



**DHRA FY 2018  
EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
PROGRAM STATUS REPORT (MANAGEMENT  
DIRECTIVE 715)**

**October 1, 2017 – September 30, 2018**

**Defense Human Resources Activity  
4800 Mark Center Drive, Suite 06J25  
Alexandria, VA 22350**

**FEDERAL AGENCY ANNUAL EEO  
PROGRAM STATUS REPORT**

**EEOC MANAGEMENT DIRECTIVE 715:  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS  
REPORT**

**Defense Human Resources Activity**

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**A. AGENCY INFORMATION**  
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**EEOC FORM  
715-01 PART  
A - D**

*U.S. Equal Employment Opportunity Commission*  
**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**For period covering October 1, 2017 to September 30, 2018**

<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. Defense Human Resources Activity (DHRA)</b>	
	1.a. 2 <sup>nd</sup> level reporting component		N/A	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		2. 4800 Mark Center Drive	
	<b>3. City, State, Zip Code</b>		3. Alexandria, VA 22350	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. DD48</b>	<b>5. 8840</b>
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees			<b>1. 1,204</b>
	2. Enter total number of temporary employees			<b>2. 21</b>
	3. Enter total number employees paid from non-appropriated funds			<b>3. 0</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 1,225</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		William H. Booth, Director, Defense Human Resources Activity (DHRA)	
	2. Agency Head Designee		N/A	
	3. Principal EEO Director/Official Title/series/grade		Johnny K. Jones, Director, DHRA, Office of EEO	
	5. Affirmative EEO Program Official			
	6. Section 501 Affirmative Action Program Official		Patrick Cox, Disability Program Manager	
	7. Complaint Processing Program Manager		Dora L. Ford, Complaints Manager, OEEO	
	9. Other Responsible EEO Staff			

**U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

PART D List of Subordinate Components Covered in This Report	Serviced Component and Location (City/State)	CPDF and FIPS codes	
	Defense Manpower Data Center (DMDC), Alexandria, VA, San Antonio, TX, and Seaside CA	DD48	
	Defense Personnel and Family Support Center (DPFSC), Alexandria, VA	DD48	
	Office of the Actuary (OACT), Alexandria, VA	DD48	
	Defense Language and National Security Education Office (DLNSEO), Alexandria, VA	DD48	
	Sexual Assault Prevention and Response Office (SAPRO), Alexandria, VA	DD48	
	Defense Travel Management Office (DTMO), Alexandria, VA	DD48	
	Defense Civilian Personnel Advisory Services (DCPAS), Alexandria, VA	DD48	
	Defense Suicide Prevention Office (DSPO), Alexandria, VA	DD48	
	Office of People Analytics (OPA), Alexandria, VA	DD48	
	Defense Activity for Non-Traditional Education Support (DANTES), Pensacola, FL	DD48	

**EEOC FORMS and Documents Included with This Report**

*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	X
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals with Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

**B. EXECUTIVE SUMMARY**  
**(PART E)**

<b>EEOC FORM</b> <b>715-01</b> <b>PART E</b>		<i>U.S. Equal Employment Opportunity</i> <i>Commission</i>	
		<b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS</b> <b>REPORT</b>	
<b>Defense Human Resources Activity</b>		<b>For period covering October 1, 2017 to September 30, 2018</b>	
<b>EXECUTIVE SUMMARY</b>			

## I. Organization

The Defense Human Resources Activity (DHRA) was established to support the Office of the Under Secretary of Defense (Personnel and Readiness) (USD) (P&R) in providing continuous operational oversight and flexibility in performing DoD-wide human resources missions supporting members and their families worldwide through a host of dynamic and diverse programs. The USD P&R is the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense for Total Force Management as it relates to readiness; National Guard and Reserve component affairs; health affairs; training; and personnel requirements and management, including equal opportunity, morale, welfare, recreation, and quality of life matters.

DHRA is a multifaceted organization with a diverse mission set, namely: 1) Provide centralized and comprehensive personnel data management and analysis for the entire Department of Defense (DoD); 2) Manage DoD enterprise-wide mission programs ranging from travel management, language and culture, to civilian human resource advisory services; and 3) Ensure our service members and their families receive the care and support they are entitled to through multiple and highly visible risk reduction and direct support programs.

DHRA maintains its vision to become the premier provider of services to DoD leaders, civilians, military members, their families, and retirees. To meet this challenge, DHRA relentlessly pursues new perspectives and insights to provide innovative target solutions and the best, most cost-effective programs and services to their clients.

DHRA has a Strategic Plan with four organizational goals; 1: Ensure exceptional client service and satisfaction; 2: Complete budget and performance integration at every level; 3: Combine employee development with organizational opportunity in strategic workforce planning; and 4: Maintain the highest levels of quality assurance.

**Headquarters (HQ)** DHRA serves as an intermediate management headquarters overseeing/coordinating the work of DHRA Components ensuring our warfighters and their families receive the human resources support they deserve, fairly and in a timely manner. HQ DHRA is comprised of both civilian and service member personnel. Its mission is to provide administrative and resource support to DHRA by directly supporting DHRA's overarching mission. HQ DHRA also manages the Law Enforcement Policy and Support (LEPS) and Joint Advertising, Market Research and Studies (JAMRS) Programs. The LEPS Program conducts policy oversight and program management of law enforcement-related activities for the DoD, including Combating Trafficking in Persons, Missing and Exploited Children, Private Motor

Vehicle Accident Reduction, DoD Civilian Police Standards of Training, and National Law Enforcement Data Sharing. The JAMRS Program is the official Department of Defense DoD program for joint marketing communications and market research and studies. JAMRS' marketing communications programs help broaden people's understanding of Military Service as a career option, while their internal government market research and study programs help bolster the effectiveness of all the Services' recruiting and retention efforts. In FY 2018, HQ DHRA employed 1225 individuals.

In addition to HQ DHRA, DHRA is comprised of the following Components with their own individual but complementary missions and purposes:

The **Defense Manpower Data Center (DMDC)** is the central repository of DoD Human Resource Information, both current and historic, to provide secure services and solutions to support DHRA's mission. DMDC maintains one of the world's largest personnel data repositories with over 35 million personnel records; maintains the Defense Enrollment Eligibility Reporting System (DEERS) which serves as the DoD source of eligibility for benefits and entitlements for all Service members and dependents; provides Identity Management for DoD, providing a system of personnel identification, validation, and authentication; maintains the DoD infrastructure that supports issuance of the Uniformed Services ID card to beneficiaries, provides on-line updates to DEERS, and issues the Common Access Card (CAC) to Service members, civilian employees, and eligible contractors, thus providing an enterprise-wide credential for both physical and logical access to DoD facilities and networks; develops and maintains the Information Technology systems that support civilian personnel processes across the Department and enterprise-wide solutions such as HR Management and Personnel Processing Tools; provides comprehensive capabilities to perform processing and verification of security clearances for all DoD military personnel, civilians, and contractors including the technology and processes that need to be addressed in order to implement Continuous Evaluation; and maintains family of systems that provide end-to-end tracking, reconciliation, and reporting of DoD personnel location and movements, to include military personnel, DoD-affiliated civilians, contractors, and U.S. citizens..

In FY 2018, DMDC employed 315 individuals.

The **Defense Personnel and Family Support Center (DPFSC)** is made up of the following: Computer/Electronic Accommodations Program (CAP), Employer Support of the Guard and Reserve (ESGR), Office of Reintegration Program (ORP), Federal Assistance Voting Program (FVAP), and Transition to Veterans Program Office (TVPO).

CAP provides assistive technology accommodations and support services free of charge to DoD Federal employees and 69 Federal partner agencies for personnel with disabilities and wounded service members with cognitive, communication, dexterity, hearing, and vision disabilities. CAP Technology Evaluation Center (CAPTEC) assists employees and supervisors in selecting appropriate computer and electronic accommodations including a wide variety of assistive technology.

ESGR is a DoD program that is comprised of a network of over 3,700 volunteers located throughout the Nation. It develops and promotes supportive work environments for service

members in the Reserve Components (RC) through outreach, recognition, and educational opportunities that increase awareness of applicable laws and resolves employment conflicts between the service members and their employers. ESGR consists of three branches supporting the National Guard and RC service members, their families, and their employers.

ORP consists of two branches supporting RC service members, their families, and communities: 1) The Yellow Ribbon Reintegration Program (YRRP) promotes the well-being of National Guard and Reserve members, their families, and communities by connecting them with resources throughout the deployment cycle; and 2) Service Member and Family Readiness (SMFR) advocates for policies and programs that support a ready and resilient Guard and Reserve Component Force. It facilitates the linking of, and access to, those community resources that support military members and families.

FVAP works to ensure that Service members, their families, and overseas citizens are aware of their right to vote and have the tools and resources to successfully receive, cast, and return an absentee ballot from anywhere in the world. The responsibilities of FVAP include the following: administer the Federal law (Uniformed and Overseas Citizens Absentee Voting Act) on behalf of the Secretary of Defense (SECDEF) who is the Presidential Designee to help ensure citizens are aware of their right to vote and have the tools and resources to successfully do so from anywhere in the world; and provide nonpartisan voting assistance resources (e.g., FVAP.gov, prescribed voting forms, Voting Assistance Guide, outreach materials, stakeholder engagement).

TVPO is responsible for designing, overseeing, and evaluating the DoD Transition Assistance Program (TAP), which ensures that Service members are 'career ready' and prepared to transition to civilian life upon separation from active duty. The responsibilities of TVPO include the following: promote, advance, and instill a culture of career-ready Service members throughout their Military Life Cycle (MLC) through career readiness planning and transition assistance policy and program oversight; coordinate with the military services and interagency partners, including Veterans Administration (VA), Department of Labor (DoL), Small Business Agency (SBA), Office of Personnel Management (OPM), Department of Education (ED), and the Department of Homeland Security (DHS), to facilitate and deliver high quality curriculum, tools, and services that help transitioning Service members and their dependents reach their transition goals for employment, higher education, and entrepreneurship; evaluate the effectiveness of TAP, in meeting Veterans Opportunity to Work (VOW) Act requirements, DoD Career Readiness Standards, and the needs of transitioning Service members; assess the changing needs of transitioning Service members over time to ensure the career readiness and transition assistance curricula continuously evolves to address future requirements; and grow existing and develop new internal and external partnerships, leveraging the capabilities of DoD and its partners to set conditions for a seamless transition for career-ready Service members.

The **Office of the Actuary (OACT)** provides actuarial expertise to the Office of the Secretary of Defense (OSD), the Services, and external organizations on all matters relating to military compensation and benefits. The responsibility of OACT include the following: perform statutorily-required actuarial valuations of major military retirement, health care, and education benefit programs, with total liabilities exceeding \$2 trillion; oversee and provide funding requirements to ensure long-term solvency of trust funds that finance these programs; produce



required actuarial input for DoD and government-wide financial statements; support the legislative process by providing cost analysis necessary for proposals to advance; produce technical reports documenting and supporting analysis of the major military retirement, health care, and education benefit programs; provide required actuarial support for the Survivor Benefit Plan, including premium determinations, subsidy calculations, and financial analysis software; and collaborate with OSD, the Services, and other agencies to promote best practices in actuarial matters related to military benefits

The **Defense Language and National Security Education Office (DLNSEO)** leads the nation in recruiting, training, sustaining, and enhancing language, regional, and cultural capabilities to ensure national security and defense readiness through policy, investment oversight, and program management. DLNSEO oversees policy regarding the development, maintenance, and utilization of language, regional, and cultural capabilities in DoD and develops and manages strategic partnerships with the U.S. education community and coordinates across Federal agencies to ensure a flow of highly qualified, language proficient candidates to the Federal workforce.

DLNSEO accomplishes this mission through investment in the following priority areas: Building a Talent Pipeline: Working with schools, universities, and Federal institutions to build the capabilities of our nation's citizens to become, and to remain skilled in, critical languages through our National Security Education Program; Enhancing Workforce Readiness: Providing a ready pool of U.S. citizens, civilian and military, who possess the language and culture expertise critical for public service; Improving Testing and Assessment: Developing proficiency metrics and tools to validate the language and culture expertise of our nation's citizenry; and Creating Surge Capability: Accessing and deploying personnel with language and cultural expertise necessary for immediate needs

The **Sexual Assault Prevention and Response Office (SAPRO)** serves as the single point of authority, accountability, and oversight for DoD's sexual assault prevention and response policy. It is responsible for the following: oversee the implementation and execution of policies that prevent sexual assault, encourage victims to report the crime, and promote survivor support and care; oversees and evaluate Department-wide SAPR program effectiveness; plan and coordinate research and collaborative efforts with other Federal agencies and foreign governments; coordinate policies related to adult sexual assault victims; prepare the Secretary's annual reports to Congress on sexual assault in the military and military service academies; and manage the Defense Sexual Assault Information Database.

The **Defense Travel Management Office (DTMO)** serves as the single focal point for commercial travel within DoD and establishes strategic direction, sets policy, and centrally manages commercial travel programs and station/housing allowances. The responsibilities of DTMO include: Commercial Travel Management, Travel Policy and Implementation, Travel Card Program Management, Customer Support and Training, Functional Oversight of the Defense Travel System (DTS), and Allowance and Entitlement Program Management.

DTMO reforms travel by streamlining processes, simplifying policy, improving compliance, leveraging current technologies, and reducing cost without impairing DoD's mission or adversely impacting the traveler. This includes: improving travel programs and processes; expanding

strategic sourcing opportunities; integrating data to create business intelligence for informed decision making; and modernizing DTS. DTMO is focused on transforming the Defense Travel Enterprise by implementing better solutions and providing the best value for the travel community.

