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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

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

Since the DIA permanent workforce starts at GG-7, analysis of the DIA permanent workforce shows that 11.54% of GG-7 to GG-10 population had a reported disability.

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

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

    a. Cluster GS-1 to GS-10 (PWTD)   Answer   No

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

NA

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10					
Grades GS-11 to SES					

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

• The MD-715 Program Manager along with EO leadership briefed the six essential elements and demographic data findings from the MD-715 to Key Leaders across the Agency. • EO/OHR Recruitment Partnership Committee continues to meet periodically to discuss targeted recruitment efforts, encourage information sharing and explore cross-training opportunities. In partnership with EO, the DIA Recruitment Team continues to utilize the MD-715 in the selection of recruitment events (career fairs and information sessions) and targeted academic institutions.

Section II: Model Disability Program

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

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

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

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

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	
Section 508 Compliance	5	0	0	Douglas Cossa Chief Information Officer douglas.cossa@dodiis.mil
Architectural Barriers Act Compliance	1	0	0	Michael.Brobeck2@dodiis.
Processing applications from PWD and PWTD	0	0	0	
Special Emphasis Program for PWD and PWTD	1	0	0	Colby Dillard Disability Program Manager Colby.Dillard@dodiis.mil
Processing reasonable accommodation requests from applicants and employees	3	0	3	Donna Welch Outreach and Engagement Chief Donna.Welch@dodiis.mil
Answering questions from the public about hiring authorities that take disability into account	0	0	0	

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

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

The full-time staff responsible for processing reasonable accommodation requests has been sufficiently trained; training completed includes the EEOC's Disability Program Managers Course and routine webinars offered by EO practitioners. In addition, the staff attends a weekly collaboration meeting with RA counterparts across the federal government increasing information sharing, best practices, and opportunities to attend training. Collateral duty staff members have completed EEOC Counselors course, mediation, and all attend disability focused webinars.

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

NA

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	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.
Objective	To establish procedures for processing requests for personal assistance services, post procedures on a public website, and ensure that all accommodation requests are processed within established time frames.
Target Date	Sep 30, 2022
Completion Date	Dec 2, 2022

Planned Activities	*Target Date*	*Completion Date*	*Planned Activity*
	Sep 30, 2022	December 2, 2022	The Reasonable Accommodations team will identify current challenges and develop action plans to processing RA requests within the defined time frame.

Accomplishments	*Fiscal Year*	*Accomplishment*
	2018	EO developed new disability RA procedures in accordance with 29 C.F.R. § 1614.203(d)(3)(i). RA procedures were sent to EEOC for comments, and EO incorporated new requirements into the procedures per EEOC's feedback. EO then submitted the RA instruction staffing package for DIA approval.
	2020	•In coordination with the EO reasonable accommodation (RA) team, the Section 508 Team under CIO1A developed a RA hardware catalog and suite of tools for procurement and incorporation into DIA's asset management strategy.This baseline allowed for bulk procurement of IT hardware items to allow expedient fulfillment of tangible items to customers, reducing risk for non-compliance to service delivery. •EO developed a surplus of regularly requested accommodation items to increase fulfillment of tangible items on 17March 2020.
	2019	FY19 Accomplishments: • EO onboarded a new staff member to the Disability Programs section. The onboarding of the new employee has aided in DIA being better equipped to address incoming request for reasonable accommodations. • Establishment of DIA's Information Technology (IT) Accessibility Office (508 office), has aided in the fulfillment of requests, as it relates to IT equipment, software, and IT accessibility challenges. • Establishment of Senior Level disability working group, allows Seniors for Mission Services directorate, the Chief Information Officer, and EO to discuss trends as it relates to disability. FY19 Modifications: • The target completion date for C.2.b has been modified to 30 September 2020. • EO determined that item C.2.b.5 is being met so a completion date has been added. However, a new planned activity has been added to this plan to fully accomplish C.2.b.5. • The target completion date for C.2.c has been modified to 29 May 2020. • The target completion date for C.2.c.1 has been modified to 29 May 2020.
	2022	The RA team developed action plans to achieve processing all RA requests within the allotted time frame.

