

DOD Defense Contract Audit Agency

For period covering October 1, 2019 to September 30, 2020

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>	<b>1.</b> DOD Defense Contract Audit Agency
	<b>1.a</b> 2nd level reporting component	Department of Defense
	<b>2. Address</b>	<b>2.</b> 8725 John J. Kingman Road
	<b>3. City, State, Zip Code</b>	<b>3.</b> Fort Belvoir, VA 22060-6219
	<b>4. Agency Code</b>   <b>5. FIPS code(s)</b>	<b>4.</b> DD10   <b>5.</b> 8840

<b>PART B</b> Total Employment	<b>1.</b> Enter total number of permanent full-time and part-time employees	<b>1.</b> 4359
	<b>2.</b> Enter total number of temporary employees	<b>2.</b> 38
	<b>3. TOTAL EMPLOYMENT [add lines B 1 through 2]</b>	<b>4.</b> 4397

<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
	Head of Agency	Anita F. Bales	Director
	Principal EEO Director/Official	Philip Hepperle	EEO Director
	Affirmative Employment Program Manager	Debbie Cruz	AEP & Compliance Branch Chief
	Complaint Processing Program Manager	Kelly Thomas	Complaints & ADR Branch Chief
	Reasonable Accommodation Program Manager	Benjamin Nidus	Reasonable Accommodation Manager
	Other EEO Staff	Anne Money	EEO Manager
	Other EEO Staff	Kathryn Fields	EEO Assistant

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<b>PART D</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>	<b>Country</b>	<b>Agency Code</b>
	DOD Defense Contract Audit Agency McLean, VA	United States	DD00
	DOD Defense Contract Audit Agency Lowell, MA	United States	DD00
	DOD Defense Contract Audit Agency Fort Worth, TX	United States	DD00
	DOD Defense Contract Audit Agency Hazelwood, MO	United States	DD00
	DOD Defense Contract Audit Agency Smyrna, GA	United States	DD00
	DOD Defense Contract Audit Agency La Palma, CA	United States	DD00
	DOD Defense Contract Audit Agency Irving, TX	United States	DD00
	DOD Defense Contract Audit Agency Reston, VA	United States	DD00

<b>EEOC FORMS and Documents</b>	<b>Required</b>	<b>Uploaded</b>	
Personal Assistance Services Procedures	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
EEO Policy Statement	Y	Y	
Organization Chart	Y	Y	
Anti-Harassment Policy and Procedures	Y	Y	
Agency Strategic Plan	Y	Y	
Diversity Policy Statement	N	N	
EEO Strategic Plan	N	N	
Human Capital Strategic Plan	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	Y	

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**EXECUTIVE SUMMARY: MISSION**

**Organization Information**

The Defense Contract Audit Agency (DCAA) is a Federal Agency within the Department of Defense (DoD). DCAA's mission is to perform contract audits for the DoD and provide accounting and financial advisory services. This includes contracts and subcontracts to all DoD components responsible for procurement and contract administration. These services are provided in connection with negotiation, administration, and settlement of contracts and subcontracts. DCAA also provides contract audit services to other Government agencies, as appropriate.

DCAA has offices and employees geographically dispersed throughout the continental United States and a few employees located overseas. Consequently, our employees are in numerous Federal Information Processing Standards (FIPS) codes. The FIPS code used for this report is 8840 (Washington, DC; Northern Virginia, Maryland, and Eastern West Virginia) because there is no "national" FIPS code and DCAA Headquarters is located in this FIPS area.

DCAA has a workforce consisting of 4,397 employees. Auditors are the primary occupational group totaling 3,857 employees or 88% of the total workforce. Auditors include two of the Federal Sector (FedSec) nine major occupational categories, Officials and Managers as well as Professionals. All other employees total 540 and occupy three of the FedSec occupational categories Officials and Managers, Professionals, and Administrative Support Workers. These consist of a variety of positions to include: Secretaries, Office Automation Assistants, Management Analysts, Human Resources Specialists, Information Technology Specialists, Budget and Accounting Analysts, Human Resources Assistants, Security Specialists, Equal Employment Opportunity Specialists, and Attorneys.

**Database Information**

The data for this year's MD 715 Report was obtained from the Defense Finance and Accounting Service (DFAS) using the Defense Civilian Personnel Data System (DCPDS). DCPDS is the personnel database for all of DoD. The employment category within this report is Permanent Appropriated Fund employees. The workforce data tables used are included at the end of this report. Data contained in this report was compared to both the Civilian Labor Force (CLF) and the Occupational Civilian Labor Force (OCLF) for 2010. The OCLF reviewed is for the Accountant/Auditor category in the Civilian Labor Force. This is due to 88% of the Agency's workforce falling under this category. Using the OCLF provides DCAA with a more accurate representation of its workforce when compared to the national representation of personnel in the Accounting/Auditing fields based on U.S. Census Data for 2010.