The **Defense Civilian Personnel Advisory Services (DCPAS)** serves as the DoD enterprise leader in the development and delivery of strategic human capital planning, civilian personnel policies, and HR solutions to strengthen mission readiness of the DoD civilian workforce.

DCPAS develops and manages programs in support of current HR lifecycle functions and provides advisory support for HR Operational functions. Notable programs include the International/Expeditionary Programs, Non-appropriated Funds (NAF) Personnel Policy, Compensation and Wage & Salary, Staffing and Civilian Transition Programs, and other Programs, which provide policy, program management, and operational support to DoD organizations with special personnel management programs, including: Pipeline Reemployment, Emergency Preparedness and Response, DoD Mass Transportation Benefits, and Non-Traditional Personnel Programs. DCPAS provides strategic support to recruit and develop the DoD civilian workforce, which includes program areas such as: Strategic Human Capital Planning; Senior Executive Service Management; Leadership, Learning, and Development; Functional Community Management; Recruitment Assistance; and Strategic Analysis and Reporting. DCPAS provides Equal Employment Opportunity investigations, audits, and advisory support to the DoD Components, Activities, and DoD HR community.

In FY 2018, DCPAS employed 255 individuals.

The **Defense Suicide Prevention Office (DSPO)** provides oversight authority for the strategic development, implementation, centralization, standardization, communication, and evaluation of DoD suicide and resilience programs, policies and surveillance activities. DSPO leads the efforts with the following: develop a comprehensive DoD-wide suicide prevention policy; increase the fidelity of suicide data and data processes; evaluate all DoD suicide prevention programs; develop effective suicide prevention messaging, encourage Service members and their families to seek help for their behavioral health issues, and conduct outreach; develop guidance that restricts access to military and privately-owned weapons for at-risk Service members and establish a DoD-wide medication take-back policy; establish a framework and strategy for the creation of a DoD-wide suicide prevention training policy; and develop a unified and comprehensive suicide prevention research strategy

The **Office of People Analytics (OPA)** was established to provide research and analytical solutions to effectively align Total Force management programs and policies. OPA's mission includes the following: continuously examine and improve research and analytic techniques; lead the Department in providing innovative data solutions; deliver research results in a timely manner that exceeds the emerging needs of the customer; collaborate with the Services to provide joint data-driven solutions to improve programs and policies related to total force; create efficient ways to share data and provide data to research stakeholders; and reduce research and analysis redundancies throughout the Department.



The **Defense Activity for Non-Traditional Education Support (DANTES)** provides consolidated management of Defense Voluntary Education (VolEd) programs that help Service members gain the knowledge they need to achieve their education goals, advance in their military careers, and successfully transition into the civilian workforce at the conclusion of their military service. Through partnerships with higher education organizations, and in collaboration with the Defense VolEd community, DANTES delivers a portfolio of education programs which include the following: enable Service member college readiness; empower informed decision-making about the quality and value of education opportunities; support military student success; provide worldwide access to academic examinations; create education opportunities in forward deployed locations; and facilitate Service member transition into teaching careers.

## **II. Agency EEO Mission**

The Director, DHRA, ensures equal opportunity within DHRA and has authorized the Director of the Office of Equal Employment Opportunity (DOEEO), with the support of the DHRA Deputy Director, senior executives, executives, managers, and supervisors to implement DHRA's model EEO program.

The mission of DHRA's Office of Equal Employment Opportunity (OEEO) is to promote a workforce that is reflective of our nation's diversity and ensure a workplace where everyone is respected and treated fairly. DHRA's OEEO follows federal EEO and personnel management laws, regulations, and directives to develop, implement, and manage a comprehensive model EEO program. DHRA's OEEO is responsible for maintaining a continuing affirmative employment program, promoting a diverse and inclusive workforce, processing complaints of discrimination, and eliminating any identified discriminatory practices and policies.

The DOEEO reports directly to the Director, DHRA, and works independently to advise DHRA's management and staff on how to effectively implement and utilize the policies and programs of non-discrimination in employment, diversity, inclusion, and affirmative employment program planning. In compliance with the EEOC's regulations and guidelines, the OEEO undertakes the following tasks: arranges for EEO counseling or alternative dispute resolution (ADR) for employees who raise allegations of discrimination; accepts or dismisses such allegations according to procedure; upon acceptance, coordinates the investigation, hearing, fact-finding, and/or early resolution; and monitors and evaluates the EEO complaint program's impact and effectiveness. Additionally, the DOEEO represents DHRA in intergovernmental committees, manages all affirmative program planning efforts, and coordinates the reporting requirements of the OEEO to Congress, the Department of Justice, Office of Personnel Management, and EEOC.

## **MAJOR ACTIVITIES AND ACCOMPLISHMENTS**

Under the leadership of the Director, DHRA supported the establishment of a model equal employment opportunity (EEO) program as required by the U.S. Equal Employment Opportunity Commission (EEOC), under Management Directive (MD) 715.

DHRA conducted its annual self-assessment and highlights the following accomplishments according to the EEOC's MD-715's six essential elements to achieving a model EEO program.

## **Essential Element A: Demonstrated Commitment from Agency Leadership**

To demonstrate commitment to equal employment opportunity and the prohibition of illegal discrimination and harassment, the Director, DHRA, issued DHRA's Annual EEO and Diversity and Anti-harassment policy statements. Copies of the EEO policy statements, information on the EEO complaint process, and employees' rights and responsibilities under the No FEAR Act are provided to and discussed with new employees during on-boarding procedures and newly-appointed supervisors of DHRA. The same information is also available to all employees in other venues and formats such as the DHRA website and the DHRA Sharepoint site. The Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act of 2002 statistical data, and information about the Reasonable Accommodation (RA) process, are posted on DHRA's website.

DHRA also continues to demonstrate its commitment to EEO, diversity, and inclusion by rating the performance of senior leadership, managers and supervisors on their compliance with the DHRA's EEO, diversity, and inclusion policies and principles. All SES Performance plans include a diversity and inclusion element/performance requirement that was developed by Office of Personnel Management (OPM) and used federal-wide. Managers and supervisors are also evaluated on their performance according to the policies on reasonable accommodation, diversity and inclusion, and employing individuals with disabilities.

The Director, DHRA, holds regular enterprise-wide "All Hands Meetings" at which the Director emphasizes DHRA's commitment to EEO principles. During these meetings, there is open communication and employees are encouraged to ask questions of the Executive Leadership and Senior Management.

The DOEEO meets regularly with the Director, Deputy Director, and DHRA's executive leadership, managers, and supervisors in order to notify leadership of their responsibility to promote EEO, diversity, and inclusion in the workplace; provide updates on significant changes to EEO, diversity and inclusion laws, regulations and guidelines; identify barriers to EEO, diversity and inclusion in the DHRA workforce; recommend strategies and actions to remove any of the identified or potential barriers; and monitor and evaluate the progress of EEO, diversity and inclusion programs and initiatives.

In FY 2018, two DHRA Senior executives participated in the 6th Annual Senior Executive Diversity Seminar sponsored by Washington Headquarters Services (WHS). The seminar was designed to enhance the capability of senior leaders to successfully use equal opportunity/equal employment opportunity programs to lead a diverse force capable of maintaining national security, to guide participants to identify current EO/EEO issues and strategic challenges that impact readiness, and use awareness, communication, and understanding to enable participants to explore strategies and then design a diversity action plan.

## **Essential Element B – Integration of EEO into the Agency's Strategic Mission**

As part of integrating EEO into DHRA's strategic mission, the DOEEO reports directly and has direct access to the Director, DHRA. As a regular participant at senior staff meetings, the DOEEO

is consulted on the management and deployment of human resources and budget appropriation to make sure that sufficient resources are allocated to the EEO program.

DHRA's annual policy statements on EEO and Anti-Harassment emphasize that EEO at DHRA is the responsibility of both managers and employees and that both are involved in maintaining the integrity DHRA's EEO Program. DHRA recruits, develops, and retains managers and supervisors that have good communication and interpersonal skills, and provides them with the necessary training and resources to carry out their duties and responsibilities and to maintain best practices for a healthy working environment.

DHRA encourages recruitment and hiring of disabled individuals through the use of available hiring authorities such as, Schedule A Excepted Service Hiring Authority (5CFR 213.3102(u)), Veterans Recruitment Appointment (VRA), the Workforce Recruitment Program (WRP) for recent graduates and college students about to graduate who have disabilities and may require reasonable accommodations, and by implementing accessible information and communication technology policies, practices, and procedures. The DHRA Office of Human Resources (OHR) or Office of Human Capital Directorate (HCD) partners with the Wounded Warrior Program in sharing vacancy announcements and resumes from veterans and service members.

The DOEEO will provide the FY 2018 DHRA Annual Equal Employment Opportunity Status Report to the DHRA Director and Component Directors and brief them on the "State of the Agency" which will address an overall assessment of the Agency's performance in each of the six essential elements of the Model EEO Program as well as the plans to eliminate/reduce barriers to equal opportunity.

In FY 2019, the OEEO will examine how to advise DHRA managers and supervisors in deliberations prior to decisions on recruitment strategies, vacancy projections, succession planning and selections, as well as general training and career development for the DHRA workforce.

### **Essential Element C – Management and Program Accountability**

DHRA's Executive Leadership, managers, and supervisors are evaluated annually on their compliance with the Agency's EEO and diversity policies and in meeting DHRA's EEO and diversity-related goals and objectives. Critical elements of the annual performance evaluation process include: increasing the participation rates for persons with targeted disabilities, Hispanics, and females; and upward mobility for minority groups. In addition to promoting EEO and diversity, DHRA's executive leadership and management implement DHRA's EEO program by consulting with the OEEO on the application of EEO and diversity principles to their operating procedures and personnel decisions.

The Annual EEO and Anti-Harassment Policy Statements emphasize that illegal discrimination will not be tolerated and DHRA employees and applicants are protected from all forms of harassment. The policy statements state that individuals found to violate these policies are subject to the appropriate discipline and penalty according to the DHRA Operating Instruction (DOD OI) on "Employee Discipline and Accountability." There were no findings of discrimination against any DHRA manager, supervisor, or employee in the past six years to include FY 2018.

Everyone at DHRA is encouraged to self-identify existing disabilities. Vacancy announcements are evaluated to ensure that they clearly and simply explain the essential functions of open positions. In FY 2020, the DHRA workforce will be surveyed to ensure accurate disability information is captured in order to identify any trends or triggers that would warrant a barrier analysis. Vacancy announcements will be shared with members of affinity groups, disability organizations and state vocational rehabilitation services to make sure all qualified individuals, including people with targeted disabilities, are given the opportunity to apply for vacancies. In FY 2018, DHRA staff participated in the Federal Employee Viewpoint Survey (FEVS) and the results of the survey were discussed in the All Hands Meeting.

### **Essential Element D – Proactive Prevention of Unlawful Discrimination**

DHRA employees are treated with dignity and respect. If and when workplace concerns arise, DHRA employees are made aware of the following offices/resources to address their concerns: the Office of EEO for advice and guidance pertaining to their concerns, whether they are EEO or non-EEO related; their chain of command; the Office of the Inspector General is available for reporting fraud, waste, abuse and mismanagement, bribery, suspected threats to homeland security, leaks of classified information, cybercrime, and retaliation for whistleblowing; the Office of Special Counsel safeguards merit systems principles and protects federal employees from prohibited personnel practices; the Merit Systems Protection Board hears appeals of adverse actions; and employees may also file an administrative grievance with the OHR/HCD for concerns about working conditions, improper rating and ranking for merit promotion, disciplinary measures, and matters involving performance appraisals.

With the establishment of DHRA's Office of the Ombudsman, DHRA is able to offer its staff with an independent, neutral, confidential, and informal resource available to engage on all types of issues without fear of retaliation. The DHRA Office of the Ombudsman works with individuals to explore and assist in determining options to help resolve conflicts and problematic issues or concerns. DHRA's Office of the Ombudsman also works to bring systemic concerns to the attention of leadership for resolution. For FY 2018, the DHRA Office of the Ombudsman received 148 contacts (almost a 300% increase from FY 2017) addressing various workplace issues.

DHRA participates in the Shared Neutrals Program. In FY 2018, mediation as an Alternative Dispute Resolution (ADR) method was conducted in two EEO complaints. No settlement was reached and both aggrieved individuals decided to pursue their issues through the formal complaint process. DHRA management did not offer ADR in the other five formal complaints filed.

All DHRA employees completed the online No FEAR Act Training requirement in FY 2018.

### **Essential Element E: Efficiency**

DHRA established the Disability Program Manager position to improve the efficiency of DHRA's Reasonable Accommodation (RA) Program. DHRA's OI on RA is being updated and submitted to EEOC for review.

In FY 2018, DHRA received 22 requests for reasonable accommodation of which 15 were



approved. The seven (7) other requests were either not pursued, cancelled by the employee or the employee failed to provide the necessary paperwork. In FY 2018, processing of reasonable accommodation requests took an average of 92 days, and it took an average of 10 days to provide the reasonable accommodation after the request is approved.

DHRA's CAP Program works closely with 69 other federal agencies through employment initiatives in order to make the Federal Government the model employer of individuals with disabilities. Through these employment initiatives, CAP promotes the capabilities of an employee to come to work, stay at work and return to work. In FY 2018, CAP provided 16,490 accommodations to 7420 federal employees and wounded, ill, and injured service members. This includes 8008 accommodations to 3772 civilian employees in the Department of Defense, 6620 accommodations to 2840 service members, and 1862 accommodations to 808 employees in CAP's federal partner agencies.

