, • Training Instruction 1712; PWD 7.69%, • Information Technology Management 2210; PWD 5.54%
NOTE: The analysis was conducted based on the data provided by USAStaffing.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0080 SECURITY	0	0.00	0.00
0131 INTERNATIONAL RELATIONS	0	0.00	0.00
0132 INTELLIGENCE	16	6.25	6.25
0201 HUMAN RESOURCES	0	0.00	0.00
0346 LOGISTICS MANAGEMENT	0	0.00	0.00
0391 TELECOMMUNICATIONS	0	0.00	0.00
0501 FINANCIAL ADMINISTRATION & PROGRAM	0	0.00	0.00
0510 ACCOUNTING	0	0.00	0.00
0560 BUDGET ANALYSIS	7	0.00	0.00
1102 CONTRACTING	8	12.50	12.50
1550 COMPUTER SCIENCE	3	33.33	0.00
1701 GENERAL EDUCATION TRAINING	0	0.00	0.00
1712 TRAINING INSTRUCTION	1	0.00	0.00
2010 INVENTORY MANAGEMENT	0	0.00	0.00
2130 TRAFFIC MANAGEMENT	0	0.00	0.00
2210 INFORMATION TECHNOLOGY MANAGEMENT	7	0.00	0.00

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

a. Qualified Applicants for MCO (PWD) Answer Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Using the qualified applicant pool as the benchmark triggers were identified among PWD and PWTD qualified internal applicants for the following MCO series. • Security Administration 0800; PWD 7.76% • International Relations 0131; PWD 6.67% • Intelligence 0132; PWD 7.73% • Human Resources Management 0201; PWD 6.83% • Logistics Management 0346; PWTD 0.00% • Financial Administration 0501; PWD 0.00%, PWTD 0.00% • General Education Training 1701; PWD 10%, PWTD 0.00% • Training Instruction 1712; PWD 11.11% • Inventory Management 2010; PWD 9.09%, PWTD 0.00% • Information Technology Management 2210; PWD 9.92% NOTE: The analysis was conducted based on the data provided by USAStaffing.

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

Using the qualified applicant pool as the benchmark triggers were identified among PWD and PWTD internal competitive promotions for the following MCO series. • Security Administration 0800; PWD 0.00%, PWTD 0.00% • International Relations 0131; PWD 0.00%, PWTD 0.00% • Intelligence 0132; PWD 0.00%, PWTD 0.00% • Logistics Management 0346; PWD 0.00%, PWTD 0.00% • Telecommunications 0391; PWD 0.00%, PWTD 0.00% • Financial Administration 0510; PWD 0.00%, PWTD 0.00% • General Education Training 1701; PWD 0.00%, PWTD 0.00% • Training Instruction 1712; PWD 0.00%, PWTD 0.00% •

Inventory Management 2010; PWD 0.00%, PWTD 0.00% • Traffic Management 2130; PWD 0.00%, PWTD 0.00% • Information Technology Management 2210; PWD 0.00%, PWTD 0.00% NOTE: The analysis was conducted based on the data provided by USAStaffing.

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 Agency provided training for Managers and Supervisors with the goal of increasing their knowledge and equipping them with the tools and resources available for effectively managing PWD and PWTD Employees. Managers and Supervisors were encouraged to promote the career development of all Employees, including PWDs and PWTDs. The Disability Program Manager shared career development and advancement program information with PWD and PWTD Employees. The Disability Program Manager encouraged them to participate in the available career development and advancement programs.

B. CAREER DEVELOPMENT OPPORTUNITES

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

DTRA offered training opportunities for Employees via the DTRA Learning Management System (LMS) online portal and via various DTRA Training and Development SharePoint online portals. DTRA ensured announcements for the Competitive Academic Program, and Competitive Leadership Programs as well as Agency Group Training announcements are sent to all Employees to include PWDs and PWTDs. Other training and development opportunities are available at will be all employees via various DTRA Training and Development SharePoint online portals. DTRA had two (2) PWDs whom participated in Competitive Academic Program(s), one (1) PWD who participated in a Competitive Leadership Development Program, and two (2) PWDs participated in Career Broadening Program(s). Additionally, six (6) PWDs and 2 PWTDs participated in DTRAs mentoring program.

