

Part J: Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Individuals with Disabilities

MD-715 PART J	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
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To capture agencies' affirmative action plans for PWD and PWTD, EEOC regulations (29 CFR. § 1614.203(e)) and MD-715 require agencies to describe how their 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 reportable and targeted disabilities in the Federal Government.

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

- 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 (PTWD)	Yes		No	X
b. Cluster GS-11 to SES (PTWD)	Yes		No	X

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

DEVCOM provides education and training to employees, managers, and supervisors throughout the workforce through Lunch-and-Learns, Staff Syncs, Desk-side-training and other events to ensure the workforce is aware of EEO, Disability, and Reasonable Accommodation information. Information includes the use of Schedule A and 30% or More Disabled Veteran hiring authorities. If a hiring manager chooses, s/he/they may request to use a non-competitive selection process.

Section II: Model Disability Program

Pursuant to 29 CFR. §1614.203(d)(1), agencies must ensure sufficient staff, training, and resources to recruit and hire Individuals with Disabilities and Individuals 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.

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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.

Yes	X	No	
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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	1			Amber Torgerson Human Resource Specialist G-1 Office-Civilian Personnel amber.e.torgerson.civ@army.mil
Answering questions from the public about hiring authorities that take disability into account	2			Amber Torgerson Human Resource Specialist G-1 Office-Civilian Personnel amber.e.torgerson.civ@army.mil
Processing RA requests from applicants and employees	4			Amber Torgerson Human Resource Specialist G-1 Office-Civilian Personnel amber.e.torgerson.civ@army.mil <i>Processes Applicant Reasonable Accommodation Requests Only</i> Jacqueline Price Disability Program Manager Office of Diversity, Equity & Inclusion Jacqueline.r.price.civ@army.mil <i>Processes Reasonable Accommodation Requests for DEVCOM HQ, DAC, C5ISR, GVSC, SC, and CBC</i> Darrell Wilson EEO Program Manager DEVCOM AvMC darrell.d.wilson.civ@army.mil <i>Processes Reasonable Accommodation Requests for DEVCOM AvMC</i> Troy Baker / Patrick Washington DPM / Chief EEO Officer DEVCOM/ARL troy.d.baker2.civ@army.mil patrick.l.washington.civ@army.mil <i>Processes Reasonable Accommodation Requests for DEVCOM ARL</i> <i>Servicing installation EEO Offices provide reasonable accommodation services for DEVCOM GVSC, AC, and SC.</i>
Section 508 Compliance	1			Xiomara Ford CIO/G6 Director Xiomara.d.ford.civ@army.mil

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Architectural Barriers Act (ABA) Compliance	1			Jacqueline Price Disability Program Manager Office of Diversity, Equity & Inclusion Jacqueline.r.price.civ@army.mil
Special Emphasis Program (SEP) for PWD/PWTD	1			Jacqueline Price Disability Program Manager Office of Diversity, Equity & Inclusion Jacqueline.r.price.civ@army.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.

Yes	X	No	
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DEVCOM HQ DPM has over six (6) years as a Disability Program, and has received training to include: Disability Program Manager (DPM) with training from Defense Equal Opportunity Management Institute (DEOMI) and Equal Employment Opportunity Commission (EEOC); Special Emphasis Program Manager training from DEOMI and EEOC; ADA and Rehab Act Protections from EEOC; Pregnant Women Fairness Act (PWFA) training by EEOC; and several other like or related trainings from EEOC and Department of Labor (DOL).

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.

Yes	X	No	
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Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. Plan to Identify Job Applicants with Disabilities

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

One of the primary resources used to identify job applicants with disabilities, including individuals with targeted disabilities, for federal jobs is the USAJOBS website. There are several other websites where employers post resumes that can also be used to recruit and hire individuals with disabilities. The agency is prepared to use and manage the Workforce Recruitment Program (WRP) to identify and attract applicants with disabilities. The Federal Career Intern Program is also used to recruit and attract exceptional individuals into a variety of occupations; the agency uses several authorities, such as Special Direct Hiring Authorities; Veterans Recruitment Appointment (VRA), 30% or More Disabled Veterans Program, and Veterans Employment Opportunity Act (VEOA) appointments to assist with recruiting and hiring individuals with disabilities.