CAP plans to enhance customer relationships by being more responsive to customer needs by providing appropriate and justified Assistive Technology (AT), accommodations, and support services to eligible customers. CAP will continue to provide needs assessments, AT, and accommodations for DoD and federal employees with disabilities, wounded, ill, and injured service members, and partner agencies. CAP also plans to expand locations to reach more customers with disabilities throughout the US. CAP also plans to optimize partnerships with partner agencies to positively impact RA by improving and increasing access to RA. CAP plans to operate and enhance CAPTEC to maximize its impact on the federal workforce in providing RA and complying with federal regulations. CAP also plans to improve operational performance in accomplishing its mission in a cost-effective manner, being accountable, optimizing stewardship of resources and complying with requirements.

Everyone at DHRA is encouraged to self-identify existing disabilities and the workforce will be surveyed to ensure accurate disability information is captured in order to identify any trends or triggers that would warrant a barrier analysis.

In FY 2018, DHRA used iComplaints, an automated complaint tracking and monitoring system, to identify the status of complaints; length of time elapsed at each stage of the agency's complaint resolution process; identify the issues and bases of the complaints, the involved management officials and other information to analyze complaint activity and trends. Information provided by the system is double-checked to ensure data accuracy.

EEO Counselors received the required EEO Counselor certification/refresher training from the Equal Employment Opportunity Commission (EEOC) and acquired continued guidance on EEO complaint processing during regular meetings with the DOEEO.

DHRA holds contractors accountable for delays in processing EEO counseling and investigation by utilizing statements of work. The statements of work specify the timeframes for EEO counselings and investigations are to be completed and submitted to the DOEEO for review. Experienced contractors are required to complete the 8-hour refresher training for counselors and investigators.

In FY 2018, seven (7) formal complaints were filed. The most common bases alleged were reprisal, disability (physical and mental), race, and age. The most common issues alleged were non-sexual harassment, discipline (suspension), and failure to accommodate. There were four (4)

investigations completed in FY 2018, three (3) (75%) were completed within 180 days. One (1) investigation of an amended complaint was completed in 188 days. DHRA will continue to monitor and examine the timeliness and quality of EEO investigations for areas of improvement.

Demographic information pertaining to race, sex, and disability status was not collected for DHRA's Merit Promotion Program, Awards Program, and Developmental Training Program. In FY 2019, DHRA plans to review its policy and procedures on these Programs to determine any triggers and address any barriers in the policies and procedures concerning promotions, awards, and training. The DOEEO will then provide recommendations for any barriers found in these areas to the DHRA management officials.

### **Essential Element F – Responsiveness and Legal Compliance**

DHRA has no deficiencies in this element. EEO complaints were timely processed and reports were issued in accordance with EEOC regulations, directives and policy guidance. The DHRA complaint statistical data was posted on DHRA's Sharepoint website in compliance with the No FEAR Act.

The DHRA Office of General Counsel complied with Pre-Hearing Orders from EEOC Administrative Judges for the EEO complaints that were pending a hearing as of the end of this reporting period.

All documents requiring legal sufficiency review were coordinated with the DHRA Office of General Counsel (OGC).

There were no findings of discrimination against the DHRA in FY 2018.

### **WORKFORCE ANALYSIS**

DHRA's total workforce increased from 1145 in FY 2017, to 1225 in FY 2018, representing a seven percent (7%) positive net change. Workforce ratios by Race/Ethnicity/Gender are compared to the group's ratio in the National Civilian Labor Force (NCLF) census data to determine if a group has a low representation rate. In the permanent workforce, Hispanic and White men and women have a low participation rate, compared to their ratio in the NCLF.

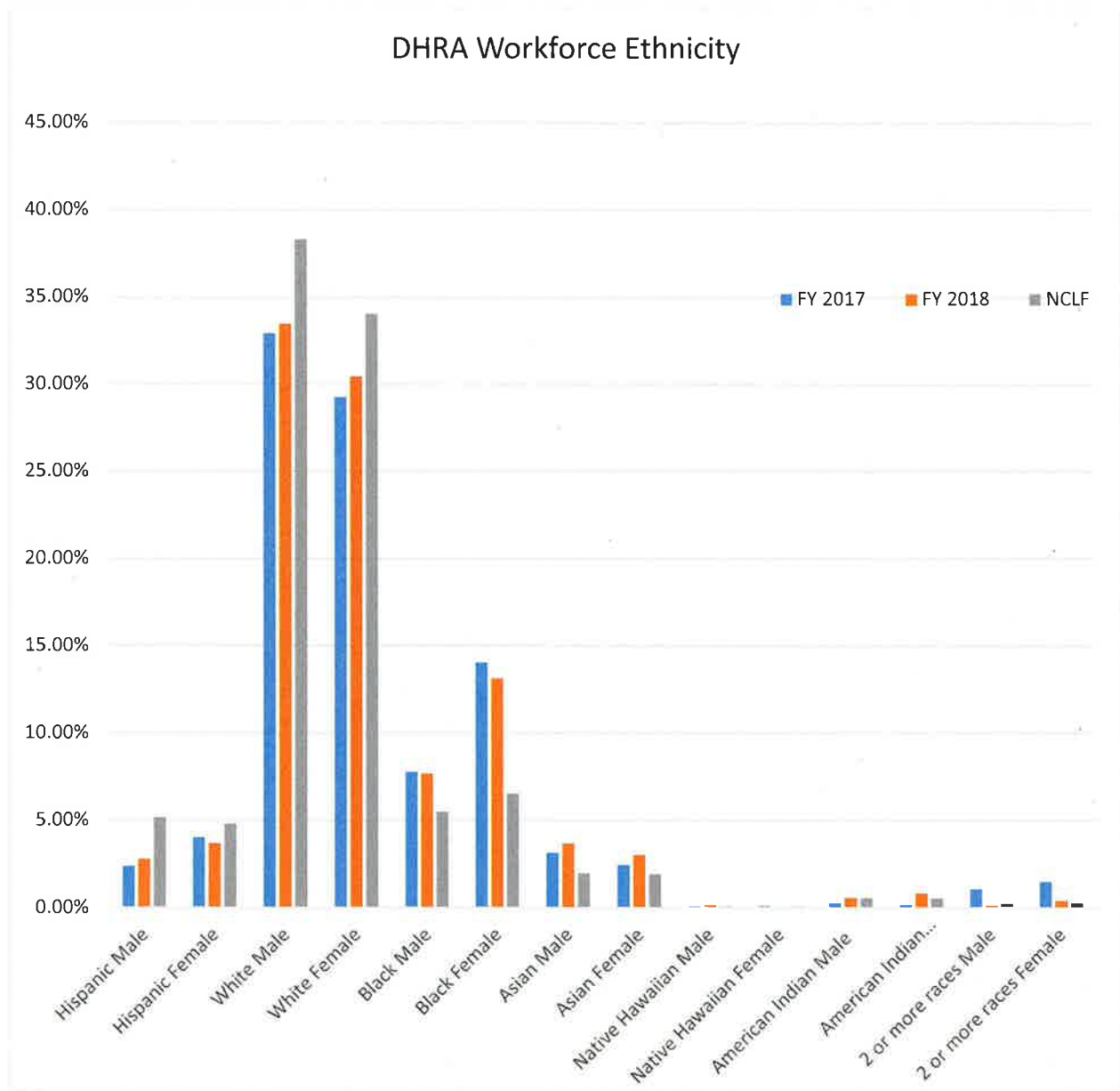
The number of Hispanic men employed by the agency increased by seven (7) and the number of Hispanic women decreased by one (1).

- Hispanic men are at 54% of the NCLF (2.78% versus 5.17%). They were at 2.36% at the end of FY2017.
- Hispanic women are at 77% of the NCLF (3.67% versus 4.79%). They were at 4.02% at the end of FY2017.

The number of White men increased by 33 and the number of White women increased by 38.

- White men are at 87% of the NCLF (33.47% versus 38.33%). They were at 32.93% at the end of FY2017

- White women are at 89% of the NCLF (30.45% versus 34.03%). They were at 29.26% at the end of FY2017. (Workforce Table A1)



Data reflects the representation of Black, Asian, and employees who identified as two or more races is greater compared to the NCLF. Representation of American Indian or Alaska Native employees for both sexes is lower compared to the NCLF. (Workforce Table A-1).

Workforce ratios by disability status are compared to the Federal goal of 12% for individuals with disabilities and two percent (2%) for individuals with targeted disabilities.

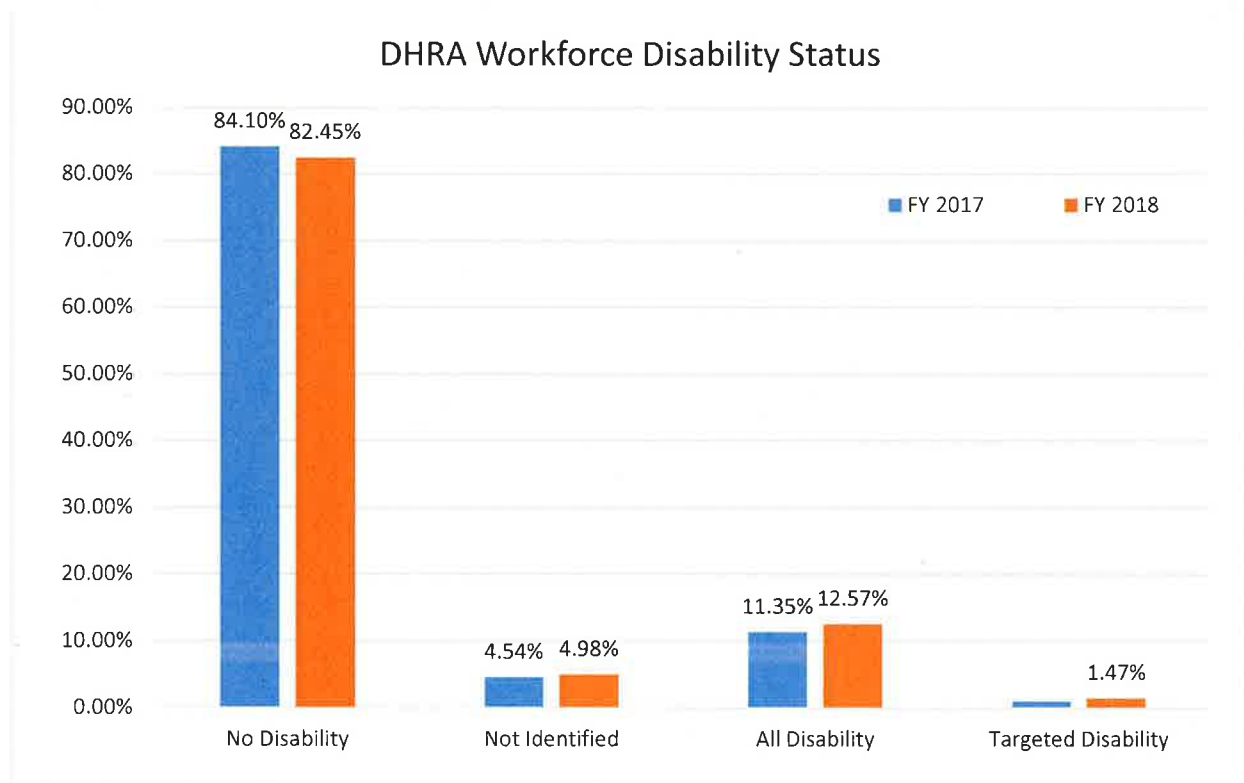
DHRA has a goal of 2% for hiring individuals with targeted disabilities (deafness, blindness, partial paralysis, complete paralysis, missing extremities, epilepsy, severe intellectual disabilities, psychiatric disabilities, and dwarfism).

- This group is at 1.47% of the total workforce of DHRA at the end of FY 2018, compared to 0.96 % at the end of FY 2017.
- DHRA hired one individual with a targeted disability in FY 2018.

DHRA has a goal of 12% for individuals with disabilities in its total workforce at all grade levels.

- Employees with reportable disabilities are now 12.57% of the workforce, compared to 11.35% at the end of FY 2017.
- DHRA hired 56 individuals with disabilities in FY 2018.

DHRA aims to hire more individuals with disabilities, including targeted disabilities, to reach these goals. Awareness of these goals has been incorporated into the on-boarding briefings and Supervisory training and all employees are encouraged to self-identify any disability using the Defense Civilian Personnel Data System’s My Biz application. (Workforce Table B1).



### Upward Mobility Analysis

Seventy four percent of the permanent DHRA workforce belong to the Mid-Level and Executive/Senior Level positions (GS 13-15 and SES). In FY 2018, males (60.15%) occupied more Official/Managerial positions than females (39.85%). Also, a significant majority of the Executive/Senior Level (Grades 15 and above) and Mid-level (GS13-14) managerial positions were held by White, male employees and employees without a disability.



For the non-official or non-managerial positions, most employees belong in the Administrative Support Workers category. In this category, most of the positions were also held by White employees and employees without a disability. (Workforce Tables A3 and B3)

Workforce Table A4 shows that White employees showed a steady rate of representation in the higher grade levels. Certain groups (Hispanics and Asians) experienced a drop in representation as they moved to the higher grade levels:

	White		Hispanic		Black		Asian	
	Male	Female	Male	Female	Male	Female	Male	Female
GS13	30.10%	30.34%	2.67%	5.83%	8.50%	14.81%	3.64%	2.18%
GS14	35.11%	29.78%	2.82%	0.94%	8.78%	12.23%	2.82%	4.70%
GS15	41.78%	28.80%	1.37%	4.79%	6.85%	8.22%	2.74%	3.41%
SES	63.64%	9.09%	0.00%	0.00%	18.18%	9.09%	0.00%	0.00%

Hispanics and Asians have no representation at the SES level. Black/African American males and females show a drop in representation from GS13 to GS15 before experiencing a rise in representation at the SES level (8.5% at the GS13 level, 8.78% at the GS14 level, 6.85% at the GS15 level, and 18.19% at the SES level for Black/African American males; 14.81% at the GS13 level, 12.23% at the GS14 level, 8.22% at the GS15 level, and 9.09% at the SES level for Black/African American females).