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 (%)
Coaching Programs						
Internship Programs						
Training Programs						
Fellowship Programs						
Detail Programs						
Mentoring Programs	72	72	8.33	8.33	2.77	2.77
Other Career Development Programs	66	33	10.60	16.66	0.00	0.00

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

plan to provide the data in the text box.

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

Analysis of the available data indicated that there is a trigger in all career development programs for applicants and selections of PWDs. Other Career Development Programs at DTRA is made up of Career Broadening, Leadership Development Program, and Competitive Academic Program. While IWDs applied for and were selected for all three programs, representation in the Career Broadening (8.57%) and Competitive Leadership Program (8.69%) PWD applicants were below the benchmark of 12%. NOTE: Analysis was conducted based on data provide by the Office of Human Resources.

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

Analysis of the available data indicated that there is a trigger in all career development programs for applicants and selections of PWTDs. NOTE: Analysis was conducted based on data provide by the Office of Human Resources.

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

The Agency identified triggers involving the percentage of PWDs and PWTDs who received Time Off Awards hours using the inclusion rate as the benchmark, as follows: PWTD whom received a Time Off Award of 1-10 hours PWD whom received a Time Off Award of 11-20 hours PWTD whom received a Time Off Award of 11-20 hours PWD whom received a Time Off Award of 31-40 hours PWTD whom received a Time Off Award of 31-40 hours The Agency identified triggers involving the percentage of PWD and PWTD who received Cash Awards using the inclusion rate as the benchmark, as follows: PWD whom received a Cash Award \$500-\$999 PWD whom received a Cash Award \$2,000-\$2,999 PWTD whom received a Cash Award \$2,000-\$2,999 PWTD whom received a Cash Award \$3,000-\$3,999 PWD whom received a Cash Award \$4,000-\$4,999 PWTD whom received a Cash Award \$4,000-\$4,999 PWD whom received a Cash Award \$5,000 or more PWTD whom received a Cash Award \$5,000 or more
NOTE: The analysis was conducted based on the data provided by ADVANA.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	33	2.99	1.89	0.00	3.97
Time-Off Awards 1 - 10 Hours: Total Hours	265	23.88	15.72	0.00	31.79
Time-Off Awards 1 - 10 Hours: Average Hours	8	3.98	0.84	0.00	5.30
Time-Off Awards 11 - 20 hours: Awards Given	73	4.48	5.35	4.00	4.64
Time-Off Awards 11 - 20 Hours: Total Hours	1214	69.65	90.15	64.00	71.52

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 11 - 20 Hours: Average Hours	16	7.46	1.68	32.00	-0.66
Time-Off Awards 21 - 30 hours: Awards Given	142	13.43	10.38	16.00	12.58
Time-Off Awards 21 - 30 Hours: Total Hours	3461	327.86	252.62	384.00	309.27
Time-Off Awards 21 - 30 Hours: Average Hours	24	11.94	2.52	48.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	732	52.74	57.44	48.00	54.30
Time-Off Awards 31 - 40 Hours: Total Hours	26559	1912.94	2088.78	1752.00	1966.23
Time-Off Awards 31 - 40 Hours: Average Hours	36	17.91	3.77	72.00	0.00
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	385	28.36	29.14	34.00	26.49
Cash Awards: \$501 - \$999: Total Amount	284370	20790.05	21552.20	25428.00	19254.30
Cash Awards: \$501 - \$999: Average Amount	738	364.68	77.46	1494.00	-9.27
Cash Awards: \$1000 - \$1999: Awards Given	310	23.88	22.96	24.00	23.84
Cash Awards: \$1000 - \$1999: Total Amount	356381	27909.95	26117.71	30736.00	26974.17
Cash Awards: \$1000 - \$1999: Average Amount	1149	581.09	119.18	2560.00	-74.17
Cash Awards: \$2000 - \$2999: Awards Given	116	8.96	9.12	8.00	9.27
Cash Awards: \$2000 - \$2999: Total Amount	287179	22149.75	22471.80	18448.00	23375.50
Cash Awards: \$2000 - \$2999: Average Amount	2475	1230.35	258.28	4612.00	110.60
Cash Awards: \$3000 - \$3999: Awards Given	198	14.93	14.68	10.00	16.56
Cash Awards: \$3000 - \$3999: Total Amount	704417	51777.11	52635.53	32150.00	58276.16
Cash Awards: \$3000 - \$3999: Average Amount	3557	1725.87	375.89	6430.00	168.21
Cash Awards: \$4000 - \$4999: Awards Given	193	13.43	15.20	14.00	13.25
Cash Awards: \$4000 - \$4999: Total Amount	873341	60647.26	68993.71	62600.00	60000.66
Cash Awards: \$4000 - \$4999: Average Amount	4525	2245.77	475.79	8942.00	28.48
Cash Awards: \$5000 or more: Awards Given	311	20.40	25.79	16.00	21.85
Cash Awards: \$5000 or more: Total Amount	2376049	146279.60	198900.63	103484.00	160450.33