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.		
Objective	To establish procedures for processing requests for personal assistance services, post procedures on a public website, and ensure that all accommodation requests are processed within established time frames.		
Target Date	May 29, 2020		
Completion Date			
Planned Activities	_Target Date_	_Completion Date_	_Planned Activity_
	May 29, 2020		EO will post the finalized Personnel Assistance Services Procedures for processing requests on the DIA public website.
Accomplishments	_Fiscal Year_	_Accomplishment_	
	2018	EO developed new disability RA procedures in accordance with 29 C.F.R. § 1614.203(d)(3)(i). RA procedures were sent to EEOC for comments, and EO incorporated new requirements into the procedures per EEOC's feedback. EO then submitted the RA instruction staffing package for DIA approval.	
	2020	•The target completion date for planned activity #4 has been modified to 31 October 2022. DIA informs the public to contact the EO Office at www.dia.mil/careers-and-internships/working-at-DIA/#reasonable-accommodations-in-the-workplace.	
	2019	FY19 Accomplishments: • EO onboarded a new staff member to the Disability Programs section. The onboarding of the new employee has aided in DIA being better equipped to address incoming request for reasonable accommodations. • Establishment of DIA's Information Technology (IT) Accessibility Office (508 office), has aided in the fulfillment of requests, as it relates to IT equipment, software, and IT accessibility challenges. • Establishment of Senior Level disability working group, allows Seniors for Mission Services directorate, the Chief Information Officer, and EO to discuss trends as it relates to disability. FY19 Modifications: • The target completion date for C.2.b has been modified to 30 September 2020. • EO determined that item C.2.b.5 is being met so a completion date has been added. However, a new planned activity has been added to this plan to fully accomplish C.2.b.5. • The target completion date for C.2.c has been modified to 29 May 2020. • The target completion date for C.2.c.1 has been modified to 29 May 2020.	

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

• The DIA Strategic Programs Recruitment Team Executes and supports strategic recruitment efforts at the Agency level through virtual and in-person events. • In FY22, the Internship Programs Branch had two Workforce Recruitment Plan (WRP) interns in our pipeline, and we onboarded one for a summer internship. We also advanced the program by initiating the Military Interdepartmental Purchase Request (MIPR) funding process between our WRP DoD partner and DIA. • In FY22, there were 25 Wounded Warrior (WW) applicants, and 19 accepted final job offers for internships at DIA. Nineteen WWs onboarded at DIA and we permanently placed one WW. The program officials attended approximately 5 WW recruitment events during FY22. • In FY22, job offers were extended to 6 WWs, and by end of the fiscal year, one onboarded as a permanent employee. • With the WRP MIPR process now in place and an increased influx of WWs, the program is positioned better to serve our WRP and WW intern population once they

onboard at the agency. • DIA has begun to employ the unique capabilities of people with varying neurodiverse skills. The agency's recruitment plan will incorporate events with neurodiverse candidates. DIA's Chief Information Office (CIO) has partnered with Melwood to develop neurodiversity education and awareness workshops for the workforce.

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

NA. DIA does not have a hiring authority equivalent to Schedule A with the goal recruiting and hiring PWD and PWTD for positions in the permanent workforce.

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

NA

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   N/A

NA. DIA already utilizes WWP and other Veteran and disability related hiring pools.

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.

The DIA WWP strategic outreach efforts in the National Capitol Region (NCR) includes recruiting events that were held in the NCR, via virtual and/or in-person platforms.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

NA

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

% of Qualified Applicants					
% of New Hires					

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

• Persons with Disabilities were 5.79% of new hire selections for the 0132 Occupational Series compared to qualified external applicant rate of 11.28% (5.49 percentage point gap). Persons with Targeted Disabilities were 1.79% of new hire selections for the 0132 Occupational Series compared to qualified external applicant rate of 4.10% (2.31 percentage point gap). • Persons with Disabilities were 2.44% of new hire selections for the 0301 Occupational Series compared to qualified external applicant rate of 12.20% (9.76 percentage point gap). • Persons with Targeted Disabilities were 0.00% of new hire selections for the 2210 Occupational Series compared to the qualified external applicant rate of 3.51% (3.51 percentage point gap).