The following data is taken from the 2010 U.S. Census. The data reflects the total number of accountants and auditors identified in the national workforce.

**NATIONAL CIVILIAN LABOR FORCE FOR ACCOUNTANTS AND AUDITORS 2010**

National Civilian Labor Force for Accountants and Auditors is comprised of 2,100,705 members.

- Males represent 40.0%.
- Females represent 60.0%.
- White males represent 30.6%.
- White females represent 42.5%.
- Hispanic males represent 2.5%.
- Hispanic females represent 4.2%.
- Black males represent 2.6%.
- Black females represent 5.5%.
- Asian males represent 3.8%.
- Asian females represent 6.6%.
- Native Hawaiian/Pacific Islander males represent 0.0%.
- Native Hawaiian/Pacific Islander females represent 0.1%.
- American Indian/Alaska Native males represent 0.1%.
- American Indian/Alaska Native females represent 0.3%.
- Two or more races males represent 0.2%.
- Two or more races females represent 0.5%.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

[Redacted] am the  
(Insert Name Above) (Insert official title/series/grade above)

Principal EEO Director/Official for

[Redacted]  
(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

\_\_\_\_\_  
Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee



\_\_\_\_\_  
Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			EEO policy statement on Agency Letterhead was reissued on 02/22/2021. 1/22/2020
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			<a href="https://www.dcaa.mil/Portals/88/Reasonable_Accorver=2019-10-15-1/">https://www.dcaa.mil/Portals/88/Reasonable_Accorver=2019-10-15-1/</a>
	A.2.c. Does the agency inform its employees about the following topics:				
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			Training is provided in person and online every two years.
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Training is provided in person and online every two years.
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			Training is provided in person and online once two years.
	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			Training is provided in person and online every two years.
	A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.	X			Training is provided in person and online every two years.

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Agency Self-Assessment Checklist



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.3. The agency assesses and ensures EEO principles are part of its culture.			N/A	
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .	X			The Agency has the Outstanding Employee with a Disability Award and "Excellence in EEO Award" to recognize superior accomplishment in EEO.
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X			

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Agency Self-Assessment Checklist

Essential Element: B Integration of EEO into the agency's Strategic Mission





 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.					
B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]		X			The Agency's EEO Director is organizationally aligned in the Agency's Office of the Director. The EEO Director routinely meets with the Agency Director, Deputy Director, and Chief of Staff.
B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.		X			The EEO Director has unfettered access to the Agency Head. The EEO Director's first line supervisor is the Agency's Chief of Staff who manages operations for the Office of the Director.
B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]		X			
B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]		X			
B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X			09/10/2020
B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]		X			



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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.	Yes	No	N/A	
	B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	X			
	B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	X			Goal 3: Foster a diverse workforce of highly motivated and valued professionals. Objective 3a: Recruit and hire a diverse, high quality workforce.

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 Compliance Indicator	 Measures	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:				
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women’s Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				
	B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:				
	B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
	B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
	B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
	B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
	B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.				
	B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
	B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
	B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	DCAA has a centralized EEO Program.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	DCAA has a centralized EEO Program.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]				X	DCAA has a centralized EEO Program.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			
C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X			
C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]			X		The Anti-Harassment Coordinator is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. However the EEO Director is the direct supervisor of the Anti-Harassment Coordinator. DCAA believes its workforce is best served with the Anti-Harassment Coordinator in the EEO Office. However, it is separate from the EEO Complaints Branch.
C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			The Agency has an Anti-Harassment Coordinator who ensures that all allegations of harassment, including non-EEO related, are addressed.
C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]		X			
C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X			

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C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X		
C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]		X	See Part H- Draft Reasonable Accommodation (RA) Instruction is with EEOC for preliminary review prior to final Agency coordination.
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X		
C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]		X	The RA Manager is in the Affirmative Employment Compliance Branch of the EEO Office. It is separate from the EEO Complaints Branch. However the EEO Director is the direct supervisor of the RA Manager. DCAA believes its workforce is best served with the RA Manager in the EEO Office.
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X		
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X		
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X		
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]		X	See Part H- A revision to the Reasonable Accommodation procedures has been drafted to include personal assistance services (PAS). This revision is in coordination. The draft is with EEOC for preliminary review prior to final Agency coordination.
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.		X	See Part H.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
	C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
	C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
	C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [ see 29 CFR §1614.102(a)(8)]	X			
	C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
	C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
	C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
	C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			
	C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	X			
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.	Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			There were none in FY 2020.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			



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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			The EEO Director meets with Regional and Corporate Audit Directors on a monthly basis to provide updates.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Agency Self-Assessment Checklist





Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			N/A	
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			Complaint/Grievances, Federal Viewpoint Survey, Reasonable Accommodation Program, Anti-Harassment Program.