### Major Occupations

DHRA has four (4) major occupational groups: Human Resources Management (job series 0201), Information Technology Management (job series 2210), Management and Program Analysis (job series 0343), and Miscellaneous Administration and Program (job series 0301). In FY 2018, of the 1204 permanent employees, there were 314 employees under the 0201 job series, 240 employees under the 2210 job series, 254 employees under the 0343 job series, and 96 employees under the 0301 job series.

Compared to the relevant occupational civilian labor force, the total number of males was greater for the 0201 and 0301 job series but less for the 2210 and the 0343 job series. It was the opposite for the total number of females which was greater for 2210 and 0343 job series but less for the 0201 and 0301 job series. Hispanic males were underrepresented except for the 2210 job series and females were underrepresented in the 0301 and 2210 job series but highly represented in the 0201 and 0343 job series. Black/African Americans were strongly represented except in the 2210 job series where Black/African Americans were slightly lower than the relevant occupational civilian labor force. White males had lower than expected participation in the major occupations except for the 0301 job series. White females had low participation in the 0301 and 0201 job series but were above the civilian labor force for the 2210 and 0343 job series. Asian males had low participation except in the 0301 and 0343 job series. Asian females were strongly represented except for the 0301 job series.

Individuals with disabilities were above the 12% target goal in the major occupations except for the 2210 job series. Individuals with targeted disabilities were employed under the 0201, 0301, 0343 job series. The number of individuals with targeted disabilities were above the 2% target goal for the 0201 and 0301 job series. (Workforce Tables A6 and B6).

### **New Hires**

In FY 2018, DHRA acquired access to the report on the applicant flow data for the vacant positions in the agency. (Workforce Tables A7 and B7).

In FY 2018, DHRA hired 124 permanent employees. More males were hired for permanent positions (53.24%) than females (46.77%). Compared to the NCLF, the rate of hiring in FY 2018 was high for Hispanic females, Black males, Asian males and females, and multiracial males. The rate of hiring was low for Hispanic males, White males and females, and Black females. More than half of the permanent new hires were White (55.654%), followed by Blacks/African American (17.74%), Asians (13.71%), and Hispanics (11.29%). ( Workforce Table A8).

In FY 2018, fifty five permanent individuals with a disability hired, a positive change from FY 2017 when twelve individuals with a disability were hired. Of the 55 new hires, only one individual identified the type of disability which was a targeted disability (Significant Psychiatric Disability). (Workforce Table B8).

### **Non-Competitive Promotions-Time in Grade**

In FY 2018, a total of 47 (17 male and 30 female) employees received Time in Grade non-competitive career promotions. White employees received the majority of promotions (48.94%), followed by Black/African American employees (36.17%), then Hispanics (10.64%). Individuals with no disability received majority of the Time in Grade non-competitive promotions (89.36%). Two individuals with targeted disabilities received a Time in Grade non-competitive promotion. (Workforce Tables A10 and B10).

### **Employee Recognition and Awards**

Table A13 shows that in FY 2018, females received more recognition/awards (Time Off awards- 1-9 hours and >9 hours, Cash awards- \$501.00 +, and Quality Step Increases), except in Cash awards up to \$500.00 where males outnumbered the females. In FY 2018, 32 employees received Quality Step Increases. Equal numbers for White males and White females (11) received the majority of Quality Step Increases (68.75%), followed by Asians, 3 females, 1 male, (12.5%), Black females and Multiracial females, 2 each, (6.25%), and one each (3.13%) for Hispanic female and American-Indian male.

In FY 2018, 81 individuals with identified disabilities (seven with targeted disabilities), received Time-Off Awards (1-9 hours and >9 hours). There were 116 individuals with identified disabilities (13 with targeted disabilities, received cash awards of \$100.00 to \$500.00+). Three individuals with identified disabilities received a Quality Step Increase. No individual with a targeted disability received a Quality Step Increase.

Workforce Tables A13 & B13 show that in all categories, individuals without disabilities significantly outnumbered individuals with disabilities in receiving awards and recognitions.

<i>Awards Given</i>	<i>No Disability</i>	<i>Disabled Individuals</i>
<i>Time Off Award 1-9 hours</i>	213 (81.92%)	33 (12.69%)
<i>Time Off Award 9+ hours</i>	422 (87.19%)	48 (9.92%)
<i>Cash Award \$100 - \$500</i>	116 (82.86%)	16 (11.43%)
<i>Cash Award \$501+</i>	698 (83%)	100 (11.89%)
<i>Quality Step Increase</i>	27 (84.38%)	3 (9.38%)

### **Employee Separations**

A total of 154 employees separated from DHRA in FY 2018, of which 61.04% was voluntary and 38.96% was involuntary. More females voluntarily separated at 57.45%, while males voluntarily separated at 42.55%.

Of the 94 voluntary separations, 6 (6.382%) were Hispanic, 58 (61.7%) were White, 24 (25.53%) were Black/African American, 1 (1.06%) each for Asian, Native Hawaiian or Pacific Islander and American Indian or Alaska Native, and 3 (3.19%) for Two or More Races.

Of the 60 involuntary separation, 38 (63.33%) were female and 22 were male (36.67%). There were six (10%) Hispanic, 37 (61.67%) White, 12 (20%) Black/African American, one each (1.67%) for Asians, and Native Hawaiian or Pacific Islander, and 3 (5%) for Two or More Races who involuntarily separated.

Seventeen (18.09%) individuals with identified disabilities voluntarily separated, and five (8.33%) involuntarily separated from DHRA. No individuals with targeted disability separated from DHRA in FY 2018. (Workforce Tables A14 and B14)

Data from exit interviews from separating employees was not collected which could assist with further analysis of the reasons for employee separation.

### **Selections for Internal Competitive Promotions for Major Occupations, Internal Selections for Senior Level Positions, Participation in Career Development**

DHRA did not collect and does not have the data for (Workforce Tables A9, A11, A12, and B9, B11, B12). DHRA will work to collect and acquire this data for the FY 2019 report.

### **Hispanics/Latinos in the Federal Workforce**

The following triggers were identified Hispanic employment at DHRA:

#### **Total workforce:**

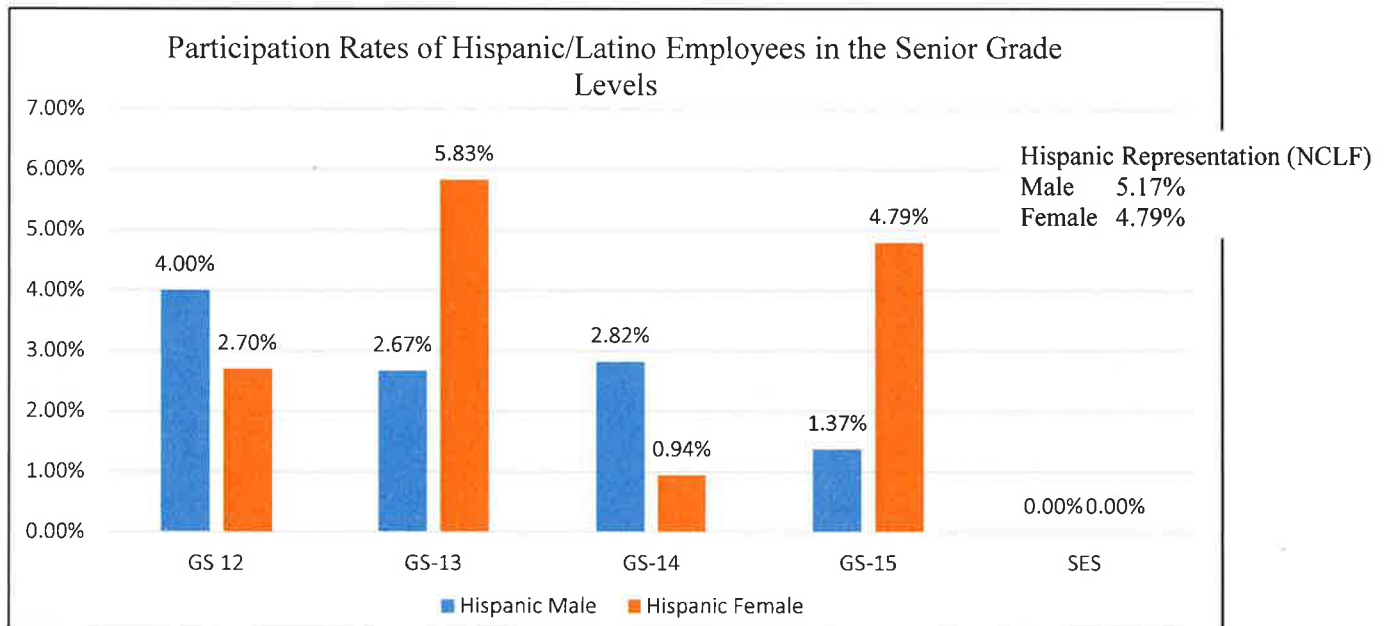
	#	Hispanic Males	Hispanic Females
FY 2017		27	46

	%	2.36%	4.02%
FY 2018	#	37	45
	%	2.78%	3.67%
CLF (2010)	%	5.17%	4.79%

The data shows that although Hispanic representation increased from FY 2017 to FY 2018, their representation remains below the NCLF.

**Upward mobility analysis**

Except for a spike in the representation of Hispanic/Latino females at the GS13 level, the representation of Hispanics/Latinos in the senior grade levels remains below their distribution in the total workforce. Both Hispanic/Latino males and females progressed to GS-15 but are not represented at the SES level.



**Major occupations (Table A6, Permanent)**

Hispanic/Latino males were underrepresented in all major occupations except the Information Technology Management series (2210). Hispanic/Latino females were underrepresented in the Miscellaneous Administration and Program (0301) and Information Technology Management series (2210) but exceeded their expected representation in the Human Resources Management series (0201) and Management and Program Analysis series (0343).

**New Hires (Table A8)**

14 permanent employees of Hispanic/Latino ethnicity represented 11.29% of the new employees hired. Hispanic females were hired above their expected rate according to the NCLF (8.87% versus

4.79%) while Hispanic males were hired below their hiring rate according to the NCLF 2.42% versus 5.17%).

***Separations (Table A14)***

12 Hispanic/Latino employees (three males and nine females) separated from DHRA in FY 2018. Out of the employees who separated, two Hispanic male employees involuntarily separated and four Hispanic female employee involuntarily separated.

**CERTIFICATION of ESTABLISHMENT of  
CONTINUING EQUAL EMPLOYMENT**

I, William H. Booth, am the Principal EEO Official for Defense Human Resources Activity.

Principal EEO Director/Official for

Defense Human Resources Activity

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

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

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

\_\_\_\_\_  
William H. Booth  
Director, Defense Human Resources Activity

\_\_\_\_\_  
Date

**C. CERTIFICATION**  
**(PART F)**



**CERTIFICATION of ESTABLISHMENT of  
CONTINUING EQUAL EMPLOYMENT**

I, William H. Booth, am the Principal EEO Official for Defense Human Resources Activity.

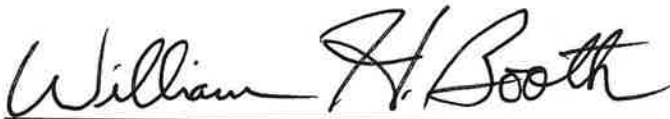
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William H. Booth  
Director, Defense Human Resources Activity



Date



**D. AGENCY SELF-ASSESSMENT  
CHECKLIST (PART G)**

EEOC FORM  
*U.S. Equal Employment Opportunity Commission*  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**MD-715 - PART G**  
**Agency Self-Assessment Checklist**

The Part G Self-Assessment Checklist is a series of questions designed to provide federal agencies with an effective means for conducting the annual self-assessment required in Part F of MD-715. This self-assessment permits EEO Directors to recognize, and to highlight for their senior staff, deficiencies in their EEO program that the agency must address to comply with MD-715's requirements. Nothing in Part G prevents agencies from establishing additional practices that exceed the requirements set forth in this checklist.

All agencies will be required to submit Part G to EEOC. Although agencies need not submit documentation to support their Part G responses, they must maintain such documentation on file and make it available to EEOC upon request.

The Part G checklist is organized to track the MD-715 essential elements. As a result, a single substantive matter may appear in several different sections, but in different contexts. For example, questions about establishing an anti-harassment policy fall within Element C (Management and Program Accountability), while questions about providing training under the anti-harassment policy are found in Element A (Demonstrated Commitment from Agency Leadership).

For each MD-715 essential element, the Part G checklist provides a series of "compliance indicators." Each compliance indicator, in turn, contains a series of "yes/no" questions, called "measures." To the right of the measures, there are two columns, one for the agency to answer the measure with "Yes", "No", or "NA;" and the second column for the agency to provide "comments", if necessary. Agencies should briefly explain any "N/A" answer in the comments. For example, many of the sub-component agencies are not responsible for issuing final agency decisions (FADs) in the EEO complaint process, so it may answer questions about FAD timeliness with "NA" and explain in the comments column that the parent agency drafts all FADs.