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

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

        a. Qualified Applicants for MCO (PWD)   Answer   Yes

        b. Qualified Applicants for MCO (PWTD)   Answer   Yes

Qualified internal applicants within the mission-critical occupations exists within internal competitive promotions. • Persons with Disabilities were 9.41% of qualified internal applicants for the 0132 Occupational Series compared to the relevant applicant pool of 13.91% (4.5 percentage point gap). Persons with Targeted Disabilities were 1.86% of qualified internal applicants for the 0132 Occupational Series compared to the relevant applicant pool of 3.22% (1.36 percentage point gap). • Persons with Disabilities were 14.83% of qualified internal applicants for the 0301 Occupational Series compared to the relevant applicant pool of 16.13% (1.3 percentage point gap).

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

NA

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

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities,

awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

A. ADVANCEMENT PROGRAM PLAN

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

DIA is committed to ensuring that PWD, including PWTD, have sufficient opportunities for advancement. DIA's talent management system encompasses the Agency's plan to ensure advancement opportunities for all employees. It represents a holistic approach to develop and retain a world-class cadre of intelligence officers and leaders to meet the Agency's vital mission. The focus is on developing each officer's skills to meet the demands of a worldwide Defense Intelligence Enterprise. The system comprises three components: career development (including CBTO), promotions, and assignments. Each component plays an equal part in developing all DIA Officers. The career development pillar encourages employees to focus on strengthening their experience, training, and qualifications to help identify interests and define career paths. When employees are ready for more responsibility and consistently demonstrate their ability to work at the higher level of responsibility, they can be evaluated on their qualifications against standard criteria in the promotion process. Finally, employees may seek advancement and broaden their career through meaningful job assignments cross the Agency's worldwide enterprise via rotations and positions in the career marketplace.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The career broadening training opportunities (CBTO) program enables DIA employees to participate in advanced learning and development programs available externally through seats allocated to DIA or publicly accessible. Twenty-two programs include training for short-term and long-term study at various governmental and non-governmental institutions. Employees are selected to attend based on their ability to demonstrate excellence across the following leadership competencies: Enterprise Perspective, Information Sharing, Integration and Organizational Awareness. These opportunities enhance workforce knowledge, abilities, and skills to support the DIA mission and become more well-rounded DoD and Inter-Agency leaders. DIA civilians' grades GG7 through GG15 are eligible to apply for Career Broadening and Training Opportunities upon completion of two years of continued service with DIA and fulfillment of their probationary status. Programs include DoD's Service Schools and War Colleges, Office of Personnel Management (OPM) leadership programs and full-time university study.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Coaching Programs	7.75%	7.75%	13.3%	13.3%	1.90%	1.90%
Training Programs	1.92%	1.20%	18.6%	26.3%	4.80%	4.80%
Other Career Development Programs	NA	NA	NA	NA	NA	NA
Internship Programs	17%	32.2%	6.40%	13.8%	3.15%	3.18%
Detail Programs	Not Av	Not Av	Not Av	Not Av	Not Av	Not Av
Mentoring Programs	2.90%	0%	0%	0%	0%	0%
Fellowship Programs	0.80%	0.25%	8.75%	11.5%	2.40%	2.40%

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

• At GG-15, Persons with Disabilities were 0.00% of CBTO selections compared to the applicant rate of 66.67% (66.67 percentage point gap). • At GG-14, Persons with Disabilities were 5.00% of CBTO applicants compared to the eligibility rate of 15.82% (10.82 percentage point gap). • At GG-13, Persons with Disabilities were 0.00% of CBTO selections compared to the applicant rate of 9.68% (9.68 percentage point gap). Persons with Disabilities were 9.68% of CBTO applicants compared to the eligibility rate of 14.81% (5.13 percentage point gap). • At GG11/12, Persons with Disabilities were 0.00% of CBTO selections compared to the applicant rate of 11.54% (11.54 percentage point gap). Persons with Disabilities were 11.54% of CBTO applicants compared to the eligibility rate of 13.19% (1.65 percentage point gap).

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

       a. Applicants (PWTD)   Answer   Yes

       b. Selections (PWTD)   Answer   Yes

• At GG-15, Persons with Target Disabilities were 0.00% of CBTO applicants compared to the eligibility rate of 3.22% (3.22 percentage point gap). • At GG-14, Persons with Targeted Disabilities were 0.00% of CBTO applicants compared to the eligibility rate of 2.97% (2.97 percentage point gap). • At GG-13, Persons with Targeted Disabilities were 0.00% of CBTO selections compared to the applicant rate of 3.23% (3.23 percentage point gap). • At GG11/12, Persons with Target Disabilities were 0.00% or selections compare to the applicant rate of 1.92% (1.92 percentage point gap).