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.	Yes	No	N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.	X			<a href="https://www.dcaa.mil/Portals/88/DCAA_FY2018_Mver=2019-10-15-1">https://www.dcaa.mil/Portals/88/DCAA_FY2018_Mver=2019-10-15-1</a>
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist

Essential Element: E Efficiency

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			The Agency has an average timeframe of 40 days for issuing acceptance/dismissal decisions.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?			X		See Part H.
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?			X		See Part H.
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			The Contractor (for Counseling Services) has internal controls where they review all reports prior to issuance. The Agency's EEO Managers also review EEO Counselor Reports to ensure that they contain appropriate information. If work product is deemed deficient or untimely through no fault of the Agency, the Agency may reduce payment to contractor.

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Agency Self-Assessment Checklist

E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			
 <b>Compliance Indicator</b>	E.2. The agency has a neutral EEO process.	<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The attorney advising the EEO Office resides in the General Counsel's Office however she does not represent the Agency in EEO matters.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			EEO Office Attorney Advisor performing Legal Sufficiency Review does not represent the Agency in Litigation.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				
	E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
	E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
	E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
	E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
	E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
	E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				
	E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
	E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
	E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
	E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			
	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
	E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
	E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Agency continues to monitor timeliness of EEO Complaint Process. This is a performance standard for EEO Managers.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			EEO Director meets quarterly with other DoD EEO Directors to share best practices.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			







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Agency Self-Assessment Checklist



Essential Element: F Responsiveness and Legal Compliance

 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 <b>Measures</b>	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.				
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X			
 <b>Compliance Indicator</b>		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 <b>Measures</b>		Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.3. The agency reports to EEOC its program efforts and accomplishments.				
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]				X	DCAA submits No Fear Act Report to DoD.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			

Essential Element:  Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency:	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]
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Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2020	10/01/2020		10/01/2020	The Anti-Harassment Program Coordinator is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. It is separate from the EEO Complaint Branch. However the EEO Director is the direct supervisor of the Anti-Harassment Program Coordinator. DCAA believes its workforce is best served with the Anti-Harassment Program Coordinator in the EEO Office.

Responsible Officials

Title	Name	Standards Address the Plan?
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Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency:	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]
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Has the Agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/10/2020	09/10/2020		09/10/2020	The RA Program Manager is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. It is separate from the EEO Complaint Branch. However the EEO Director is the direct supervisor of the RA Manager. DCAA believes its workforce is best served with the RA Manager in the EEO Office.

Responsible Officials

Title	Name	Standards Address the Plan?
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Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
2020	The RA Program Manager is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. It is separate from the EEO Complaint Branch. However the EEO Director is the direct supervisor of the RA Manager. DCAA believes its workforce is best served with the RA Manager located in the EEO Office.

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Plan to Attain Essential Elements

PART H.3

Brief Description of Program Deficiency:	C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]
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Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance and standards?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/01/2018	10/31/2019	09/30/2021		To set procedures in place for processing requests for personal assistance services.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Philip Hepperle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
10/31/2019	EEO updates draft Reasonable Accommodation Instruction to include the use of Personal Assistance Services.	Yes	10/31/2020	

Accomplishments

Fiscal Year	Accomplishment
2021	Reasonable Accommodation draft instruction has been submitted to EEOC for preliminary review prior to final Agency coordination.

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Plan to Attain Essential Elements

PART H.4

Brief Description of Program Deficiency: C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]

Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/06/2014	09/30/2019	09/30/2021		Fully compliant anti-harassment program

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Philip Hepperle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Update Anti-Harassment Policy Statement to specifically indicate that allegations of harassment will be investigated using the Agency Process and Procedures Guide for Management Directed Inquiries Instruction.	Yes		01/31/2020
12/31/2019	Identify and train a group of in-house personnel to conduct Anti-Harassment Inquiries.	Yes		09/19/2019
12/31/2020	Incorporate anti-harassment program training to include management inquiry process within the biennial NoFEAR Act Training.	Yes	09/30/2021	

Accomplishments

Fiscal Year	Accomplishment
2019	Identified and trained a group of in-house personnel to conduct Anti-Harassment Inquiries.
2020	Issued updated Anti-Harassment Policy Statement to specifically indicate that allegations of harassment will be investigated using the Agency Process and Procedures Guide for Management Directed Inquiries Instruction.
2021	Updated Anti-Harassment Policy Statement to include gender identity as a protected basis, commencement of inquiry within 10 days of allegations, corrective action to eradicate harassment no later than 60 days of allegations.

DOD Defense Contract Audit Agency

For period covering October 1, 2019 to September 30, 2020

Plan to Attain Essential Elements

PART H.5

Brief Description of Program Deficiency: C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]

Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/12/2018	10/31/2019	12/31/2021		Revise Reasonable Accommodation Instruction to be fully compliant with EEOC regulations.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Philip Hepperle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2018	EEO updates draft Reasonable Accommodation Instruction revision which includes required language from the Affirmative Action for Individuals with Disabilities EEOC Final Rule.	Yes	10/31/2020	
11/01/2020	Final coordination prior to issuance.	Yes	12/31/2021	

Accomplishments

Fiscal Year	Accomplishment
2020	EEO updated Record Schedule for maintaining medical documentation.
2021	Reasonable Accommodation draft instruction has been submitted to EEOC for preliminary review prior to final Agency coordination.