A "No" response to any measure in Part G is a program deficiency. For each such "No" response, an agency will be required in Part H to identify a plan for correcting the identified deficiency. If one or more sub-components answer "No" to a particular question, the agency-wide/parent agency's report should also include that "No" response.

## MD-715 - PART G Agency Self-Assessment Checklist

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP					
This element requires the agency head to communicate a commitment to equal employment opportunity and a discrimination-free workplace.					
Compliance Indicator	Measures	A.1 – The agency issues an effective, up-to-date EEO policy statement.	Measure Met? (Yes/No/NA)	Comments	Current Part G Questions
A.1.a		Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	Yes		A.1.a.2
A.1.b		Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)]	Yes		New
Compliance Indicator	Measures	A.2 – The agency has communicated EEO policies and procedures to all employees.	Measure Met? (Yes/No/NA)	Comments	
A.2.a		Does the agency disseminate the following policies and procedures to all employees: Anti-harassment policy? [see MD 715, II(A)]	Yes		
A.2.a.1		Reasonable accommodation procedures? [see 29 C.F.R § 1614.203(d)(3)]	No		New
A.2.a.2		Does the agency prominently post the following information throughout the workplace and on its public website: The business contact information for its EEO Counselors, EEO Officers,	Yes	Procedures have been revised based on guidance from EEOC.	New
A.2.b			Yes		
A.2.b.1			Yes	DHRA Office of EEO	New

EEOC FORM  
U.S. Equal Employment Opportunity Commission



FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]		does not have Special Emphasis Program Managers	
<b>A.2.b.2</b>	Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 C.F.R § 1614.102(b)(5)]	Yes		A.2.c
<b>A.2.b.3</b>	Reasonable accommodation procedures? [see 29 C.F.R. § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	Yes	<a href="https://dhra.deps.mil/dod/dhrahq/SitePages/Reasonable%20Accommodations.aspx">https://dhra.deps.mil/dod/dhrahq/SitePages/Reasonable%20Accommodations.aspx</a>	A.3.c
<b>A.2.c</b>	Does the agency inform its employees about the following topics:			
<b>A.2.c.1</b>	EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often.	Yes	New Employee Orientation and annually	A.2.a
<b>A.2.c.2</b>	ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	Yes	New Employee Orientation and annually	New
<b>A.2.c.3</b>	Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	Yes	New Employee Orientation and New Supervisors Training	New
<b>A.2.c.4</b>	Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	Yes	New Employee Orientation and annually	New
<b>A.2.c.5</b>	Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR § 2635.101(b)] If "yes", please provide how often.	Yes	Annually	A.3.b
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>A.3 – The agency assesses and ensures EEO principles are part of its culture.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b> <b>New Compliance Indicator</b>	
<b>A.3.a</b>	Does the agency provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a) (9)] If "yes", provide one or two examples in the comments section.	No		New
<b>A.3.b</b>	Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	Yes		New

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT



Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION			
This element requires that the agency's EEO programs are structured to maintain a workplace that is free from discrimination and support the agency's strategic mission.			
Compliance Indicator	Measure Met? (Yes/No/NA)	Comments	
Measures			
<b>B.1.a</b>	Yes		B.1.a
<b>B.1.a.1</b>	N/A		New
<b>B.1.a.2</b>	Yes		B.1.d
<b>B.1.b</b>	Yes		B.2.a
<b>B.1.c</b>	No		B.2.b
<b>B.1.d</b>	Yes		New
Compliance Indicator	Measure Met? (Yes/No/NA)	Comments	
Measures			
<b>B.2.a</b>	Yes		B.3.a

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

	affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)]				
<b>B.2.b</b>	Is the EEO Director responsible for overseeing the completion of EEO counseling [see 29 CFR §1614.102(c)(4)]	Yes			New
<b>B.2.c</b>	Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes			New
<b>B.2.d</b>	Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	Yes			New
<b>B.2.e</b>	Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	Yes			F.3.b
<b>B.2.f</b>	Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	Yes			New
<b>B.2.g</b>	If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2) and (c)(3)]	N/A		DHRA has no subordinate level components	New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>B.3 - The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>		
<b>B.3.a</b>	Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]	No			B.2.c & B.2.d
<b>B.3.b</b>	Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.	Yes			New





FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

 Compliance Indicator  Measures	<b>B.4 - The agency has sufficient budget and staffing to support the success of its EEO program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>
<b>B.4.a</b>	Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:	[REDACTED]	
<b>B.4.a.1</b>	to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	Yes	B.3.b
<b>B.4.a.2</b>	to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	Yes	B.4.a
<b>B.4.a.3</b>	to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR § 1614.102(c)(5) & 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	Yes	E.5.b
<b>B.4.a.4</b>	to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and II(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	Yes	B.4.f & B.4.g
<b>B.4.a.5</b>	to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	Yes	E.1.c
<b>B.4.a.6</b>	to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	Yes	B.4.c
<b>B.4.a.7</b>	to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)]. If not, please identify the systems with insufficient funding in the comments section.	Yes	New
<b>B.4.a.8</b>	to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	No	Staffing requirement for Special Emphasis Programs B.3.c, B.3.c.1, B.3.c.2, & B.3.c.3
<b>B.4.a.9</b>	to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I); EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	Yes	New
<b>B.4.a.10</b>	to effectively manage its reasonable accommodation program? [see 29	Yes	B.4.d

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	CFR § 1614.203(d)(4)(ii)] to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	Yes		New
<b>B.4.a.11</b>	Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	Yes		New
<b>B.4.b</b>	Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	Yes		New
<b>B.4.c</b>	Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II)(A) of MD-110?	Yes		B.1.b
<b>B.4.d</b>	Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	Yes		E.2.d
<b>B.4.e</b>		Yes		E.2.e
 <b>Compliance Indicator</b>	<b>B.5 – The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills.</b>			
 <b>Measures</b>				
<b>B.5.a</b>	Pursuant to 29 CFR § 1614.102(a)(5), have all managers and supervisors received training on their responsibilities under the following areas under the agency EEO program:			
<b>B.5.a.1</b>	EEO Complaint Process? [see MD-715(II)(B)]	Yes		New
<b>B.5.a.2</b>	Reasonable Accommodation Procedures? [see 29 C.F.R. § 1614.102(d)(3)]	Yes		A.3.d
<b>B.5.a.3</b>	Anti-Harassment Policy? [see MD-715(II)(B)]	No		New
<b>B.5.a.4</b>	Supervisory, managerial, communication, and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	Yes		New
<b>B.5.a.5</b>	ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	Yes		E.4.b



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<p>↑ Compliance Indicator ↓ Measures</p>	<p><b>B.6 – The agency involves managers in the implementation of its EEO program.</b></p>	<p>Measure Met? (Yes/No/NA)</p>	<p>Comments</p>	
<p><b>B.6.a</b></p>	<p>Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]</p>	<p>No</p>	<p>New Indicator</p>	<p>New</p>
<p><b>B.6.b</b></p>	<p>Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]</p>	<p>No</p>		<p>D.1.a</p>
<p><b>B.6.c</b></p>	<p>When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]</p>	<p>No</p>		<p>D.1.b</p>
<p><b>B.6.d</b></p>	<p>Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR § 1614.102(a)(5)]</p>	<p>No</p>		<p>D.1.c</p>
<p><b>Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY</b></p> <p><b>This element requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan.</b></p>				
<p>↑ Compliance Indicator ↓ Measures</p>	<p><b>C.1 – The agency conducts regular internal audits of its component and field offices.</b></p>	<p>Measure Met? (Yes/No/NA)</p>	<p>Comments</p>	
<p><b>C.1.a</b></p>	<p>Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.</p>	<p>N/A</p>	<p>DHRA has no subcomponents or field offices.</p>	<p>New</p>
<p><b>C.1.b</b></p>	<p>Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.</p>	<p>N/A</p>	<p>DHRA has no subcomponents or field offices.</p>	<p>New</p>
<p><b>C.1.c</b></p>	<p>Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, I(C)]</p>	<p>N/A</p>	<p>DHRA has no subcomponents or field offices.</p>	<p>New</p>

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 Compliance Indicator  Measures	C.2 – The agency has established procedures to prevent all forms of EEO discrimination.	Measure Met? (Yes/No/NA)	Comments New Indicator	
C.2.a	Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	No	DOD Anti-Harassment Policy and Procedures	New
C.2.a.1	Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	No		New
C.2.a.2	Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]	No		New
C.2.a.3	Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	No		New
C.2.a.4	Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [see Enforcement Guidance, V.C.]	No		New
C.2.a.5	Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.			New
C.2.a.6	Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(2)]	No		New
C.2.b	Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR 1614.203(d)(3)]	Yes		New
C.2.b.1	Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability	Yes		E.1.d

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	accommodations throughout the agency? [see 29 CFR 1614.203(d)(3)(D)]			
<b>C.2.b.2</b>	Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]	Yes		New
<b>C.2.b.3</b>	Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR 1614.203(d)(1)(ii)(B)]	Yes		New
<b>C.2.b.4</b>	Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR 1614.203(d)(3)(i)(M)]	Yes		New
<b>C.2.b.5</b>	Does the agency process all accommodation requests 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 in the comments column.	Yes		E.1.e
<b>C.2.c</b>	Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR 1614.203(d)(6)]	Yes		New
<b>C.2.c.1</b>	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.	Yes		New <a href="https://dhra.deps.mil/dod/dhraq/CO/serv/ReasAccom_Docs/OI%20RA%20with%20PAS.pdf">https://dhra.deps.mil/dod/dhraq/CO/serv/ReasAccom_Docs/OI%20RA%20with%20PAS.pdf</a>
	<b>Compliance Indicator</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
	<b>Measures</b>		<b>New Indicator</b>	
<b>C.3.a</b>	C.3 - The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.  Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	Yes		New
<b>C.3.b</b>	Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:			
<b>C.3.b.1</b>	Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	Yes		A.3.a.1





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<b>C.3.b.2</b>	Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	Yes	A.3.a.4
<b>C.3.b.3</b>	Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	Yes	A.3.a.5
<b>C.3.b.4</b>	Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	Yes	A.3.a.6
<b>C.3.b.5</b>	Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	Yes	A.3.a.7
<b>C.3.b.6</b>	Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	Yes	A.3.a.8
<b>C.3.b.7</b>	Support the EEO program in identifying and removing barriers to equal opportunity. [see MD-715, II(C)]	Yes	New
<b>C.3.b.8</b>	Support the anti-harassment program in investigating and correcting harassing conduct. [see Enforcement Guidance, V.C.2]	Yes	A.3.a.2
<b>C.3.b.9</b>	Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	Yes	New
<b>C.3.c</b>	Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	N/A	New No Supervisor or Manager has been found to have failed in their EEO responsibilities.
<b>C.3.d</b>	When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]	N/A	New No Supervisor or Manager has been found to have failed in their EEO responsibilities.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.4 – The agency ensures effective coordination between its EEO programs and Human Resources (HR) program.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>
<b>C.4.a</b>	Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR	No	New

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<b>C.4.b</b>	§1614.102(a)(2) Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	No		C.2.a, C.2.b, & C.2.c
<b>C.4.c</b>	Does the EEO office have timely access to accurate and complete data (e.g., demographic data for workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]	No		New
<b>C.4.d</b>	Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	No		New
<b>C.4.e</b>	Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:			
<b>C.4.e.1</b>	Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	No		New
<b>C.4.e.2</b>	Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	No		New
<b>C.4.e.3</b>	Develop and/or provide training for managers and employees? [see MD-715, II(C)]	Yes		New
<b>C.4.e.4</b>	Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	Yes		New
<b>C.4.e.5</b>	Assist in preparing the MD-715 report? [see MD-715, II(C)]	Yes		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.5 – Following a finding of discrimination, the agency explores whether it should take a disciplinary action.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>C.5.a</b>	Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR § 1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	Yes		C.3.a.
<b>C.5.b</b>	When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	N/A	No employee or manager has exhibited discriminatory conduct.	C.3.c
<b>C.5.c</b>	If the agency has a finding of discrimination (or settles cases in which a	N/A	There have been no	New

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	finding was likely), does the agency inform managers and supervisors about the discriminatory conduct? [see MD-715, I(C)]		findings of discrimination against DHRA or complaints settled in which a finding was likely.	
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>C.6 – The EEO office advises managers/supervisors on EEO matters.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>C.6.a</b>	Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	Yes	Annually	C.1.a
<b>C.6.b</b>	Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	Yes		New
<b>Essential Element D: PROACTIVE PREVENTION</b>				
<b>This element requires that the agency head make early efforts to prevent discrimination and to identify and eliminate barriers to equal employment opportunity.</b>				
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>D.1 – The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>D.1.a</b>	Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	Yes		New
<b>D.1.b</b>	Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	Yes		New
<b>D.1.c</b>	Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring,	Yes		New





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	inclusion, retention and advancement of individuals with disabilities? [see 29 CFR 1614.203(d)(1)(iii)(C)]			
<p> <b>Compliance Indicator</b></p> <p> <b>Measures</b></p>	<p><b>D.2 – The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)</b></p>	<p><b>Measure Met? (Yes/No/NA)</b></p>	<p><b>Comments</b></p> <p>New Indicator</p>	
<p><b>D.2.a</b></p>	<p>Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, II)(B)]</p>	<p>Yes</p>		<p>New</p>
<p><b>D.2.b</b></p>	<p>Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]</p>	<p>Yes</p>		<p>B.2.c.2</p>
<p><b>D.2.c</b></p>	<p>Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]</p>	<p>Yes</p>		<p>B.2.c.1</p>
<p><b>D.2.d</b></p>	<p>Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, reasonable accommodation program; anti-harassment program; and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.</p>	<p>Yes</p>	<p>Climate Surveys</p>	<p>New</p>
<p> <b>Compliance Indicator</b></p> <p> <b>Measures</b></p>	<p><b>D.3 – The agency establishes appropriate action plans to remove identified barriers.</b></p>	<p><b>Measure Met? (Yes/No/NA)</b></p>	<p><b>Comments</b></p> <p>New Indicator</p>	
<p><b>D.3.a.</b></p>	<p>Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]</p>	<p>Yes</p>		<p>New</p>
<p><b>D.3.b</b></p>	<p>If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]</p>	<p>Yes</p>		<p>New</p>