C. AWARDS

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

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

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

• Time-off Awards: 1-10 hours, Persons with Disabilities received award at a lower rate (59.47%) than Persons without a Disability (60.78%), a 1.31 percentage point gap. Persons with Targeted Disabilities received award at a lower rate (55.21%) than Persons without Disabilities (60.78%), a 5.57 percentage point gap. • Time-off Awards: 11-20 hours, Persons with Disabilities received award at a lower rate (24.12%) than Persons without Disabilities (25.15%), a 1.03 percentage point gap. • Cash Awards: $500 and Under, Persons with Disabilities received award at a lower rate (3.22%) than Persons without a Disability (4.28%), a 1.06 percentage point gap. Persons with Targeted Disabilities received award at a lower rate (2.39%) than Persons without Disabilities (4.28%), a 1.89 percentage point gap. • Cash Awards: $1000-$1999, Persons with Targeted Disabilities received award at a lower rate (41.49%) than Persons without Disabilities (43.92%), a 2.43 percentage point gap.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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

       a. Pay Increases (PWD)   Answer   Yes

       b. Pay Increases (PWTD)   Answer   Yes

• Persons with Disabilities received a QSI at a lower rate (9.17%) than Persons without Disabilities (85.15%), a 75.98 percentage

point gap. • Persons with Targeted Disabilities received a QSI at a lower rate (1.31%) than Persons without Disabilities (85.15%), a 83.84 percentage point gap. • Persons with Disabilities received a Performance-based Pay Increase at a lower rate (9.48%) than Persons without Disabilities (87.93%), a 78.45 percentage point gap. • Persons with Targeted Disabilities received a Performance-based Pay Increase at a lower rate (1.72%) than Persons without Disabilities (87.93%), a 86.21 percentage point gap.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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

    a. Other Types of Recognition (PWD) Answer No

    b. Other Types of Recognition (PWTD) Answer No

NA

D. PROMOTIONS

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

    a. SES

        i. Qualified Internal Applicants (PWD) Answer Yes

        ii. Internal Selections (PWD) Answer No

    b. Grade GS-15

        i. Qualified Internal Applicants (PWD) Answer Yes

        ii. Internal Selections (PWD) Answer No

    c. Grade GS-14

        i. Qualified Internal Applicants (PWD) Answer Yes

        ii. Internal Selections (PWD) Answer Yes

    d. Grade GS-13

        i. Qualified Internal Applicants (PWD) Answer Yes

        ii. Internal Selections (PWD) Answer Yes

• At SES, Persons with Disabilities were 3.77% of qualified internal applicants for promotion compared to the relevant applicant pool of 13.09% (9.32 percentage point gap). • At GG-15, Persons with Disabilities were 2.46% of qualified internal applicants for promotion compared to the relevant applicant pool of 15.82% (13.36 percentage point gap). • At GG-14, Persons with Disabilities were 4.05% of promotion selections compared to the qualified internal applicant rate of 5.06% (1.01 percentage point gap). Persons with Disabilities were 5.06% of qualified internal applicants compared to the relevant applicant pool of 14.81% (9.75 percentage point gap). • At GG-13, Persons with Disabilities were 2.21% of promotion selections compared to the qualified internal applicant rate of 4.45% (2.24 percentage point gap). Persons with Disabilities were 4.45% of qualified internal applicants compared to the

relevant applicant pool of 14.28% (9.83 percentage point gap).

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 Yes

    b. Grade GS-15

      i. Qualified Internal Applicants (PWTD)   Answer No

      ii. Internal Selections (PWTD)   Answer No

    c. Grade GS-14

      i. Qualified Internal Applicants (PWTD)   Answer No

      ii. Internal Selections (PWTD)   Answer Yes

    d. Grade GS-13

      i. Qualified Internal Applicants (PWTD)   Answer No

      ii. Internal Selections (PWTD)   Answer No

• At SES, Persons with Targeted Disabilities were 0.00% of promotion selections compared to the qualified internal applicant rate of 3.77% (3.77 percentage point gap). • At GG-14, Persons with Targeted Disabilities were 2.03% of promotion selections compared to the qualified internal applicant rate of 4.72% (2.69 percentage point gap).