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

Schedule "A"

Though not specifically for veterans, the agency uses Schedule "A" authority for people with disabilities, 5 CFR 213.3102(u). It is an excepted authority that agencies can use to appoint eligible veterans who have a severe physical, psychological, or intellectual disability.

30% or More Disabled Veterans

The agency will use the 30% or More Disabled Veteran authority which allows an agency to non-competitively appoint any veteran with a 30% or more service-connected disability. This authority enables a selecting official to noncompetitively appoint a person to any position s/he/they is qualified for who was separated under honorable conditions from active duty in the Armed Forces who performed at any time and who has established the present existence of a service-connected disability rated at 30% or greater or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs (VA) or a military department. Initial appointments are time-limited, lasting only 60 days; however, the position can be non-competitively converted to a permanent status at any time during the time-limited appointment.

Veterans Employment Opportunities Act (VEOA)

The agency will also use the Veterans Employment Opportunity Act (VEOA) of 1998, as amended. VEOA allows disabled veterans (and other preference eligible applicants) to compete for positions that otherwise may have only been available to current permanent federal employees.

Veterans Recruitment Appointment (VRA)

VRA are competitive and non-competitive appointing authorities that can only be used when filling permanent, competitive service positions. VRA allows agencies to make an excepted appointment of an eligible disabled veteran (and other veterans) to a position up to a GS-11 or equivalent without competition.

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.

In determining whether an individual is eligible for appointment under such authority; they must have resume, documents required by the job vacancy; application; and Schedule A documentation. The information can be provided to the Disability Program Manager (DPM) and the Human Resource Specialist (Staffing).

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.

Yes	X	No		N/a	
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Hiring managers complete the Army's EEO Anti-Harassment & NO FEAR training. The training is an annual requirement. Additionally, training is provided via the online Supervisory Development Course for individuals assuming a manager or supervisor position, to include refresher training every 3 years thereafter. Training to include desk-side training is available to managers and their staff.

B. Plan to Establish Contacts with Disability Employment Organizations

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

In establishing contacts, the assigned DPM can reach out to numerous organizations and agencies that exist to assist with finding eligible individuals with disabilities to secure and maintain employment. Some of the organizations include: the Department of Labor's (DOL) Veterans Employment & Training Service www.dol.gov/vets/welcome.html; Hire Heroes, www.hireheroesusa.org; and Wounded Warriors Project www.woundedwarriorproject.org.

There are several advocacy groups that also serve as excellent resources for recruiting and hiring individuals with disabilities. They include: American Association of People with Disabilities www.aapd-dc.org ; American Council of the Blind www.acb.org; Council of State Administrators of Vocational Rehabilitation www.rehabnetwork.org; Deaf and Hard of Hearing in Government www.dhhig.org; and the National Council on Independent Living www.ncil.org.

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 or PWTD among the new hires in the permanent workforce? If yes, describe the triggers below.¹⁰

a. New Hires for Permanent Workforce (PWD)	Yes		No	X
b. New Hires for Permanent Workforce (PTWD)	Yes	X	No	

Per the MD-715 Online Reporter Data Table B1-1, 21.57% of New Hires identified as having a disability, but 0% of New Hires identified as having a Targeted Disability.

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD/PWTD among the new hires for any of the MCOs? If yes, describe the triggers below.

a. New Hires for MCO (PWD)	Yes		No	X
b. New Hires for MCO (PTWD)	Yes	X	No	

Per the MD-715 Online Reporter Worksheet B7P, only one MCO (Job Series 2210) had more than 2 hiring actions. Accordingly, MCO analysis for those categories lacks statistical meaningfulness. For job series 2210, 8 hiring actions were recorded, with 11.37% identifying as having a disability and 4.47% identifying as having a Targeted Disability.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD/PWTD among the qualified internal applicants for any of the MCOs? If yes, describe the triggers below.