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D.3.c	Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	Yes		New
 Compliance Indicator  Measures	<b>D.4 – The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.</b>	Measure Met? (Yes/No/NA)	Comments New Indicator	
D.4.a	Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.	No		New
D.4.b	Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR 1614.203(d)(1)(i)]	Yes		New
D.4.c	Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR 1614.203(d)(1)(ii)(A)]	Yes		New
D.4.d	Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR 1614.203(d)(7)(ii)]	Yes		New
<p style="text-align: center;"><b>Essential Element E: EFFICIENCY</b></p> <p><b>This element requires the agency head to ensure that there are effective systems for evaluating the impact and effectiveness of the agency's EEO programs and an efficient and fair dispute resolution process.</b></p>				
 Compliance Indicator  Measures	<b>E.1 - The agency maintains an efficient, fair, and impartial complaint resolution process.</b>	Measure Met? (Yes/No/NA)	Comments	
E.1.a	Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	Yes		E.3.a.1
E.1.b	Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	Yes		E.3.a.2
E.1.c	Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(l)?	Yes		New





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<b>E.1.d</b>	Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(i)? If so, please provide the average processing time in the comments.	Yes	23 days	New
<b>E.1.e</b>	Does the agency ensure all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	Yes		New
<b>E.1.f</b>	Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	Yes		E.3.a.3
<b>E.1.g</b>	If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	N/A		New
<b>E.1.h</b>	When the complainant does not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	Yes		E.3.a.4
<b>E.1.i</b>	Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	Yes		E.3.a.7
<b>E.1.j</b>	If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	Yes		E.2.c
<b>E.1.k</b>	If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	Yes		New
<b>E.1.l</b>	Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	Yes		New
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>E.2 – The agency has a neutral EEO process.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments Revised Indicator</b>	
<b>E.2.a</b>	Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch.	Yes		New





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	1(IV)(D)]	Yes	Office of General Counsel	E.6.a
<b>E.2.b</b>	When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.	Yes	Office of General Counsel	E.6.a
<b>E.2.c</b>	If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]	Yes		New
<b>E.2.d</b>	Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]	Yes		E.6.b
<b>E.2.e</b>	If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, <i>Attaining a Model Agency Program: Efficiency</i> (Dec. 1, 2004)]	Yes		E.6.c
				
<b>Compliance Indicator</b> 				
<b>Measures</b>				
<b>E.3.a</b>	<b>E.3 - The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.</b>  Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	No	ADR/Mediations are referred to the Investigations and Resolutions Directorate or the Shared Neutrals Program	E.4.a
<b>E.3.b</b>	Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	No	Participation is not mandatorily required	E.4.c
<b>E.3.c</b>	Does the agency encourage all employees to use ADR, where ADR is appropriate? [see MD-110, Ch. 3(IV)(C)]	Yes		D.2.a
<b>E.3.d</b>	Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	Yes		New
<b>E.3.e</b>	Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	Yes		E.4.d
<b>E.3.f</b>	Does the agency annually evaluate the effectiveness of its ADR	No	Cases were ADR was	New

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		program? [see MD-110, Ch. 3(I)(D)]	used are reviewed.	
 Compliance Indicator	 Measures	E.4 – The agency has effective and accurate data collection systems in place to evaluate its EEO program.	Measure Met? (Yes/No/NA)	Comments
	<b>E.4.a</b>	Does the agency have systems in place to accurately collect, monitor, and analyze the following data:	Yes	
	<b>E.4.a.1</b>	Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	Yes	E.5.a
	<b>E.4.a.2</b>	The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	Yes	E.5.c
	<b>E.4.a.3</b>	Recruitment activities? [see MD-715, II(E)]	Yes	E.5.f
	<b>E.4.a.4</b>	External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	Yes	New
	<b>E.4.a.5</b>	The processing of requests for reasonable accommodation? [29 CFR § 1614.203(d)(4)]	Yes	New
	<b>E.4.a.6</b>	The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	Yes	New
	<b>E.4.b</b>	Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	No	Employees are encouraged to self-identify but no system is in place
 Compliance Indicator	 Measures	E.5 – The agency identifies and disseminates significant trends and best practices in its EEO program.	Measure Met? (Yes/No/NA)	Comments
	<b>E.5.a</b>	Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	Yes	The number of individuals with targeted disabilities in DHRA increased from 12 in FY 2017 to 17 in FY 2018.
	<b>E.5.b</b>	Does the agency review other agencies' best practices and adopt them,	Yes	DHRA Office of EEO

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	where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		met with other agencies' Office of EEO to review the best practices in the investigative process and ADR process.	
<b>E.5.c</b>	Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]	Yes		E.3.a
<b>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</b>				
<b>This element requires federal agencies to comply with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</b>				
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.1 – The agency has processes in place to ensure timely and full compliance with EEOC Orders and settlement agreements.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>F.1.a</b>	Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	Yes		F.1.a
<b>F.1.b</b>	Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	Yes		E.3.a.6
<b>F.1.c</b>	Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	Yes		F.2.a.1
<b>F.1.d</b>	Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	Yes		F.2.a.2
<b>F.1.e</b>	When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	Yes		F.3.a.
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.2 – The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>F.2.a</b>	Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	Yes	Indicator moved from E-III Revised	C.3.d

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<b>F.2.a.1</b>	When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	Yes		E.3.a.5
<b>F.2.a.2</b>	When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	N/A	There have been no findings of discrimination against DHRA.	E.3.a.7
<b>F.2.a.3</b>	When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	Yes		New
<b>F.2.a.4</b>	Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	Yes		F.3.d (1 to 9)
 <b>Compliance Indicator</b>  <b>Measures</b>	<b>F.3 - The agency reports to EEOC its program efforts and accomplishments.</b>	<b>Measure Met? (Yes/No/NA)</b>	<b>Comments</b>	
<b>F.3.a</b>	Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]	Yes		New
<b>F.3.b</b>	Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]	Yes		New

**E. ESSENTIAL ELEMENTS  
(PART H)**



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Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
A.3.a	The Agency must recognize employees, supervisors, managers, and units for demonstrating superior accomplishments in EEO.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
03/31/2019	Identify DHRA Staff/unit with accomplishments in promoting EEO.	04/30/2019		
03/31/2019	Recognize DHRA Staff/unit with accomplishments in promoting EEO.	09/30/2019		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DHRA	Mr. William Booth	Yes
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
04/30/2019	Review staff achievements toward promoting EEO in DHRA.	Yes		
04/30/2019	Efforts taken by DHRA Staff and units towards promotion of EEO will be evaluated during performance appraisal period.	Yes		
09/30/2019	Outstanding staff (supervisors and non-supervisors) and units that exhibited accomplishments in promoting EEO are recognized in Town Hall meeting.	Yes		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>

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**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
B.1.c	The EEO Director must present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
03/31/2019	Finalize DHRA FY 2018 MD-715 Report	03/31/2019		
04/30/2019	Present State of the Agency Brief to DHRA Senior Management Officials	04/30/2019		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
03/31/2019	Finalize DHRA FY 2018 MD-715 Report.	Yes		
03/31/2019	Schedule briefing date for State of the Agency Brief.	Yes		
04/30/2019	Brief Senior Management Officials on the State of the Agency.	Yes		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>

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**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
B.3.a	EEO program officials must participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
03/31/2019	Ensure EEO participation in meetings concerning workforce changes that impact EEO, strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities.	04/30/2019		
03/31/2019	Ensure workforce changes do not adversely impact certain groups of employees and favor certain groups of employees.	09/30/2019		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DHRA	Mr. William Booth	Yes

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Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
04/30/2019	EEO Director participate in working group meetings concerning strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities.	Yes		
04/30/2019	Request demographic makeup of applicants and selections to training/career development opportunities.	Yes		
09/30/2019	Review climate assessment surveys and determine if any particular group is adversely impacted by any workforce change.	Yes		
09/30/2019	Meet and discuss adverse impact of workforce change with concerned senior management official	Yes		

**Report of Accomplishments**

Fiscal Year	Accomplishments



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Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

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**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
B.4.a.8	The Agency must allocate sufficient funding and qualified staffing to effectively administer its special emphasis programs.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
03/31/2019	Establish a Diversity and Inclusion Program.	04/30/2019		
03/31/2019	Establish Affirmative Employment Program for Minorities, Women and Disabled Individuals.	09/30/2019		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DHRA	Mr. William Booth	Yes
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing?</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Completion Date</b> (mm/dd/yyyy)
12/31/2018	Recruit and Hire a Diversity and Inclusion Program Manager.	Yes		12/31/2018
04/30/2019	Establish a Diversity and Inclusion Action Plan.	Yes		
09/30/2019	Establish affinity groups with organizations targeting minorities, women, and disabled individuals.	Yes		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
<b>FY 2018</b>	Recruitment action for a Diversity and Inclusion Specialist for the agency has been started.

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Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
B.6.a.-d.	The Agency must involve managers in the implementation of its EEO Program.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
04/30/2019	Involve managers in the implementation of Special Emphasis Programs.	09/30/2019		
04/30/2019	Managers participate in the barrier analysis process.	09/30/2019		
04/30/2019	Senior managers assist in developing DHRA EEO Action Plans when barriers are identified.	09/30/2019		
04/30/2019	Senior managers successfully implement EEO Action Plans Objectives into DHRA strategic plans.	09/30/2019		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DHRA	Mr. Williams Booth	Yes
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes

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Title	Name	Performance Standards Address the Plan? (Yes or No)
DHRA Senior managers		Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
04/30/2019	Present State of the Agency briefing to DHRA Senior leadership.	Yes		
04/30/2019	DHRA EEO Office receive full support of DHRA's EEO Program from DHRA Senior leadership.	Yes		
04/30/2019	EEO Office and DHRA Senior leadership implement DHRA Special Emphasis Programs.	Yes		
04/30/2019	Secure support from Senior leadership in developing action plans to overcome barriers.	Yes		
04/30/2019	DHRA Senior leadership and Office of EEO develop objectives to guide formulation of action plans to overcome barriers.	Yes		
04/30/2019	Assign representatives from DHRA Components and HQ Offices to work with DHRA Office of EEO in developing action plans.	Yes		
09/30/2019	Senior leadership implement EEO action plans to overcome barriers	Yes		

**Report of Accomplishments**

Fiscal Year	Accomplishments
FY 2018	Adherence to EEO principles is addressed in the Performance Plan of all DHRA Staff.

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**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
C.2.a; C.2.a.1; C.2.a.3; C.2.a.4	The Agency must establish procedures to prevent all forms of EEO discrimination.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
03/31/2019	Establish comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance; require corrective action to prevent or eliminate conduct before it raises to the level of unlawful harassment; establish a firewall between the Anti-Harassment coordinator and the EEO Director; provide a separate procedure (outside of the EEO complaint process) to address harassment allegations; ensure the EEO Office informs the anti-harassment program of all EEO counseling activity alleging harassment; and require training materials on its anti-harassment policy include examples of disability-based harassment.	04/30/2019		

**Responsible Official(s)**

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<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>
Director, DHRA	Mr. William H. Booth	Yes
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
04/30/2019	Establish Anti-Harassment Policy and Procedures that comply with EEOC's enforcement guidance.	Yes		
04/30/2019	Establish an Anti-Harassment Program and Coordinator.	Yes		
09/30/2019	Establish a firewall between EEO Director and Anti-Harassment Coordinator.	Yes		
09/30/2019	Establish a separate procedure for addressing harassment allegations.	Yes		
09/30/2019	Require/ensure EEO Office informs the Anti-Harassment Program of all EEO counseling activity alleging harassment.	Yes		
09/30/2019	Include examples of disability-based harassment in the Anti-Harassment Policy.	Yes		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
<b>FY 2018</b>	The Department of Defense implemented its Anti-Harassment Policy for Military Personnel in 2018. The Department of Defense's Anti-Harassment Policy for Civilian Personnel is still being drafted.



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**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
C.4	The Agency must ensure effective coordination between its EEO Programs and Human Resources Program.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
03/31/2019	Establish a regular meeting schedule between EEO Director and HR Director to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives.	04/30/2019		
03/31/2019	Establish timetables/schedules to review at regular intervals DHRA's merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups.	09/30/2019		
03/31/2019	Provide the EEO Office access to accurate and complete data required to prepare the MD-715 workforce data tables, including exit interview data, climate assessment surveys, grievance data upon request.	09/30/2019		

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<b>Date Initiated</b> (mm/dd/yyyy)	<b>Objective</b>	<b>Target Date</b> (mm/dd/yyyy)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Date Completed</b> (mm/dd/yyyy)
03/31/2019	Establish collaboration between EEO and HR Offices to implement the Affirmative Action Plan for individuals with disabilities and develop and/or conduct outreach and recruiting initiatives.	09/30/2019		

**Responsible Official(s)**

<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan?</b> (Yes or No)
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes
Director, Human Capital Directorate (HCD)	Ms. Ann Conyers	Yes

**Planned Activities Toward Completion of Objective**

<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing?</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Completion Date</b> (mm/dd/yyyy)
06/30/2019	EEO Director request for DHRA personnel programs, policies and procedures from Director, HCD.	Yes		
09/30/2019	EEO Director reviews and assesses whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives.	Yes		
09/30/2019	EEO Director meets with Director, HCD, to discuss assessment of personnel programs, policies, and procedures.	Yes		
09/30/2019	EEO Director meets with Director, HCD, regularly to review DHRA's merit	Yes		

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<b>Target Date</b> (mm/dd/yyyy)	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing?</b> (Yes or No)	<b>Modified Date</b> (mm/dd/yyyy)	<b>Completion Date</b> (mm/dd/yyyy)
	promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may impede full participation by all EEO groups.			
09/30/2019	EEO Director requests from and is granted by the Director, HCD, timely access to accurate and complete data required to prepare the MD-715 workforce tables, and other data including exit interview data, climate assessment surveys, and grievance data.	Yes		
09/30/2019	EEO Director collaborate with Director, HCD, in implementing the Affirmative Action Plan for individuals with disabilities and develop and/or conduct outreach and recruiting initiatives.	Yes		
06/30/2019	Director, HCD, re-survey the workforce on a regular basis and provide results to EEO Director.			
06/30/2019	EEO Director post DHRA's Affirmative Action Plan on its public website.			