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

N/A

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

    a. New Hires to SES (PWTD)   Answer No

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

> • At GG-14, Persons with Targeted Disabilities were 4.76% of new hire selections compared to the qualified external applicant rate of 11.54% (6.78 percentage gaps). • At GG-13, Persons with Targeted Disabilities were 4.05% of new hire selections compared to the qualified external applicant rate of 5.70% (1.65 percentage gaps).

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

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

> • At the Executive level, Persons with Disabilities were 2.20% of promotion selections compared to the qualified internal applicant rate of 3.86% (1.66 percentage point gap). Persons with Disabilities were 3.86% of qualified internal applicants for promotion compared to the relevant applicant pool of 14.94% (11.08 percentage point gap). • At the Manager level, Persons with Disabilities were 7.04% of promotion selections compared to the qualified internal applicant rate of 8.50% (1.46 percentage point gap). Persons with Disabilities were 8.50% of qualified internal applicants for promotion compared to the relevant applicant pool of 14.64% (6.14 percentage point gap). • At the Supervisor level, Persons with Disabilities were 0.00% of qualified internal applicants for promotion compared to the relevant applicant pool of 11.95% (11.95 percentage point gap).

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

a. Executives		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Managers		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

c. Supervisors

i. Qualified Internal Applicants (PWTD)	Answer	Yes
ii. Internal Selections (PWTD)	Answer	No

At the Supervisor level, Persons with Targeted Disabilities were 0.00% of qualified internal applicants for promotion compared to the relevant applicant pool of 2.05% (2.05 percentage point gap).

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

NA

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

NA

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer   N/A

NA. DIA does not have a hiring authority equivalent to Schedule A with the goal recruiting and hiring PWD and PWTD for positions in the permanent workforce.

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

NA

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %

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

NA

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %

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.

NA

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The link to information on Section 508 of the Rehabilitation Act, and how to file a complaint can be found at the bottom of the DIA public website at: https://www.dia.mil. Direct website address: 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.

Information on the Architectural Barriers Act of 1968, and how to file a complaint can be found through the DIA public website at: https://www.dia.mil/About/Equal-Opportunity-Diversity/. Direct website address: www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards, https://www.access-board.gov/enforcement/

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

• In FY23, the EO will launch an Accessibility Building Check Program with the Office of Facilities, to complete Americans with Disabilities Act (ADA) compliance checks across the DIA enterprise. • In FY23, the CIO will launch its Accessibility Advocacy Program, which will teach Agency employee's how to build accessibility into products produced in the Agency. • Issued updated Reasonable Accommodation guidance. EO will launch updated training to educate the workforce and supervisors of the new guide and reasonable accommodation process. • Launched new RA request portal, which will allow employees the opportunity to see real

time updates of submitted RA requests. • In coordination with the CIO, the EO Office is working to implement a Neurodiverse Hiring Program, to on board, reattain and promote employees who are neurodivergent. • Continue to lead the Reasonable Accommodation Steering Committee (RASC) to improve RA fulfillment across the Agency.

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.)

Average timeframe for processing reasonable accommodations from completed request (Appendix A and medical documentation when necessary) to decision letters is five days. The exception is software requests and reassignments, which can take additional time due to software testing for IC security compliance or additional position vetting from OHR.

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 Accommodations team has processed 88.9% of requests within the timeframe set in DIA policy. On average the decision letters are provided to customers within five days of the completed request which is well under the 30 business days in DIA policy. In FY22, the RA team provided both in office and at-home accommodations to employees with or needing reasonable accommodations implemented as the Agency continued to navigate the COVID-19 pandemic. As guidance in reference to COVID-19, in particularly for high-risk personnel, the Reasonable Accommodation team provided ad hoc training at the Agency, Directorate, and Office level. The ad hoc trainings allowed reasonable accommodation questions to be addressed in conjunction with Agency COVID-19 guidance; thus, boosting the visibility of the program, and increasing request. In FY22, 13 Reasonable Accommodation trainings were instructed.

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.