DOD Defense Contract Audit Agency

For period covering October 1, 2019 to September 30, 2020

Plan to Attain Essential Elements

PART H.6

Brief Description of Program Deficiency:	C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.
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Does the agency post its procedures for processing requests for Personal Assistance Services on its public website?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/30/2020	12/31/2021			Update public website with updated instruction as soon as final Agency coordination is completed.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Philip Hepperle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date

Accomplishments

Fiscal Year	Accomplishment
2021	Reasonable Accommodation draft instruction has been submitted to EEOC for preliminary review prior to final Agency coordination.



DOD Defense Contract Audit Agency

For period covering October 1, 2019 to September 30, 2020

Plan to Attain Essential Elements

PART H.7

Brief Description of Program Deficiency:

E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?

The agency does not timely complete investigations, pursuant to 29 CFR §1614.108.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/30/2018	10/30/2020	09/30/2021		To Increase investigation timeliness to 70 percent.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Philip Hepperle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
05/01/2019	EEO Director will have regular meetings with EEO Managers to ensure timely processing of EEO Complaints.	Yes		05/01/2019
08/30/2019	EEO Managers will attend Accept/Dismiss training.	Yes		08/30/2019
10/01/2019	EEO Managers will be required to gather documents for the investigation prior to request being submitted to the Investigations and Resolutions Directorate.	Yes		10/01/2019
10/01/2019	Investigations and Resolutions Directorate is dedicating more resources towards investigations.	Yes		10/01/2019
09/01/2020	Newly hired Equal Opportunity Assistant will closely monitor document request response and conduct follow-up as needed.	Yes		
10/07/2020	EEO Director reminded EEO Team of the importance of timely investigations.	Yes		

Accomplishments

Fiscal Year	Accomplishment
2019	EEO Managers are required to submit an investigative plan to the EEO Complaint Branch Chief for review 5 days after submitting a draft acceptance letter.
2019	EEO Director attends regular meetings with EEO Managers to ensure timely processing of EEO Complaints.
2019	One EEO Manager attended Accept/Dismiss training.
2019	EEO Managers are required to gather documents for the investigation prior to request being submitted to Investigations and Resolutions Directorate.
2020	Agency has increased timeliness by 17.14% in the last year bringing the Agency to 57.14% timely completed investigations.

DOD Defense Contract Audit Agency

For period covering October 1, 2019 to September 30, 2020

Plan to Attain Essential Elements

PART H.8

Brief Description of Program Deficiency:	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?
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When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
04/20/2017	09/30/2019	06/01/2020	09/30/2020	Timely Issuance of Final Agency Decisions

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Philip Hepperle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/31/2019	DCAA to eliminate current inventory of Final Agency Decisions in process.	Yes	06/01/2020	06/01/2020
09/30/2019	EEO Director continues to work closely with Agency staff to review & process final Agency decisions for Agency Head signature.	Yes	09/30/2020	09/30/2020

Accomplishments

Fiscal Year	Accomplishment
2019	Inventory of Final Agency Decisions were drafted and coordinated for signature.
2020	Agency FAD inventory was eliminated.
2021	Agency continues to ensure Final Agency Decisions are issued within the regulatory timeframe.

DOD Defense Contract Audit Agency

For period covering October 1, 2019 to September 30, 2020

Plan to Eliminate Identified Barriers

PART I1

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)	
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A6	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The overall representation of white women in the mission critical occupation (MCO) of Accountants/Auditors (28.3%) falls below their availability (42.5%) in the Occupational Civilian Labor Force (OCLF).	
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> White Females	
<b>Barrier Analysis Process Completed?:</b>	N	
<b>Barrier(s) Identified?:</b>	N	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b> Not Identified	<b>Description of Policy, Procedure, or Practice</b> Not Identified

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
08/01/2020	09/30/2020	Yes		08/27/2020	Review and analyze entrance and exit surveys.
05/14/2019	09/30/2019	Yes		09/30/2019	Review and analyze applicant flow data as it relates to New Hires.
05/14/2019	08/30/2019	Yes		09/30/2019	To ensure accuracy of data provided.