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$5000 or more: Average Amount	7640	3567.66	808.49	12934.00	466.23

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 Yes

b. Pay Increases (PWTD) Answer Yes

A total of 71 Quality Step Increases were awarded. The Agency identified triggers regarding PWD and PWTD. NOTE: The analysis was conducted based on the data provided by ADVANA.

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

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

a. Other Types of Recognition (PWD) Answer N/A

b. Other Types of Recognition (PWTD) Answer N/A

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD) Answer 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

The Agency identified a potential trigger for PWD qualified internal applicants for internal competitive promotions based the fact that the required benchmarks are not available in order to complete the analysis. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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

The Agency identified a potential trigger for PWTD qualified internal applicants for internal competitive promotions based the fact that the required benchmarks are not available in order to complete the analysis. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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

The Agency identified a potential trigger for PWD New Hires based the fact that the required benchmarks are not available in order to complete the analysis. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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

The Agency identified a potential trigger for PWTD New Hires based the fact that the required benchmarks are not available in order to complete the analysis. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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 N/A
 - ii. Internal Selections (PWD) Answer N/A
- c. Supervisors
 - i. Qualified Internal Applicants (PWD) Answer Yes
 - ii. Internal Selections (PWD) Answer Yes

The Agency identified a potential trigger for PWD Qualified Internal Applicants/Selectees based the fact that the required benchmarks are not available in order to complete the analysis. The Agency has no employees whom are coded as Managers. During FY22, there were no Executive internal promotions. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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 Yes
 - ii. Internal Selections (PWTD) Answer Yes

The Agency identified a potential trigger for PWTD Qualified Internal Applicants/Selectees based the fact that the required benchmarks are not available in order to complete the analysis. The Agency has no employees whom are coded as Managers. During FY22, there were no Executive internal promotions. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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 Yes

The Agency identified a potential trigger for PWD New Hires due to the fact that the required benchmarks are not available in order to complete the analysis. The Agency has no employees whom are coded as Managers. During FY22, there were no Executive New Hires. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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 Yes

The Agency identified a potential trigger for PWD New Hires due to the fact that the required benchmarks are not available in order to complete the analysis. The Agency has no employees whom are coded as Managers. During FY22, there were no Executive New Hires. NOTE: The analysis was conducted based on the data provided by ADVANA and the Office of Human Capital.

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 Yes

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 Yes

The Agency identified a trigger regarding Voluntary Separations PWD (16.42%). Additionally, the Agency identified a trigger regarding Involuntary Separations PWD (0.50%). NOTE: The analysis was conducted based on the data provided in the EEOC MD-715 table.

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.49	0.00
Permanent Workforce: Resignation	30	2.94	2.07
Permanent Workforce: Retirement	57	6.37	3.80
Permanent Workforce: Other Separations	80	3.92	6.22
Permanent Workforce: Total Separations	168	13.73	12.10

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

- a. Voluntary Separations (PWTD) Answer Yes
- b. Involuntary Separations (PWTD) Answer No

The Agency identified a trigger regarding Voluntary Separations PWTD (14%).

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	1	0.00	0.08
Permanent Workforce: Resignation	30	0.00	2.29
Permanent Workforce: Retirement	57	9.80	3.97
Permanent Workforce: Other Separations	80	1.96	6.03
Permanent Workforce: Total Separations	168	11.76	12.37

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 available Agency exit interview results does not contain information regarding why PWDs or PWTDs separated from the Agency during FY22.