EO has developed a statement of work for our Personal Assistance Services (PAS) program. Once a contract is secured, the Agency will coordinate its PAS policy. If a customer requests PAS, the request is facilitated by the RA team in coordination with an existing contract with the medical clinic for coordination.

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

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

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

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.

NA

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.

NA

Section VIII: Identification and Removal of Barriers

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

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

Answer   No

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

Answer   N/A

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

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B4
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Persons with Disabilities continue to experience underrepresentation at the GG-7 to GG10 population of DIA's permanent workforce. Persons with Disabilities experience lower external selections for the 0132 and 0301 Occupational Series positions than the qualified external applicant rate. Persons with Targeted Disabilities experience lower external selections for the 0132 Occupational Series positions, and no selections for the 2210 Occupational Series positions than the qualified external applicant rate. Persons with Targeted Disabilities experience lower selections for new hire at the GG-13 and GG-14 grade level in comparison to the qualified external applicant rate.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities
Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

	Barrier Name	Description of Policy, Procedure, or Practice
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Unidentified Barrier	Where under-representation or under participation exists, DIA will utilize the year-round barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers.

Objective(s) and Dates for EEO Plan					
Date Initiated	**Target Date**	**Sufficient Funding / Staffing?**	**Date Modified**	**Date Completed**	**Objective Description**
10/01/2018	09/30/2020	Yes	05/30/2023		Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.

Responsible Official(s)		
Title	**Name**	**Standards Address The Plan?**
Chief Diversity, Equality, and Inclusion Officer	Dr. Sharon Harrington	Yes
NA	Barrier Analysis Working Group	Yes

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2024	Update policy to include mandatory Unconscious Bias and EO training for all hiring managers and panel members.	Yes		

	Planned Activities Toward Completion of Objective			
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2019	The Barrier Analysis working group will conduct barrier analysis into identified triggers and coordinate with stakeholders to develop action plan(s) to address the root cause(s).	Yes	05/30/2025	

	Report of Accomplishments
Fiscal Year	**Accomplishment**
2020	•Based on the FY20 data, the FY19 (10.26) MD-715 trigger of PWD New Hires not meeting the EEOC goal of 12% no longer exists. •Based on the FY20 data, FY19 MD-715 trigger of PWD involuntarily separated at 2.10% compared to PWOD (1.97%) with a 0.13 percentage point gap no longer exists.
2018	Implemented a Barrier Analysis and Data management workgroup to determine necessary data requirements and develop policies across the employee lifecycle that affect PWD and PWTD. EO, OHR, and ADI collaborated to ensure responsible employees receive adequate training to fully execute barrier analysis.
2018	EO and OHR resurveyed the workforce to ensure accurate disability data.
2018	Worked with OHR to assess current tracking mechanisms regarding PWD / PWTD and explore ways to accurately track applicable data across the employee lifecycle. EO was able to report FY18 applicant flow data for PWD/PWTD for the first time on the MD-715 report.
2018	DO, recognizing the importance of this initiative for members of the workforce, helped to fund the DIA Deaf and Hard of Hearing captioning initiative. The EO Office and the Office of Facilities (FAC) are presently working to bring captioning and unclassified video services to DIA Officers who are deaf or hard of hearing. The initiative will help provide our deaf or hard of hearing community, equal access to communication tools.
2019	FY19 Accomplishments: • Included performance objectives for the responsible official to ensure accountability for disability program management to include identifying Disability Outreach opportunities; participate in mission-specific recruitment activities or hiring events geared towards individuals with disabilities. • Develop/Coordinate/Provide agency-wide disability education program(s); meet periodically with SEP observance lead to chart event progress throughout the event-planning phase; keep leadership abreast of observance plans and planning challenges. Assist RAC in processing requests in accordance with Agency policy; compile quarterly RA spend report; ensure that expenditures are necessary/accurate; track of property assignment through the use of inventory markers; ensure RA related equipment/resources are still in use and guarded against misuse and/or fraud. Complete all projects/assignments by suspense date; advise supervisor of potential problems/concerns and present innovative solutions. In January 2019, the Automated Captioning in DIA's Tighe Auditorium and Leadership Hall was launched. • In FY19, EO launched the SF-256 Campaign to educate the workforce on how to self-identify a disability or non-disability in myHR for agency tracking purposes.
2022	Persons with Targeted Disabilities did not experience voluntary or involuntary separation at a higher rate than Persons without Disabilities.