Responsible Official(s)

Title	Name	Standards Address The Plan?
EEO Director	Philip Hepperle	Yes
HR Director	Kimberly Litherland	Yes

DOD Defense Contract Audit Agency

For period covering October 1, 2019 to September 30, 2020

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/01/2021	Meet with Human Resources quarterly to review and analyze updated entrance and exit surveys.	Yes	06/30/2021	

Report of Accomplishments

Fiscal Year	Accomplishments
2019	White women composed 30% of all new hires. (See Table A8)
2019	Worked with Human Resources to revise entrance and exit survey.
2019	The representation of white women in the MCO workforce increased from 26.4% to 28.5%. Overall females represent 55% of the total MCO workforce. Additionally, Hispanic females represent 11% of the Agency's MCO workforce as compared to their availability of 4% in the OCLF. Black females represent 8% of the Agency's MCO workforce as compared to their availability of 6% in the OCLF. This is an indication of the Agency's diversity in its MCO female workforce.
2020	The representation of white women in the MCO workforce went from 28.5% to 28.3%. Overall females represent 55% of the total MCO workforce. Additionally, Hispanic females represent 11% of the Agency's MCO workforce as compared to their availability of 4% in the OCLF. Black females represent 8% of the Agency's MCO workforce as compared to their availability of 6% in the OCLF. This is an indication of the Agency's diversity in its MCO female workforce.

**MD-715 – Part J**  
**Special Program Plan**  
**for the Recruitment, Hiring, Advancement, and**  
**Retention of Persons with Disabilities**

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

**Section I: Efforts to Reach Regulatory Goals**

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

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If “yes”, describe the trigger(s) in the text box.

- |                               |        |     |
|-------------------------------|--------|-----|
| a.Cluster GS-1 to GS-10 (PWD) | Answer | No  |
| b.Cluster GS-11 to SES (PWD)  | Answer | Yes |

For grade levels GS 1-10 (PWD) represented 14.5% of total workforce. For grade levels GS 11-SES (PWD) represented 8% of total workforce. Both numbers demonstrate growth from the previous year. DCAA continues to resurvey the workforce on an on-going basis. Employees receive an email on their employment anniversary date indicating their self-identification and encouraging them to check its accuracy. See Table B4P.

\*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 | Yes |

For grade levels GS 1-10 (PWTD), they represented 3% of total workforce. For grade levels GS 11-SES (PWTD), they represented 1.4% of total workforce. DCAA continues to resurvey the workforce. Employees receive an email on their employment anniversary date indicating their self-identification and encouraging them to check its accuracy. See Table B4P.

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

The numerical goals are communicated to Agency hiring officials during EEO for Managers training provided by the EEO Office.

**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

N/A

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 applications from PWD and PWTD	0	0	2	Patrick Grimes, Recruitment Team Supervisor, Patrick.grimes@dcaa.mil (Schedule A 213.3012 (u)) (Workforce Recruitment Program)
Answering questions from the public about hiring authorities that take disability into account	0	0	2	Patrick Grimes, Recruitment Team Supervisor, Patrick.grimes@dcaa.mil Darlene Washington, Human Resources Specialist, Darlene.Washington@dcaa.mil
Special Emphasis Program for PWD and PWTD	0	0	2	Benjamin Nidus, Reasonable Accommodation Manager, Benjamin.nidus@dcaa.mil Debbie Cruz, Affirmative Employment Program & Compliance Branch Chief, Debbie.Cruz@dcaa.mil
Section 508 Compliance	0	0	1	Jamie Markol, Chief OIT, Jamie.Markol@dcaa.mil
Architectural Barriers Act Compliance	0	0	1	Mark Simon, Facilities & Space Management Branch Chief, Mark.Simon@dcaa.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	Benjamin Nidus, Reasonable Accommodation Manager, Benjamin.nidus@dcaa.mil

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

Yes, Reasonable Accommodation Manager attended Disability Program Manager training.

**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

N/A

**Section III: 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.

DCAA uses our Outreach Recruitment Program to identify applicants with disabilities, including those with targeted disabilities. Recruiters attend numerous career fairs and networking events that target persons with disabilities and targeted disabilities. These encompass but are not limited to: career fairs for Wounded Warriors including those put on by DoD Hiring Heroes as well as the U.S. Chamber Hiring our Heroes; CAREERS and the disabled; Diversity Employment Day in Arlington VA, Hire A Hero/Hire A Veteran, and Soldier for Life. We have partnerships with Wounded Warrior Battalions/Units; Other Agency Disability Program Managers; Department of Veteran Affairs Disabled Veterans' Outreach Program (DVOP) specialists; and the Workforce Recruitment Program (WRP). In 2020, the pandemic forced many of our partnerships entities to transition career fairs and other events into virtual platforms. DCAA did not actually conduct any events in 2020 due to the logistical issues of those virtual sessions.

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

DCAA uses Schedule A 213.3102(u), Direct Hire Authority for Auditors, Veteran Hiring authorities, and the Workforce Recruitment Program for College Students With Disabilities.

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.

Human Resources Specialists (HRS) determine applicant eligibility by using the Office of Personnel Management (OPM) qualification standards. If the applicant is deemed eligible and qualified, the HRS sends the application package (resume and transcripts for DCAA positions) to the manager for consideration using the appropriate hiring authority.