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>

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If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency
E.3.a; E.3.b; E.3.f	The Agency must establish and encourage the widespread use of a fair alternative dispute resolution (ADR) program.

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
03/31/2019	Establish an ADR Program available during both the pre-complaint and formal complaint stages of the EEO process.	09/30/2019		
03/31/2019	Establish an annual evaluation of the effectiveness of ADR in DHRA.	09/30/2019		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)
Director, DHRA	Mr. William Booth	Yes
Director, DHRA Office of EEO	Mr. Johnny K. Jones	Yes

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)

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<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
04/30/2019	EEO Director review ADR data/statistics for DHRA.	Yes		
06/30/2019	EEO Director meet with other agencies' EEO Directors to gather best practices on establishing and promoting an ADR program.	Yes		
06/30/2019	EEO Director present data to Director, DHRA regarding requirement for agencies to have an established ADR Program and the benefits derived from ADR.	Yes		
06/30/2019	EEO Director request support from Director, DHRA, to establish a DHRA ADR Program.	Yes		
09/30/2019	EEO Director establish an ADR Program available during the pre-complaint and formal complaint stages of the process.	Yes		
09/30/2019	EEO Director annually evaluate the effectiveness of DHRA ADR Program.	Yes		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
<b>FY 2018</b>	2 mediations were conducted in FY 2018. No resolution was reached at the conclusion of both mediations.

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part H**  
**Agency EEO Plan to Attain the Essential Elements of a Model EEO Program**

Please describe the status of each plan that the agency has implemented to correct deficiencies in the EEO program.

If the agency did not address any deficiencies during the reporting period, please check the box.

**Statement of Model Program Essential Element Deficiency**

Type of Program Deficiency	Brief Description of Program Deficiency

**Objective(s) and Dates for EEO Plan**

Date Initiated (mm/dd/yyyy)	Objective	Target Date (mm/dd/yyyy)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan? (Yes or No)

**Planned Activities Toward Completion of Objective**

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)



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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>

**F. IMPROVEMENT PLAN  
(PART I)**

**EEOC FORM**  
**U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part I**  
**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce A Tables	A1, A3, A4, A6, A8, A13, A14	Underrepresentation of Hispanics and Whites Hispanic employees were underrepresented compared to the NCLF. Hispanic employees show decreasing representation in the higher grade levels and no representation in the SES level. The representation of White males and females was low compared to the NCLF. The representation of White males and females in senior level positions was higher than the NCLF.

**EEO Group(s) Affected by Trigger**

EEO Group
Hispanic or Latino Males
Hispanic or Latino Females
White Males
White Females

**Barrier Analysis Process**

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Hispanics are under-represented. Hiring rate for Hispanic men is low.
Complaint Data (Trends)	Yes	1 complaint filed based on race (Hispanic) that is pending a hearing.
Grievance Data (Trends)	No	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>Sources of Data</b>	<b>Source Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

**Status of Barrier Analysis Process**

<b>Barrier Analysis Process Completed? (Yes or No)</b>	<b>Barrier(s) Identified? (Yes or No)</b>
No	Yes

**Statement of Identified Barrier(s)**

<b>Description of Policy, Procedure, or Practice</b>
Vacancies were posted mainly through USA Staffing.

**Objective(s) and Dates for EEO Plan**

<b>Objective</b>	<b>Date Initiated (mm/dd/yyyy)</b>	<b>Target Date (mm/dd/yyyy)</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Date Completed (mm/dd/yyyy)</b>
Targeted recruitment towards Hispanics	03/31/2019	03/31/2020	Yes		
Outreach and job fairs held in predominantly	03/31/2019	09/30/2019	Yes		

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>Objective</b>	<b>Date Initiated (mm/dd/yyyy)</b>	<b>Target Date (mm/dd/yyyy)</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Date Completed (mm/dd/yyyy)</b>
Hispanic organizations.					
Establish relationship with Hispanic affinity groups	03/31/2019	03/31/2020	Yes		

**Responsible Official(s)**

<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>
Director, HCD	Ms. Ann Conyers	Yes
Director, Office of EEO	Mr. Johnny K. Jones	Yes

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
03/31/2019	Consult with other agencies on best practices in improving representation of Hispanics in DHRA.		
06/30/2019	Update agency webpage to highlight the DHRA's commitment to ensuring a diverse and inclusive workforce at all levels. Consider a social media campaign to focus on workforce diversity.		
12/31/2019	Recruit and hire an Affirmative Employment Program Manager and Special Emphasis Program Manager.		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
FY 2018	Recruitment for a D & I Program Manager initiated.

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part I**  
**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce B Tables	B1, B8, B10, B13	Individuals with targeted disabilities fell below the 2% goal.

**EEO Group(s) Affected by Trigger**

EEO Group
Disabled Individuals
Individuals with targeted disabilities

**Barrier Analysis Process**

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Individuals with targeted disabilities are at 1.47% of the total DHRA workforce. Only 1 individual with identified targeted disability was hired in FY 2018.
Complaint Data (Trends)	Yes	Disability- second most common basis in EEO complaints and failure to accommodate was the second most common alleged issue.
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	



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<b>Sources of Data</b>	<b>Source Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

**Status of Barrier Analysis Process**

<b>Barrier Analysis Process Completed? (Yes or No)</b>	<b>Barrier(s) Identified? (Yes or No)</b>
No	Yes

**Statement of Identified Barrier(s)**

<b>Description of Policy, Procedure, or Practice</b>
Vacancies posted mainly through USA Staffing.
Need a compliant Reasonable Accommodation Policy.
Lack of a Disability Program and Special Emphasis Program for Disability

**Objective(s) and Dates for EEO Plan**

<b>Objective</b>	<b>Date Initiated (mm/dd/yyyy)</b>	<b>Target Date (mm/dd/yyyy)</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Date Completed (mm/dd/yyyy)</b>
Establish a compliant Reasonable Accommodation Policy and Procedure.	03/31/2019	09/30/2019	Yes		
Establish affinity groups with disability and diversity organizations.	03/31/2019	03/31/2019	Yes		
Establish and implement a Disability Program and	03/31/2019	09/30/2020	Yes		

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**U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>Objective</b>	<b>Date Initiated (mm/dd/yyyy)</b>	<b>Target Date (mm/dd/yyyy)</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Date Completed (mm/dd/yyyy)</b>
Reasonable Accommodation Program					
Improve recruitment and hiring of disabled individuals.	03/31/2019	09/30/2020	Yes		

**Responsible Official(s)**

<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>
Director, Office of EEO	Mr. Johnny K. Jones	Yes
Director, HRD	Ms. Ann Conyers	Yes
Reasonable Accommodation Program Coordinator	Mr. Patrick Cox	Yes

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
06/30/2019	HCD to re-survey DHRA workforce.		
06/30/2019	Consult with other agencies on best practices in improving representation of disabled individuals and individual with targeted disabilities in DHRA.		
09/30/2019	Ensure the agency's OI on Reasonable A		
09/30/2019	Review vacancy announcements to ensure postings identify only the essential functions of the job and not unnecessarily exclude any type of individual.		
09/30/2019	Update DHRA's external webpage to highlight the agency's commitment to ensuring a diverse and inclusive workforce		

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
	at all levels. Consider a social media campaign to focus on workforce diversity.		
12/31/2019	Recruit and hire an Affirmative Employment Program Manager who will focus on improving recruitment and hiring of minorities and disabled individuals.		
09/30/2019	Utilize the Workforce Recruitment Program (WRP).		
03/31/2020	Conduct job fairs specifically for disabled individuals who are eligible for appointment under hiring authorities that take disability into account.		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
FY 2018	The DHRA OI on Reasonable Accommodation has been revised after review by EEOC and submitted for coordination.
FY 2018	Individuals with targeted disabilities were at 96% in FY 2017, for FY 2018, they were at 1.47%.
FY 2018	DHRA has strengthened its WRP in FY 2018.

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**U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part I**  
**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce A and B Tables	A3, A4, B3, B4	Upward mobility opportunities are limited for Hispanics, Asians, Blacks, and disabled individuals.

**EEO Group(s) Affected by Trigger**

EEO Group
All disabled individuals
All individuals with targeted disabilities
Hispanic or Latino Males
Hispanic or Latino Females
Black or African American Males
Black or African American Females
Asian Males
Asian Females

**Barrier Analysis Process**

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	A significant majority of Executive/Senior Level (Grades 15 and above) and Mid-Level (GS13-14) managerial positions belonged to White males with no disability. Representation of Hispanics, Asians, and Blacks dropped as they moved to the higher grade levels.

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Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
		Hispanics and Asians have no representation in the SES level.
Complaint Data (Trends)	No	
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

**Status of Barrier Analysis Process**

Barrier Analysis Process Completed? (Yes or No)	Barrier(s) Identified? (Yes or No)
No	No

**Statement of Identified Barrier(s)**

Description of Policy, Procedure, or Practice
For Hispanics, barrier may be related to under-representation of Hispanics in major occupations and occupations leading to higher grade levels.

**Objective(s) and Dates for EEO Plan**

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing? (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Improve representation of Hispanics, Asians, and	03/31/2019	09/30/2021	Yes		

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>Objective</b>	<b>Date Initiated (mm/dd/yyyy)</b>	<b>Target Date (mm/dd/yyyy)</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Date Completed (mm/dd/yyyy)</b>
Blacks in upper grade levels.					
Improve participation of minorities in career development, leadership positions.	03/31/2019	09/30/2021	Yes		

**Responsible Official(s)**

<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>
Director Office of EEO	Mr. Johnny K. Jones	Yes
Director, HCD	Ms. Ann Conyers	Yes

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
09/30/2019	Analyze promotion data.		
09/30/2019	Analyze if certain occupations have a higher probability of being more successful in reaching upper grade levels and SES.		
09/30/2019	Analyze job recruitment and hiring process for senior level positions.		
09/30/2019	Examine participation rates of minorities in career development, leadership positions.		
09/30/2019	Coordinate with HCD in finding ways to increase applications for senior level		



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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
	positions from minorities.		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
<b>FY 2018</b>	DHRA promoted one Black male to the SES level.

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part I**  
**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
No FEAR Act Report		Non-sexual harassment was the most common issue alleged in EEO complaints for FY 2018.

**EEO Group(s) Affected by Trigger**

EEO Group
All Men
All Women
Hispanic or Latino Males
Hispanic or Latino Females
White Males
White Females
Black or African American Males
Black or African American Females
Asian Males
Asian Females
Native Hawaiian or Other Pacific Islander Males
Native Hawaiian or Other Pacific Islander Females
American Indian or Alaska Native Males
American Indian or Alaska Native Females
Two or More Races Males

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>EEO Group</b>
Two or More Races Females

**Barrier Analysis Process**

<b>Sources of Data</b>	<b>Source Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>
Workforce Data Tables	No	
Complaint Data (Trends)	Yes	Non-sexual harassment was the most common issue alleged in EEO complaints for FY 2017 and FY 2018.
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)		

**Status of Barrier Analysis Process**

<b>Barrier Analysis Process Completed? (Yes or No)</b>	<b>Barrier(s) Identified? (Yes or No)</b>
No	Yes

**Statement of Identified Barrier(s)**

<b>Description of Policy, Procedure, or Practice</b>
Lack of an Anti-Harassment Policy and Procedure to clearly define workplace harassment and identify harassing conduct.

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**U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Objective(s) and Dates for EEO Plan**

<b>Objective</b>	<b>Date Initiated (mm/dd/yyyy)</b>	<b>Target Date (mm/dd/yyyy)</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Date Completed (mm/dd/yyyy)</b>
Establish and Implement the DHRA Anti-Harassment Policy and Procedure.	12/31/2019	09/30/2019	Yes		
Establish an Anti-Harassment Program	12/31/2019	09/30/2019	Yes		

**Responsible Official(s)**

<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>
Director, DHRA	Mr. William H. Booth	Yes
Director, Office of EEO	Mr. Johnny J. Jones	Yes

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
09/30/2019	Review exit interviews and climate assessment survey.		
06/30/2019	Research best practices for establishing an Anti-Harassment Program		
09/30/2019	Draft DHRA Anti-Harassment Policy and Procedure		
12/31/2019	Assign an Anti-harassment Coordinator outside of the EEO Office for harassment issues		
03/31/2020	Provide Anti-Harassment training to DHRA		

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
	Staff		

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>
<b>FY 2018</b>	The Agency's Harassment Free Workplace Environment was updated in FY 2018. The Agency also implemented an Anti-Harassment Policy for Military Personnel and the Anti-Harassment Policy for Civilian Personnel is being drafted.