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.DTRA.mil/Mission/Equity-Diversity-and-Inclusion-Office/>

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.DTRA.mil/Mission/Equity-Diversity-and-Inclusion-Office/Accessibility/>

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 Executive Order 13583 established a coordinated, Government-wide initiative to promote Diversity and inclusion in the Federal workforce. During FY22, the Diversity and Inclusion (D&I) Council and the Employee Resource Groups (ERGs) continued working to build an inclusive workforce. All six of the ERGs established action plan which included steps toward improving the culture and educating the DTRA workforce regarding their perspective focus group. During FY22 the ERGs began to receive barrier analysis training from the Office of Equity, Diversity and Inclusion. The ERGs were provided data and tasked with initiating trigger analysis. The Women's ERG identified four (4) triggers related to women in the DTRA workforce. Currently they are preparing to initiate barrier analysis into two (2) of the identified triggers.

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 for processing initial requests for reasonable accommodations during the reporting period was 30 calendar 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.

DTRA's Reasonable Accommodation Program (RA) provided requestors an approval within 30 calendar days. In August 2022, HR revised its Reasonable Accommodation Handbook in accordance with guidance from the Equal Employment Opportunity Commission (EEOC). The revised procedures are posted on DTRA's external website, <https://www.DTRA.mil/Work-With-Us/Pay-and-Benefits/>. The Agency processed 6 RA requests, which included a combination of assistive technologies, sit/stand workstations, ergonomic chairs, extra laptop and dragon software. The RA coordinator worked closely with the Information Management and Technology Directorate and the Acquisition and Logistics Directorate to provide approved accommodations for individuals, such as sit/stand workstations, ergonomic chairs; extra laptop, dragon software and coordinated with the Environmental, Safety and Occupational Health Office (ES) to ensure ergonomic assessments were conducted upon request. The Agency provided Sign Language Interpreter (SLI) services for workplace meetings, conferences, training, and special events. The Agency maintained an SLI log which tracked expenditures for all events and requirements, facilitating participation in over 728 events during FY22.

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.

DTRA did not receive any requests for PAS during FY22.

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.

During FY22 there were no complaints alleging harassment based on disability status that resulted in a finding of discrimination or settlement agreement.

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

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?	The lower than anticipated participation of New Hire PWDs 3 (0.42%) in the GS-1 to GS-10 Cluster.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with 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.	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	
10/01/2021	12/31/2023	Yes			Obtain the required data to conduct the analysis and identify specific triggers, barriers and resolutions. Conduct barrier analysis to identify barriers related to the lower than anticipated representation.	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes		
Director, Equity, Diversity and Inclusion		Willisa Donald		Yes		
Director, Human Resource Directorate		Christine Enriquez, Colonel, United States Army		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	Meet with Human Resources to define specific data needs.			Yes	12/31/2022	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
06/30/2022	Coordinate with Human Resources for development of specified data reports.	Yes	06/30/2023	
09/30/2022	Spot check data reports by conducting MD-715 analysis to identify additional needs.	Yes	12/31/2022	
10/15/2022	Receive all required data to complete the MD-715 required analysis.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	During FY22, additional data became available via USAStaffing for the preparation of the MD-715 and for barrier analysis. USAStaffing data for FY22 included Mission Critical Occupations with distribution by RNO and Disability. The EI Office participated in discussions with HR and demonstrations of potential Data Dashboards during FY22, and met with the individual whom is creating the Data Dashboards to provide additional input.			

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B6							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		The lower than anticipated participation of PWD and PWTD in regard to new hires in Mission Critical Occupations (MCO).							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Obtain the required data to conduct the analysis and identify specific triggers, barriers and resolutions. Conduct barrier analysis to identify barriers related to the lower than anticipated representation.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Director Equity Diversity and Inclusion Office		Willisa Donald		No					
Director Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	Meet with Human Resources to define specific data needs.	Yes	12/31/2022	
06/30/2022	Coordinate with Human Resources for development of specified data reports.	Yes	06/30/2023	
09/30/2022	Spot check data reports by conducting MD-715 analysis to identify additional needs.	Yes	12/31/2022	
10/15/2022	Receive all required data to complete the MD-715 required analysis.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	During FY22, additional data became available via USAStaffing for the preparation of the MD-715 and for barrier analysis. USAStaffing data for FY22 included Mission Critical Occupations with distribution by RNO and Disability. The EI Office participated in discussions with HR and demonstrations of potential Data Dashboards during FY22, and met with the individual whom is creating the Data Dashboards to provide additional input.			