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

DCAA's workforce is comprised of 88% auditors. As such, DCAA uses a centralized recruitment approach: HR refers all eligible and qualified candidates to Interview Hiring Panels. Each Interview Panel is comprised of Auditors (hiring officials) and makes multiple selections based upon hiring goals. HR assembles these panels twice a year, rotating Auditors. For Fiscal Year 2021, HR is educating all panel members not only on the interview processes to be followed, but also on the various disability hiring authorities. DCAA also utilizes over 200 Auditors as "field recruiters." Annual training is provided to these recruiters regarding all pertinent hiring authorities. DCAA is also working to update their information on HR's internal and external websites about various 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.

DCAA has long standing relationships with many entities across the public and private sector. To that end, recruiters attend numerous career fairs that target persons with disabilities and targeted disabilities, which include but are not limited to: career fairs for wounded warriors including those put on by DoD Hiring Heroes and the U.S. Chamber Hiring our Heroes; CAREERS and the disabled; Diversity Employment Day in Arlington VA, Hire A Hero/Hire A Veteran, and Soldier for Life. DCAA has partnerships with Wounded Warrior Battalions/Units; Other Agency Disability Program Managers; Department of Veteran Affairs Disabled Veterans' Outreach Program (DVOP) specialists; and the Workforce Recruitment Program (WRP). DCAA is also a member in DoD's Recruiters consortium where we share best practices on the recruitment and retention of PWD and PWTD. By attending these career fairs and other outreach venues, which are identified in our overall Recruitment Strategy each year, and through our established partnerships, DCAA is very successful in maintaining solid and productive relationships with each entity.

### C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

New hires for PWD was 11% (35 out of 330), which is below the benchmark of 12%. However, New Hires for PWTD was 0.6% (2 out of 330), which is very close to the benchmark. See Table B8.

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 exist for PWD and PWTD. PWD were 7% (69 out of 1009) of Qualified External Applicants however, they were 1.44% (1 out of 73) of selections. Additionally PWTD were 4% (40 out of 1009) of Qualified Applicants however, there was one selection. See Table B7-P.

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 No

The relevant applicant pool for internal applicants for MCO positions are GS-0511-12, 13, 14, and 15. For PWD, the relevant applicant pool is 7.3% (240 out of 3269). The Qualified PWD Applicants for MCO positions were 2.5% (35 out of 1378), which is below their availability. For PWTD, the relevant applicant pool is 1.4.% (46 out of 3269). The Qualified PWTD Applicants for MCO positions were 2.4% (33 out of 1378), which is above their availability. See Table B6-P and B9-P.

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

- a. Promotions for MCO (PWD) Answer No
- b. Promotions for MCO (PWTD) Answer No

Qualified PWD Applicants for MCO positions was 2.5% (35 out of 1378). PWD was 1% (1 out of 104) of total MCO selections, which closely reflects their availability in the Qualified PWD Applicants. Qualified PWTD Applicants for MCO positions was 2.4% (33 out of 1378), PWTD was 1% (1 out of 104). See Table B9-P.



## Section IV: Plan to Ensure Advancement Opportunities for Employees with Disabilities

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

### A. ADVANCEMENT PROGRAM PLAN

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

All applicants to include PWD and PWTD, have ample opportunities for advancement. Auditors constitute 88% percent of DCAA positions. These positions include career ladder Auditors, GS-0511-07 through GS-0511-12, as well as Auditors and Supervisory Auditors, GS-0511-13 through GS-0511-15. Employees advance non-competitively through the career ladder. Once employees reach the GS-12 full performance level, they may apply for higher level opportunities through merit promotion. Announcements are posted in USAJOBS and are open to all qualified employees. DCAA also uses an internal Auditor Rotation Program which assists in the career development of the auditors. Non-auditor positions grant the same opportunities for all eligible candidates applying to agency positions. Some of those positions have room for advancement based upon the full performance level of the position. Non-auditors assigned to the agency also have an opportunity to train and become auditors as part of the DCAA Upward Mobility Program. In FY2021, DCAA is pursuing development of Upward Mobility Programs for other non-auditor series as well.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

DCAA provides live and computer-based technical (primarily 0511) and leadership competency-based (all occupational series) training opportunities across the assigned workforce. Training is available at both the non-supervisory and supervisory levels. Additionally, DCAA enables talent and career development through the Agency's Mentoring, Developmental Assignment, Rotation, Pathways and Succession Programs. The DCAA Director's Development Program in Leadership (DDPL) provides the Agency the means to develop senior-level civilians with the knowledge, skills, and abilities for effective managerial and executive-level leadership performance. DCAA also integrates available DoD leadership development programs on a competitive basis. The participation in the Agency's career development opportunities are captured below as Other Career Development Programs except for the 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 (#)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Mentoring Programs	144	144	5	5	1	1
Other Career Development Programs	83	44	6	5	1	1

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

Total representation of PWD is 8% (367 out of 4359). PWDs represented 5% of all applicants for training which is below their availability in the workforce. PWDs represent 4% of selections for Career Development Opportunities which is approximate to their availability.