a. Qualified Applicants for MCO (PWD)	Yes	X	No	
b. Qualified Applicants for MCO (PTWD)	Yes	X	No	

Data Table B9P: Triggers exist for the following MCOs:

SERIES	PWD%	PWTD%
0180	10.16%	1.69%
0346	0%	0%
0391	Met	0%
0501	0%	0%
0510	7.14%	0%
1035	4.83%	4.83%
1102	9.46%	2.42%
1550	5.83%	2.15
1702	0%	0%

¹⁰ As noted above, the MD-715 Online Reporter reflects only 51 New Hires; however, the applicant data provided indicates 399 new hires. For purposes of this Report, the MD-715 Online Reporter data is used.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD/PWTD among employees promoted to any of the MCOs? If yes, describe the triggers below.

a. Promotions for MCO (PWD)	Yes	X	No	
b. Promotions for MCO (PTWD)	Yes	X	No	

Data Table B9P: Although there were qualified PWDs and PWTDs for all the MCOs, the only series that promoted in the MCO was series 0201 and 1035.

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

Pursuant to 29 CFR §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 and PWTD have sufficient opportunities for advancement.

All employees within DEVCOM are aligned into one of the 31 career programs that provide a structured path to achieve education, training, and development.

B. Career Development Opportunities

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

Career Programs within DEVCOM centers include SMART Scholarship Program which offers them a full-time permanent science or engineering position and has a guarantee (upon successful performance only) to bring them to a GS-12 level equivalent position through a career ladder program. There is also the STRL Demo which features pay banding, performance-based compensation system, flexible hiring and a modern approach to career progression and assignments. Individual Development Plans (IDPs) are also used for development in both competencies to develop skills and knowledge. Most career programs are managed at the Headquarters, Department of the Army (HQDA) level.

In **Section IV.B.1**, describe the career development opportunities that require competition and/or supervisory recommendation/approval to participate. However, please note that participants would still need to compete for a promotion after they complete the training. Tables B6, B7, and B8 contain data concerning career development opportunities for the mission-critical occupations, senior grade levels, and management positions. Examples of career development opportunities include:

- President's Management Council Interagency Rotation Program;
- SES Candidate Development Programs;
- Details or rotational assignments;
- Coaching or mentoring programs; and
- Internship or fellowship programs.

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

In **Section IV.B.2**, agencies must complete the table beginning with the FY 2018 MD-715 report, which is due on February 28, 2019. The table includes data concerning the career development opportunities that require competition

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and/or supervisory recommendation/approval to participate. Please use the following definitions for each type of career development program:

- Internship Programs – provides students in high schools, colleges, trade schools, and other qualifying educational institutions with paid and unpaid opportunities to work in agencies and explore federal careers while completing their education. For more information, see OPM’s website at <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern>.
- Fellowship Programs – a sub-specialty training program that allows individuals to study and gain experience into a particular field of study. For example, OPM offers the Presidential Management Fellows Program, which is a leadership development program at the entry-level for advanced degree candidates. For more information, see OPM’s website at <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern>.
- Mentoring Program – a process that focuses specifically on providing guidance, direction, and career advice, which will enable individuals to achieve their full potential. Agencies can establish formal or informal mentoring programs. For more information, see OPM’s website at <https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Mentoring>.
- Coaching Programs – a process that maximizes people’s potential by working on their perceptions, self-confidence, and creative drive. For more information, see OPM’s website at <https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Coaching>.
- Career Development Programs – training for promotion or placement in other positions, including SES candidate development programs. For more information, please review 5 C.F.R. §§ 410.307; 410.312.
- Detail Programs – a process that allows employees to receive a temporary reassignment which exposes them to challenges or otherwise expands their capacity to serve.

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The 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.

a. Applicants (PWD)	Yes		No	X
b. Selections (PWD)	Yes		No	X

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If yes, describe the trigger(s) in the text box.

a. Applicants (PTWD)	Yes		No	X
b. Selections (PTWD)	Yes		No	X

C. Awards

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

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a. Awards, Bonuses, & Incentives (PWD)	Yes		No	X
b. Awards, Bonuses, & Incentives (PTWD)	Yes		No	X

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

a. Pay Increases (PWD)	Yes		No	
b. Pay Increases (PTWD)	Yes		No	

Data Table B13: Correct Information not available to answer the question .