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B6							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		The lower than anticipated participation of PWD and PWTD as qualified internal applicants for Internal Competitive Promotions among MCOs.							
Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Obtain the required data to conduct the analysis and identify specific triggers, barriers and resolutions. Conduct barrier analysis to identify barriers related to the lower than anticipated representation.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					
Director Equity Diversity and Inclusion Office		Willisa Donald		No					
Director Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	Meet with Human Resources to define specific data needs.	Yes	12/31/2022	
06/30/2022	Coordinate with Human Resources for development of specified data reports.	Yes	06/30/2023	
09/30/2022	Spot check data reports by conducting MD-715 analysis to identify additional needs.	Yes	12/31/2022	
10/15/2022	Receive all required data to complete the MD-715 required analysis.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	Although, many steps were taken in FY22 that granted the EI Office access to data software systems, and the data provided by the Office of Human Capital (OHC), all of the required data for completion of the MD-715 was available.			

Source of the Trigger:		Other							
Specific Workforce Data Table:		USA Staffing and EEOC Excel Worksheet B11							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		There is a potential trigger regarding PWD and PWTD selectees for Internal Applicants/Selectees for Promotions to the senior grade levels, as not all of the data required for the analysis is available.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Obtain the required data to conduct the analysis and identify specific triggers, barriers and resolutions. Conduct barrier analysis to identify barriers related to the lower than anticipated representation.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Director Equity Diversity and Inclusion Office		Willisa Donald		No					
Director Human Resource Directorate		Christine Enriques, Colonel United States Army		No					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	Meet with Human Resources to define specific data needs.	Yes	12/31/2022	
06/30/2022	Coordinate with Human Resources for development of specified data reports.	Yes	06/30/2023	
09/30/2022	Spot check data reports by conducting MD-715 analysis to identify additional needs.	Yes	12/31/2022	
10/15/2022	Receive all required data to complete the MD-715 required analysis.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	During FY22, additional data became available via USAStaffing for the preparation of the MD-715 and for barrier analysis. USAStaffing data for FY22 included Mission Critical Occupations with distribution by RNO and Disability. The EI Office participated in discussions with HR and demonstrations of potential Data Dashboards during FY22, and met with the individual whom is creating the Data Dashboards to provide additional input.			

Source of the Trigger:		Other							
Specific Workforce Data Table:		Workforce Data Table - B1							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		There is a potential trigger regarding New Hires of PWD and PWTD to Senior grade levels, as not all of the required data is available to conduct the analysis.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Obtain the required data to conduct the analysis and identify specific triggers, barriers and resolutions. Conduct barrier analysis to identify barriers related to the lower than anticipated representation.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					
Director Equity Diversity and Inclusion Office		Willisa Donald		No					
Director, Human Resource Directorate		Christine Enriquez, Colonel United States Army		Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	Meet with Human Resources to define specific data needs.	Yes	12/31/2022	
06/30/2022	Coordinate with Human Resources for development of specified data reports.	Yes	06/30/2023	
09/30/2022	Spot check data reports by conducting MD-715 analysis to identify additional needs.	Yes	12/31/2022	
10/15/2022	Receive all required data to complete the MD-715 required analysis.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	During FY22, additional data became available via USAStaffing for the preparation of the MD-715 and for barrier analysis. USAStaffing data for FY22 included Mission Critical Occupations with distribution by RNO and Disability. The EI Office participated in discussions with HR and demonstrations of potential Data Dashboards during FY22, and met with the individual whom is creating the Data Dashboards to provide additional input.			