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B9
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Persons with Disabilities received time off award of 1-10 hours, and 11-20 hours at a lower rate than Persons without Disabilities. Persons with Targeted Disabilities received time off award of 1-10 hours at a lower rate than Persons without Disabilities. Persons with Disabilities received cash award of $500 and under, and $1000-$1999 at a lower rate than Persons without Disabilities. Persons with Targeted Disabilities received cash award of $500 and under at a lower rate than Persons without Disabilities. Persons with Disabilities and Persons with Targeted Disabilities received QSI and performance-based pay increase at a lower rate than Persons without Disabilities.
STATEMENT OF BARRIER GROUPS:	*Barrier Group* People with Disabilities People with Targeted Disabilities
Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Unidentified Barrier	Where under-representation or under participation exists, DIA will utilize the year-round barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
01/17/2019	09/30/2020	Yes	09/26/2026		Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chief Diversity, Equality, and Inclusion Officer	Dr. Sharon Harrington	Yes
NA	Barrier Analysis Working Group	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
01/30/2023	The Barrier Analysis Working Group will conduct barrier analysis into the entire awards process.	Yes	09/29/2026	

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2020	•Based on FY20 data, the FY19 MD-715 trigger of PWD and PWTD underrepresentation within internal promotions in the 2210 mission critical series no longer exists. Note * Completion dates of October 1, 2019 were reported in the FY19 report.
2018	None
2019	FY19 Accomplishments: • All DIA Supervisors and CDOs are required to take Annual DIA EO Training which includes a module tailored to supervisors' role in reasonable accommodations. • EO has reviewed and confirmed that the DIA Promotion Program's documents, technology systems, and training materials are 508 compliant. • EO met with OHR to discuss the feasibility of implementing blind promotion panels at DIA and determined that due to technology limitations for proper redactions and security concerns a truly blind promotion panel is not feasible. • EO collaborated with OHR to ensure that EO training is required for all Promotion Panel Members prior to the panel execution. • OHR conducted an evaluation of the Promotion Program's feedback mechanism and has implemented procedural improvements for the FY20 Promotion Cycle. Additionally, the DIA Promotion Program requires that both Rating Officials and Employees validate and document the date in the Promotion Assessment Form (PAF) that a feedback conversation took place between the Rating Official and the employee.

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B6
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Persons with Disabilities and Targeted Disabilities experience lower representation in qualified applicants for promotion in the 0132 Occupational Series compared to the relevant applicant pool. Persons with Targeted Disabilities experience lower representation in qualified applicants for promotion in the 0301 Occupational Series compared to the relevant applicant pool. Persons with Disabilities experience lower or no applicant and/or selection representation at GG-13 to SES, and supervisory, management and executive level positions. Persons with Targeted Disabilities experience lower or no applicant and/or selection representation at GG-14 and SES, and supervisory positions.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Unidentified Barrier	Where under-representation or under participation exists, DIA will utilize the year-round barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2019	09/30/2020	No	09/29/2025		Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chief Diversity, Equality, and Inclusion Officer	Dr. Sharon Harrington	Yes
NA	Barrier Analysis Working Group	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2020	Analyze data to determine if reasonable accommodations for PWD/ PWTD are a factor affecting promotion qualification.	Yes	09/29/2023	

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
09/30/2020	Analyze data to determine if mobility requirements for CBTO is resulting in a lower-than-expected CBTO participation rate for PWD / PWTD and if this is a factor affecting promotion qualification.	Yes	09/29/2025	