4. Do triggers exist for PWT D 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 (PWT D)

Answer Yes

b. Selections (PWT D)

Answer No

Total representation of PWT D is 1.6% (71 out of 4359). PWT Ds represented 1% of all applicants for training which is below their availability in the workforce. PWT Ds represent 1% of selections for Career Development Opportunities which matches their application rate.

### C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWT D 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 (PWT D)

Answer No

The Inclusion Rate for PWD is 8.4% and for PWT D is 1.6%. See Table B1. PWD Time Off Award Participation Rate: 7% (150 out of 2190) PWT D Time Off Award Participation Rate: 1.5% (32 out of 2190) PWD Cash Award Participation Rate: 7% (291 out of 4134) PWT D Cash Award Participation Rate: 1.3% (53 out of 4134) PWD QSI Participation Rate: 3.4% (2 out of 59) Note: QSIs represent 1% of the total awards issued in FY 2020. PWT D QSI Participation Rate: 0% See Table B13

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWT D 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 (PWT D)

Answer No

PWD QSI Participation Rate: 3.4% (2 out of 59) Note: QSIs represent 1% of the total awards issued in FY 2020. PWT D QSI Participation Rate: 0% See Table B13 See Table B13.

3. If the agency has other types of employee recognition programs, are PWD and/or PWT D 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 (PWT D)

Answer N/A

N/A

### D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD)

Answer No

ii. Internal Selections (PWD)

Answer No

b. Grade GS-15

i. Qualified Internal Applicants (PWD)

Answer Yes

ii. Internal Selections (PWD)

Answer Yes

c. Grade GS-14

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

SES positions: The relevant applicant pool for SES positions (GS-15) is 8.6% (6 out of 70) . There were no internal selections for SES. GS-15 positions: The relevant applicant pool for GS-15 positions (GS-14) is 7% (17 out of 232) . The PWD made up 1.3% (2 out of 150) of qualified applicants. None were selected (0 out of 8). GS-14 positions: The relevant applicant pool for GS-14 positions (GS-13) is 7% (70 out of 968). The PWD made up 5.1% (12 out of 234) of qualified applicants. PWD were 6.3% of selections (1 out of 16). GS-13 positions: The relevant applicant pool for Supervisor positions (GS-12) is 8% (178 out of 2216) . The PWD made up 3.8% (40 out of 1067) of qualified applicants. PWD were 0% of selections (0 out of 60). See Table B11.

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

a. SES		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	Yes

SES positions: The relevant applicant pool for SES positions (GS-15) is 1.4% (1 out of 70). There were no internal selections for SES. GS-15 positions: The relevant applicant pool for GS-15 positions (GS-14) is 1.7% (4 out of 232) . The PWTD made up 1.3% (2 out of 150) of qualified applicants. None were selected (0 out of 8). GS-14 positions: The relevant applicant pool for GS-14 positions (GS-13) is 1% (11 out of 968). The PWTD made up 3% (7 out of 234) of qualified applicants. None were selected (0 out of 16). GS-13 positions: The relevant applicant pool for Supervisor positions (GS-12) is 1.5% (33 out of 2216). The PWTD made up 2.4% (26 out of 1067) of qualified applicants. None were selected (0 out of 60). See Table B11.

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

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

SES positions: The relevant applicant pool for SES positions (Qualified Applicants) is 0% (0 out of 14). There were 2 external vacancy announcements. There were 0% PWD selected (0 out of 2). GS-15 positions: The relevant applicant pool for GS-15 positions (Qualified Applicants) is 4% (6 out of 150) as there was one external vacancy announcements for GS-15. GS-14 positions: The relevant applicant pool for GS-14 positions (Qualified Applicants) is 7% (5 out of 72). No selections 0% (0 out of 2). Note: There were 2 external vacancy announcements for GS-14. GS-13 positions: The relevant applicant pool for GS-13 positions (Qualified Applicants) is 5% (11 out of 212) as there were 5 external vacancy announcements for GS-13. There were 0% selected (0 out of 2). See Table B15.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB)   | Answer | No |
| b. New Hires to GS-15 (PWTB) | Answer | No |
| c. New Hires to GS-14 (PWTB) | Answer | No |
| d. New Hires to GS-13 (PWTB) | Answer | No |

SES positions: The relevant applicant pool for SES positions (Qualified Applicants) is 0% (0 out of 14 ). There were 2 external vacancy announcements. There were 0% PWTB selected (0 out of 2). GS-15 positions: The relevant applicant pool for GS-15 positions (Qualified Applicants) is 1% (2 out of 150) as there was one external vacancy announcements for GS-15. GS-14 positions: The relevant applicant pool for GS-14 positions (Qualified Applicants) is 0% (0 out of 72). There were 2 external vacancy announcements for GS-14. GS-13 positions: The relevant applicant pool for GS-13 positions (Qualified Applicants) is 3% (6 out of 212). There were 0% selected (0 out of 2). See Table B15.