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:		There is a potential trigger regarding promotions of PWD and PWTD to Supervisory positions, as not all of the required data is available to conduct the analysis.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Obtain the required data to conduct the analysis and identify specific triggers, barriers and resolutions. Conduct barrier analysis to identify barriers related to the lower than anticipated representation.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					
Director, Equity Diversity Inclusion Office		Willisa Donald		No					
Director, Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	Meet with Human Resources to define specific data needs.	Yes	12/31/2022	
06/30/2022	Coordinate with Human Resources for development of specified data reports.	Yes	06/30/2023	
09/30/2023	Spot check data reports by conducting MD-715 analysis to identify additional needs.	Yes	12/31/2022	
10/15/2022	Receive all required data to complete the MD-715 required analysis.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	During FY22, additional data became available via USAStaffing for the preparation of the MD-715 and for barrier analysis. USAStaffing data for FY22 included Mission Critical Occupations with distribution by RNO and Disability. The EI Office participated in discussions with HR and demonstrations of potential Data Dashboards during FY22, and met with the individual whom is creating the Data Dashboards to provide additional input.			

Source of the Trigger:		Other							
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?		There is a potential trigger regarding PWD New Hires to Supervisory positions, as not all of the required data is available to conduct the analysis. There is a potential trigger regarding PWTD New Hires to Supervisory positions, as not all of the required data is available to conduct the analysis.							
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities 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 border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
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				
10/01/2021	12/31/2023	Yes			Obtain the required data to conduct the analysis and identify specific triggers, barriers and resolutions. Conduct barrier analysis to identify barriers related to the lower than anticipated representation.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Director, Equity Diversity and Inclusion Office		Willisa Donald		No					
Director, Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/30/2022	Meet with Human Resources to define specific data needs.	Yes	12/31/2022	
06/30/2022	Coordinate with Human Resources for development of specified data reports.	Yes	06/30/2023	
09/30/2022	Spot check data reports by conducting MD-715 analysis to identify additional needs.	Yes	12/31/2022	
10/15/2022	Receive all required data to complete the MD-715 required analysis.	Yes	09/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	During FY22, additional data became available via USAStaffing for the preparation of the MD-715 and for barrier analysis. USAStaffing data for FY22 included Mission Critical Occupations with distribution by RNO and Disability. The EI Office participated in discussions with HR and demonstrations of potential Data Dashboards during FY22, and met with the individual whom is creating the Data Dashboards to provide additional input.			

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B9							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		Lower than anticipated participation of PWD and PWTD as follows: PWTD Time-Off Awards of 1-10 Hours; PWD/PWTD Time-Off Awards 11-20; and PWD/PWTD Time-Off Award 31-40 hours.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
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Barrier Name	Description of Policy, Procedure, or Practice								
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.									
Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Identify specific barriers and resolutions.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					
Director, Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					
Director, Equity Diversity and Inclusion Office		Willisa Donald		No					
Planned Activities Toward Completion of Objective									
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date			
03/30/2021	Conduct analysis of workforce data by Directorate to identify trends.			Yes	06/01/2023				

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/30/2021	Engage with Human Resources to review Supervisor and Manager Awards Training.	Yes	07/01/2023	
05/30/2021	Engage with Disability Program Manager to ensure that Disability Training for Supervisors and Managers addresses the provision of Awards.	Yes	07/01/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	The Directorate and ERG workforce briefs were initiated and are in the process of being completed. The EI Office met with the ERGs and provided their leaders with Barrier Analysis instruction, the MD-715 A & B tables, and the EEOC Trigger Tables. The ERGs have begun a review of this data to identify potential triggers for further analysis.			

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B9							
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		Lower than anticipated participation in receipt of Cash Awards: PWD \$500-\$999; PWD \$2000-\$2999; PWTD \$3000-\$3999, PWD/PWTD \$4000-\$4999; and PWD/PWTD \$5000-\$5999.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
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Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Identify specific barriers and resolutions.				
Responsible Official(s)									
Title	Name	Standards Address The Plan?							
Director, Equity Diversity and Inclusion Office	Willisa Donald	No							
Affirmative Employment Program Manager	Mary Lynn Dickson	Yes							
Director, Human Resource Directorate	Christine Enriquez, Colonel United States Army	No							
Planned Activities Toward Completion of Objective									
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date					
03/30/2021	Conduct analysis of workforce data by Directorate to identify trends.	Yes	06/01/2023						

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/30/2021	Engage with Human Resources to review Supervisor and Manager Awards Training.	Yes	07/01/2023	
05/30/2021	Engage with Disability Program Manager to ensure that Disability Training for Supervisors and Managers addresses the provision of Awards.	Yes	07/01/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	The Directorate and ERG workforce briefs were initiated and are in the process of being completed. The EI Office met with the ERGs and provided their leaders with Barrier Analysis instruction, the MD-715 A & B tables, and the EEOC Trigger Tables. The ERGs have begun a review of this data to identify potential triggers for further analysis.			