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

a. Other Types of Recognition (PWD)	Yes		No	X	N/A	
b. Other Types of Recognition (PTWD)	Yes		No	X	N/A	

D. Promotions

The purpose of this section is to examine whether there are any triggers limiting the upward mobility for PWD and PWTD at the agency. This section takes a step-by-step approach to identify triggers throughout the workforce lifecycle. An analysis of the workforce data in table B(x) may indicate the existence of a glass wall or a blocked pipeline in the agency's promotion program limiting upward mobility opportunities for PWD and/or PWTD.

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 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).

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

Internal applicant data, and those applicants determined qualified, is not available.

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

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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).

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

Internal applicant data, and those applicants determined qualified, is not available.

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.

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

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.

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

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.

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

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II. Internal Selections (PWD)	Yes		No	
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Data Table B15: Information is not available. Internal applicant data, and those applicants determined qualified, is not available.

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.

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

Data Table B18: Internal applicant data, and those applicants determined qualified, is not available.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among selectees for new hires to supervisory positions? If yes, describe the trigger(s) in text box.

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

Data Table B18: Internal applicant data, and those applicants determined qualified, is not available.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB among the selectees for new hires to supervisory positions? If yes, describe the trigger(s).

a. New Hires for Executives (PWTB)	Yes		No	
b. New Hires for Managers (PWTB)	Yes		No	
c. New Hires for Supervisors (PWTB)	Yes		No	

Section V: Plan to Improve Retention of Individuals with Disabilities

To be a model employer for Individuals 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 personal 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.

Yes	X	No	
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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 trigger below.

a. Voluntary Separations (PWD)	Yes		No	X
b. Involuntary Separations (PWD)	Yes		No	X

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 trigger below.

a. Voluntary Separations (PWTD)	Yes		No	X
b. Involuntary Separations (PWTD)	Yes		No	X

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. No triggers identified regarding the separation of PWDs or PWTDs.

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 (ABA) 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 Web site for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

DEVCOM HQ Exchange – MS Teams; Public link on <https://www.army.mil/devcom> to [Chief Information Officer > DoDSection508 > Std Stmt \(defense.gov\)](#)

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

DEVCOM HQ Exchange – MS Teams

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

The DEVCOM Disability Program Manager will collaborate with the appropriate directorates and solicit information on the accessibility of buildings owned or controlled by the DEVCOM to assess and determine if any deficiencies exist, and what actions are currently in-place to remedy any known deficiencies.

C. Reasonable Accommodation Program

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

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

Due to the large number of requests for telework/remote in the reasonable accommodations process, the average time for processing reasonable accommodation requests as calculated by the DEVCOM HQ Disability Program Manager is approximately 65 business days from the date the decision-maker received the request. The Disability Program Manager paused the timeline pending receipt of requested medical information or supporting documentation from the requester or health care provider in accordance with AR 690-12. The DPM also paused the timeline for completion of the Essential Function Analysis (EFA) by the supervisor and the employee. The timeline is no longer paused for legal review to comply with Army Regulations. Interim accommodations are granted to employees for requests pending an action by the requestor or agency while engaged in the interactive process.”

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. 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 Disability Program Manager tracks and maintains all reasonable accommodation requests submitted to the HQ, DEVCOM DPM to identify trends and processing time frames. The Army Research Laboratory (ARL) DPM is responsible for RA request submitted within their organization. Reasonable accommodation requests submitted to servicing installation EEO Offices are currently monitored by the installation EEO Offices and not DEVCOM HQ. The EEO Staff provides disability and reasonable accommodation training throughout the workforce, in addition to the mandatory annual

Anti-harassment/No FEAR Act training.

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

PAS will be processed like reasonable accommodation and will be processed as expeditiously as possible. Interim accommodations will be given while PAS is being processed.