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 | No  |
| b. Managers                            |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | No  |
| ii. Internal Selections (PWD)          | Answer | No  |
| c. Supervisors                         |        |     |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD)          | Answer | Yes |

Executive positions (SES & GS-15): The relevant applicant pool for PWD Executive positions is 7.5% (14 out of 187). The PWD made up 2% (2 out of 112) of qualified applicants. No PWD's were selected (0 out of 7). Manager positions (GS-14): The relevant applicant pool for PWD Manager positions is 7% (39 out of 590). The PWD made up 5% (6 out of 120) of qualified applicants and 11% of selections (1 out of 9). Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions (GS-12) is 8% (178 out of 2216). The PWD made up 5% (18 out of 385) of qualified applicants. No PWD's were selected out of 32 selections. See Tables B4P, B17 ,B19.

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

- a. Executives

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

Executive positions (SES & GS-15): The relevant applicant pool for Executive positions is 1.6% (3 out of 187). The PWTD made up 2% (2 out of 112) of qualified applicants. No PWTD's were selected 0% (0 out of 7). Manager positions (GS-14): The relevant applicant pool for Manager positions is 1.2% (7 out of 590). The PWTD made up 3% (4 out of 120) of qualified applicants. No PWTD's were selected 0% (0 out of 9). Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions is 1.5% (33 out of 2216). The PWTD made up 3% (12 out of 385) of qualified applicants. No PWTD's were selected (0 out of 32). See Tables B4P, B17, B19.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Executive positions (SES & GS-15): The relevant applicant pool for Executive positions (Qualified Applicants) is 4% (6 out of 152). There were two external selections. None were PWD. Manager positions (GS-14): The relevant applicant pool for Manager positions (Qualified Applicants) is 4% (2 out of 49). One external selection and was not identified as having a disability. Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions (Qualified Applicants) is 0% (0 out of 0). There were no external selections for Supervisor positions. See Table B18.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

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

Executive positions (SES & GS-15): The relevant applicant pool for Executive positions (Qualified Applicants) is 1.3% (2 out of 152). There were two external selections. None were PWTD. Manager positions (GS-14): The relevant applicant pool for Manager positions (Qualified Applicants) is 0% (0 out of 49). There was one external selection. Selectee was not identified as having a disability. Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions (Qualified Applicants) is 0% (0 out of 0). There were no external selections for Supervisor positions. See Table B18.

## Section V: 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 CFR § 213.3102(u)(6)(i))? If "no", please explain why the agency did not convert all eligible Schedule A employees.

Answer N/A

This Agency had one Schedule A hire and that employee resigned after one month.

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

The Inclusion Rate for PWD is 8% (367 out of 4359). Table B1 The Voluntary Separation Rate for PWD is 11% (51 out of 465). Table B16 The Involuntary Separation Rate for PWD is 27% (4 out of 15). The Inclusion Rate for persons without a disability is 92% (4029 out of 4397). The Voluntary Separation Rate for persons without a disability is 89% (414 out of 465). The Involuntary Separation Rate for persons without a disability is 73% (11 out of 15). See Table B1 and B16.

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

The Inclusion Rate for PWTD is 1.6% (71 out of 4397). Table B1 The Voluntary Separation Rate for PWTD is 2.6% (12 out of 465). The Involuntary Separation Rate for PWTD is 0% (0 out of 15). The Inclusion Rate for persons without a disability is 92% (4029 out of 4397). The Voluntary Separation Rate for persons without a disability is 89% (414 out of 465). The Involuntary Separation Rate for persons without a disability is 73% (11 out of 15). See Table B1 and B16.

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.

[https://dodcio.defense.gov/DoDSection508/Std\\_Stmt.aspx](https://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx)

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.dcaa.mil/Architectural-Barriers-Act/>

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.

DCAA Communications Office is in the process of updating Agency external website and thoroughly reviewing for 508 compliance.

## 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.)

In FY 2020, the average timeframe for the processing of 84 completed reasonable accommodation requests was 16 days.

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

The Reasonable Accommodation team engages with deciding officials as soon as a request is received (no later than 2 business days) to discuss the request. This engagement educates Deciding Officials on their roles and responsibilities, explores temporary and alternate accommodations, & ensures Deciding Officials make well informed & timely decisions. There is a dedicated government purchase card holder assigned to the reasonable accommodation team for the procurement of accommodations.

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

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

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

The Agency has incorporated Personal Assistance Services into its revised Reasonable Accommodation Instruction which has been submitted to EEOC for review.

## Section VI: 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 government-wide average?

Answer Yes

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 Yes

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

The Agency had no finding of discrimination.

### 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 Yes

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.

The Agency had no finding of discrimination.

## Section VII: Identification and Removal of Barriers

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

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

Answer No

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

Answer No

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

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

N/A

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

In FY 2019 HR worked with EEO to revise entrance and exit surveys to include information regarding reasonable accommodations and hostile work environment.

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.

HR and EEO will review the results of the entrance and exit surveys to determine if employees indicate an issue with reasonable accommodations or disability related harassment.