Source of the Trigger:		Workforce Data (if so identify the table)							
Specific Workforce Data Table:		Workforce Data Table - B9							
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?		Lower than anticipated participation of PWD and PWTD receiving Quality Step Increases.							
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities 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 border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
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Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Identify specific barriers and resolutions.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					
Director, Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					
Director, Equity Diversity and Inclusion Office		Willisa Donald		No					
Planned Activities Toward Completion of Objective									
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date			
03/30/2021	Conduct analysis of workforce data by Directorate to identify trends.			Yes	06/01/2023				

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
04/30/2021	Engage with Human Resources to review Supervisor and Manager Awards Training.	Yes	07/01/2023	
05/30/2021	Engage with Disability Program Manager to ensure that Disability Training for Supervisors and Managers addresses the provision of Awards.	Yes	07/01/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	The Directorate and ERG workforce briefs were initiated and are in the process of being completed. The EI Office met with the ERGs and provided their leaders with Barrier Analysis instruction, the MD-715 A & B tables, and the EEOC Trigger Tables. The ERGs have begun a review of this data to identify potential triggers for further analysis.			

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 lower than anticipated participation of PWD and PWTD applicants and selectees in Career Development Programs.							
Provide a brief narrative describing the condition at issue.									
How was the condition recognized as a potential barrier?									
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>							
		People with Disabilities							
		People with Targeted Disabilities							
Barrier Analysis Process Completed?:		N							
Barrier(s) Identified?:		N							
STATEMENT OF IDENTIFIED BARRIER:		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%; text-align: center;">Barrier Name</th> <th style="width:50%; text-align: center;">Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td colspan="2">Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice	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								
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Objective(s) and Dates for EEO Plan									
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description				
10/01/2021	12/31/2023	Yes			Identify barriers and resolutions for PWD and PWTD participation in Career Development Programs.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Director, Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					
Director, Equity Diversity and Inclusion Office		Willisa Donald		No					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Facilitate a meeting with HR to ensure all career development announcements contain information for PWD/PWTDs in need of accommodations.	Yes	12/15/2022	
03/30/2022	Conduct analysis of workforce data by Career Development Program to identify trends.	Yes	11/30/2022	
06/30/2022	Conduct analysis of workforce data by Directorate to identify trends.	Yes	05/30/2023	
07/30/2022	Engage with Disability Program Manager to ensure that Disability Training for Supervisors and Managers address the participation of PWD/PWTDs in Career Development Programs.	Yes	01/31/2023	
09/30/2022	Conduct benchmarking with other Federal agencies regarding Career Development Programs specifically designed for PWD and PWTDs.	Yes	06/30/2023	
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	Analysis of Career Development data for the workforce and ERGs was initiated during FY22, and is ongoing as requested data is received.			

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?		The higher than anticipated percentage of voluntary and involuntary separations for PWD and PWTD.							
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities 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 border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>				Barrier Name	Description of Policy, Procedure, or Practice		
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				
01/01/2021	12/31/2023	Yes			Identify barriers and resolutions for PWD and PWTD related to voluntary and involuntary separations.				
Responsible Official(s)									
Title		Name		Standards Address The Plan?					
Affirmative Employment Program Manager		Mary Lynn Dickson		Yes					
Director, Equity Diversity and Inclusion Office		Willisa Donald		No					
Director, Human Resource Directorate		Christine Enriquez, Colonel, United States Army		No					
Planned Activities Toward Completion of Objective									
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date			
09/30/2023	Coordinate with the Office of Human Capital to determine if expanded Exit Interview Data is available.			Yes					

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	Review Exit Interview questions to determine if Disability or Reasonable Accommodation information is collected.	Yes		
12/31/2023	Analyze Separations data to identify trends.	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.

Although, many steps were taken in FY22 that granted the EI Office access to data software systems, and the data provided by the Office of Human Capital (OHC), all of the required data for completion of the MD-715 was available.

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

NA

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.

NA