Report of Accomplishments	
Fiscal Year	**Accomplishment**
2020	•CBTO created a NIPR channel on MS Teams to help advertise for CBTO. •COVID-19 delayed the use of the overview tab function for the directorate level panel, which was created in February/March 2020. OHR plans to use overview tab function in May 2021 for the Academic programs' applications. This oversight build is for the directorate level panel to complete the scoring process on the CBTO portal will efficiently track the directorate level panel and consolidate where the panel process takes place. Allows directorates to use the portal and easier for panel members to score and provide feedback to applicant. This will create a one stop shop for the whole CBTO process (from the local, directorate, and Agency level review process). •Based on the FY20 data, the FY19 MD-715 trigger of PWTD applied for a CBTO at a lower rate based on their representation in the applicant pool at GG-15 and SES no longer exists.
2018	The ADI has established a regular annual schedule for Career Development Program application processes with two applications periods each year. This regular release schedule increases visibility and planning for program coordinators, liaisons, employees and their supervisors. Data shows that PWD were 9.86% of CBTO applications and 10.34% of CBTO selectees (0.48% gap). DIA PWD were more likely to be selected for a CBTO than expected based on their application rate. Data shows that PWTD were 2.82% of the CBTO applicant pool and represented 5.63% of CBTO applications (2.81% gap). This does not represent a trigger; DIA PWTD were more likely to apply for a CBTO than expected based on their representation in the applicant pool.
2019	DIA removed planned activities that are ongoing and executed year-round and refocused and refined existing planned activities. With a new barrier analysis focus, DIA will be able to better identify, address, and track barriers.

Source of the Trigger:	Workforce Data (if so identify the table)
Specific Workforce Data Table:	Workforce Data Table - B7
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	Persons with Disabilities experienced non-selection for GG-11/12, 13, and 15 CBTO. Persons with Disabilities represented lower rate of applicants for GG-11/12, 13, and 14 CBTO compared to the eligibility rate. Persons with Targeted Disabilities experienced non-selection for GG-11/12, and 13. Persons with Targeted Disabilities did not apply for GG-14, and 15 CBTO.

STATEMENT OF BARRIER GROUPS:	*Barrier Group*
	People with Disabilities
	People with Targeted Disabilities

Barrier Analysis Process Completed?:	N
Barrier(s) Identified?:	N

STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	**Barrier Name**	**Description of Policy, Procedure, or Practice**
	Unidentified Barrier	Where under-representation or under participation exists, DIA will utilize the barrier analysis working group to conduct barrier analysis, review the results, identify any root causes, and coordinate the implementation of action plans to eradicate barriers.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
10/01/2019	01/30/2023	Yes	09/29/2026		Upon completion of barrier analysis, DIA will be able to state an alternative or revised Agency policy, procedure, or practice to be implemented to eliminate the identified barrier.

Responsible Official(s)

Title	Name	Standards Address The Plan?
Chief Diversity, Equality, and Inclusion Officer	Dr. Sharon Harrington	Yes
NA	Barrier Analysis Working Group	Yes

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
01/30/2023	The Barrier Analysis Working Group will partner with the CBTO Program Officials to conduct barrier analysis into the entire CBTO lifecycle process.	Yes	09/29/2026	

Planned Activities Toward Completion of Objective				
Target Date	**Planned Activities**	**Sufficient Staffing & Funding?**	**Modified Date**	**Completion Date**
01/30/2022	Coordinate with ADI and CDOs to define a process to provide EO with CBTO applicant demographic data from both the CBTO Directorate Level Panels.	Yes		02/28/2022
Report of Accomplishments				
Fiscal Year	**Accomplishment**			
2018	Average hours awarded in Time Off Awards were slightly higher for PWD and PWTD compared to awardees with no disability. For Time Off Awards of one to nine hours, employees with no disability received an average of 7.05 hours, compared to 7.60 hours for PWD and 7.70 hours for PWTD. Similarly, for Time Off Awards of more than nine hours, employees with no disability received an average of 23.40 hours, compared to 24.20 hours for PWD and 26.00 hours for PWTD.			
2019	The only FY18 planned activity was completed. However, after further review, it was determined that the completed action plan had no meaningful impact on the trigger identified. The impact of integrating EO training and presence into Bonus Panel training for panel members and mock panels remains to be seen. The Barrier Analysis Working Group will investigate in impact in future fiscal years. Further barrier analysis will be conducted to determine if the planned activity corrected the trigger and DIA also added an additional planned activity.			
2020	None			
2022	• CBTO included employee ID on the CBTO application. This allows for demographic data to be tracked throughout the process. • CBTO updated their portal to ensure oversight into the local and agency level CBTO process. • Applicants can view live status of their application throughout the entire process. • If an applicant is not selected, they do receive feedback in reference to their non-selection. • Persons with Disabilities did not experience a trigger at the GG-14 CBTO selections stage.			

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

N/A

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

N/A

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

N/A