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**U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**MD-715 – Part I**  
**Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger

**EEO Group(s) Affected by Trigger**

EEO Group
All Men
All Women
Hispanic or Latino Males
Hispanic or Latino Females
White Males
White Females
Black or African American Males
Black or African American Females
Asian Males
Asian Females
Native Hawaiian or Other Pacific Islander Males
Native Hawaiian or Other Pacific Islander Females
American Indian or Alaska Native Males
American Indian or Alaska Native Females
Two or More Races Males
Two or More Races Females



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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Barrier Analysis Process**

<b>Sources of Data</b>	<b>Source Reviewed? (Yes or No)</b>	<b>Identify Information Collected</b>
Workforce Data Tables		
Complaint Data (Trends)		
Grievance Data (Trends)		
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)		
Climate Assessment Survey (e.g., FEVS)		
Exit Interview Data		
Focus Groups		
Interviews		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)		
Other (Please Describe)		

**Status of Barrier Analysis Process**

<b>Barrier Analysis Process Completed? (Yes or No)</b>	<b>Barrier(s) Identified? (Yes or No)</b>

**Statement of Identified Barrier(s)**

<b>Description of Policy, Procedure, or Practice</b>

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**Objective(s) and Dates for EEO Plan**

<b>Objective</b>	<b>Date Initiated (mm/dd/yyyy)</b>	<b>Target Date (mm/dd/yyyy)</b>	<b>Sufficient Funding &amp; Staffing? (Yes or No)</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Date Completed (mm/dd/yyyy)</b>

**Responsible Official(s)**

<b>Title</b>	<b>Name</b>	<b>Performance Standards Address the Plan? (Yes or No)</b>

**Planned Activities Toward Completion of Objective**

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>

**Report of Accomplishments**

<b>Fiscal Year</b>	<b>Accomplishments</b>

**G. SPECIAL PROGRAM PLAN  
(PART J)**

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

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## 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 C.F.R. § 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.

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) | Yes 0 | No X |
| b. Cluster GS-11 to SES (PWD)  | Yes X | No 0 |

The percentage of PWD in the GS-11 to SES cluster was 11.77% in FY 2018, which falls below the goal of 12%.

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) | Yes X | No 0 |
| b. Cluster GS-11 to SES (PWTD)  | Yes X | No 0 |

The percentage of PWTD in the GS-1 to 10 cluster was 1.11% in FY 2018, which falls below the goal of 2%. The percentage of PWTD in the GS-11 to SES cluster was 1.4% in FY 2018, which falls below the goal of 2%.

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

At Supervisory Trainings and Strategic Recruitment Discussions, managers and supervisors are informed of the agency's commitment to meeting the numerical goals for hiring PWD and PWTD set forth under Section 501 of the Rehabilitation Act. In these venues, managers and

supervisors are advised of the different hiring authorities that may be used in increasing the participation of PWD and PWTD in the agency

## 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 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 0      No X

The agency has assigned a collateral-duty Reasonable Accommodation Coordinator for the agency..

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				
Answering questions from the public about hiring authorities that take disability into account				
Processing reasonable accommodation requests from applicants and employees			1	Patrick Cox, Reasonable Accommodation Coordinator, Mission Support Directorate, Patrick.m.cox10.civa2mail.mil
Section 508 Compliance				
Architectural Barriers Act Compliance			1	Patrick Cox, Reasonable Accommodation Coordinator, Mission Support Directorate, Patrick.m.cox10.civa2mail.mil
Special Emphasis Program for PWD and PWTD				



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(s) that disability program staff have received. If "no", describe the training(s) planned for the upcoming year.

Yes **X** No 0

The Reasonable Accommodation Coordinator completed the Disability Program Management Course at the Defense Equal Opportunity Management Institute.

**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 0

The agency has sufficient funding to implement a disability program. The agency still has to establish and staff a Disability Program.

**Section III: Program Deficiencies in the Disability Program**

(FedSEP will provide the program deficiencies from the current Part G. We highlighted the Part G questions in green. In the chart below, please list the highlighted Part G questions with "No" answers and provide the agencies' comments, if any.

If there are no program deficiencies, please state "The agency has not reported any program deficiencies involving the disability program.")

In Part G of its FY 2018 MD-715 report, the agency identified the following program deficiencies involving its disability program:

Program Deficiencies	Agency Comments
<p>B.4.a.8 Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC §</p>	<p>The agency has sufficient funding to administer a Special Emphasis Program for PWD; however, establishing the program and staffing the program is still in the planning stage.</p>

<p>7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]</p>	
<p>C.2.a.6 Do the agency's training materials on its harassment policy include examples of disability-based harassment? [see 29 CFR 1614.203(d)(4)]</p>	<p>The Anti-Harassment Policy for Non-military is still being drafted which will include examples of disability-based harassment.</p>
<p>C.4.e1 The agency ensures effective coordination between its EEO programs and Human Resources (HR) program to implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]</p> <p>D.4.a Does the agency post its affirmative action plan on its public website? [see 29 CFR 1614.203(d)(4)] Please provide the internet address in the comments.</p> <p>E.4.b Does the agency have a system in place to survey the workforce on a regular basis? [MD-Instructions, Sec. I]</p>	<p>The Office of EEO will present the findings in the MD-715 Report to senior management including the Director, HCD, to coordinate the implementation of the agency's Affirmative Action Plan, posting it on the agency's website and implement a system to re-survey the workforce on a regular basis.</p>

## 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 APPLICANTS WITH DISABILITIES

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

In FY 2018, the agency utilized a variety of recruitment strategies designed to increase the number of qualified applicants with disabilities and applicants with targeted disabilities. The hiring authorities allowed provisions for veterans preference, knowledge sharing through mentoring and training, Pathways Internship Program, Recent Graduate Program, Schedule A for Persons with Disabilities, Workforce Recruitment Program, 30% or more disabled veterans, Veterans Recruitment Appointment, and Veterans Employment Opportunity Act of 1998. Currently, the agency has exceeded the 12% goal for PWD at the GS 10 level and below.

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.

The agency will continue to use all available and appropriate hiring authorities to recruit and hire PWD and PWTD. Recruitment efforts including Special Hiring Authorities and job placement programs for veterans, to include veterans with a disability rating of 30% or more and the Wounded Warriors Program. Training of hiring managers on the use of special appointing authority of 30% or more disabled veterans will be recommended.

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.

Vacancy announcements are evaluated to ensure that they clearly and simply explain the essential functions of open positions.

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 0      N/A 0

All managers and supervisors are informed of the different hiring authorities available that provide employment opportunities to PWD and PWTD during the supervisory trainings, leadership meetings, and EEO training. The Director's annual policy statement also emphasizes the agency's commitment to improving the employment of PWD and PWTD.

**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.

Recruitment officials will share vacancy announcements with other agencies to make sure all qualified individuals including PWD and PWTD are given the opportunity to apply for internships or career opportunities in the agency.

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

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

- |   |       |      |
|---|-------|------|
| a. New Hires for Permanent Workforce (PWD)  | Yes X | No 0 |
| b. New Hires for Permanent Workforce (PWTD) | Yes X | No 0 |

Among the new hires in the permanent workforce, triggers exist for PWD (0.81%) and PWTD (0.81%), both of which fall below the respective benchmark of 12% for PWD and 2% for PWTD.

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.

- |                             |       |      |
|-----------------------------|-------|------|
| a. New Hires for MCO (PWD)  | Yes 0 | No 0 |
| b. New Hires for MCO (PWTD) | Yes 0 | No 0 |

Data was not available.

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.

- |  |       |      |
|--|-------|------|
| a. Qualified Applicants for MCO (PWD)  | Yes 0 | No 0 |
| b. Qualified Applicants for MCO (PWTD) | Yes 0 | No 0 |

Data was not available.

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.

- |                              |       |      |
|------------------------------|-------|------|
| a. Promotions for MCO (PWD)  | Yes 0 | No 0 |
| b. Promotions for MCO (PWTD) | Yes 0 | No 0 |

Data was not available.

## 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.

PWD, including PWTD, are provided appropriate accessible technology to enable them to perform the essential functions of their jobs, as well as participate in training and development. Employees hired under the Schedule A Hiring Authority are converted to career or career conditional appointment after successful performance during their probationary period.

DHRA’s CAP Program works closely with federal agencies through employment initiatives in order to make the Federal Government the model employer of individuals with disabilities. Through these employment initiatives, CAP promotes the capabilities of an employee to come to work, stay at work and return to work. In FY 2017, CAP provided 5935 accommodations (37%) to service members, 7759 accommodations (48%) to DoD Employees, and 2538 accommodations (15%) to Non-DoD Federal employees for a total of 16,232 accommodations which was 1979 more accommodations than their record in FY 2016. Based on the disability, 11,640 (72%) of the accommodations were for problems with dexterity. 2423 (15%) for cognitive problems, 1206 (7%) for vision, 928 (6%) for hearing problems, and 35 (<1%) for communication problems (please see charts below).

CAP plans to enhance customer relationships by being more responsive to customer needs by providing appropriate and justified assistive technology (AT), accommodations, and support services to eligible customers. CAP will continue to provide needs assessments, AT, and accommodations for DoD and federal employees with disabilities, wounded, ill, and injured service members, and partner agencies. CAP also plans to expand locations to reach more customers with disabilities throughout the US. CAP also plans to optimize partnerships with partner agencies to positively impact RA by improving and increasing access to RA. CAP plans to operate and enhance CAPTEC to maximize its impact on the federal workforce in providing RA and complying with federal regulations. CAP also plans to improve operational performance in accomplishing its mission in a cost-effective manner, being accountable, optimizing stewardship of resources and complying with requirements.

**B. CAREER DEVELOPMENT OPPORTUNITIES**

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

The agency has an active Internship Program, Detail Program, and Leadership Programs for Career Executives and Senior Leaders.

2. 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 applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

- |                     |       |      |
|---------------------|-------|------|
| a. Applicants (PWD) | Yes 0 | No 0 |
| b. Selections (PWD) | Yes 0 | No 0 |

Data not available.

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate 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 (PWTD) | Yes 0 | No 0 |
| b. Selections (PWTD) | Yes 0 | No 0 |

Data not available.

**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)  | <b>Yes X</b> | No 0 |
| b. Awards, Bonuses, & Incentives (PWTD) | <b>Yes X</b> | No 0 |

In FY 2018, the agency identified a trigger involving the percentage of PWD and PWTD who received recognition and awards. In all award categories (Time off awards, cash awards, and Quality Step Increases) PWD were below the 12% and PWTD were below the 2% goal, except for the Time off awards of 1-9 hour category where PWD made up 12.69%.



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) Yes **X**      No 0
- b. Pay Increases (PWTD) Yes **X**      No 0

In FY 2018, PWD made up 9.38% of the individuals who received a quality step increase or performance-based pay increase. No PWTD received a quality step increase or performance-based pay increase in FY 2018.

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) Yes 0      No 0      **N/A X**
- b. Other Types of Recognition (PWTD) Yes 0      No 0      **N/A X**

N/A

**D. PROMOTIONS**

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

- a. SES
  - i. Qualified Internal Applicants (PWD) Yes 0      No 0
  - ii. Internal Selections (PWD) Yes 0      No 0
- b. Grade GS-15
  - i. Qualified Internal Applicants (PWD) Yes 0      No 0
  - ii. Internal Selections (PWD) Yes 0      No 0
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWD) Yes 0      No 0
  - ii. Internal Selections (PWD) Yes 0      No 0

d. Grade GS-13

i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0

Data 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 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.

a. SES

i. Qualified Internal Applicants (PWTD)	Yes 0	No 0
ii. Internal Selections (PWTD)	Yes 0	No 0

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Yes 0	No 0
ii. Internal Selections (PWTD)	Yes 0	No 0

c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Yes 0	No 0
ii. Internal Selections (PWTD)	Yes 0	No 0

d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Yes 0	No 0
ii. Internal Selections (PWTD)	Yes 0	No 0

Data 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 0	No 0
b. New Hires to GS-15 (PWD)	Yes 0	No 0
c. New Hires to GS-14 (PWD)	Yes 0	No 0
d. New Hires to GS-13 (PWD)	Yes 0	No 0

Data not available.

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 0	No 0
b. New Hires to GS-15 (PWTD)	Yes 0	No 0
c. New Hires to GS-14 (PWTD)	Yes 0	No 0
d. New Hires to GS- 13 (PWTD)	Yes 0	No 0

Data not available.

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 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0
b. Managers		
i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0
c. Supervisors		
i. Qualified Internal Applicants (PWD)	Yes 0	No 0
ii. Internal Selections (PWD)	Yes 0	No 0

Data not available.

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.

- a. Executives
  - i. Qualified Internal Applicants (PWTD)      Yes 0      No 0
  - ii. Internal Selections (PWTD)              Yes 0      No 0
- b. Managers
  - i. Qualified Internal Applicants (PWTD)      Yes 0      No 0
  - ii. Internal Selections (PWTD)              Yes 0      No 0
- c. Supervisors
  - i. Qualified Internal Applicants (PWTD)      Yes 0      No 0
  - ii. Internal Selections (PWTD)              Yes 0      No 0

Data not available..

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.

- a. New Hires for Executives (PWD)              Yes 0      No 0
- b. New Hires for Managers (PWD)              Yes 0      No 0
- c. New Hires for Supervisors (PWD)              Yes 0      No 0

Data not available.

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.

- a. New Hires for Executives (PWTD)              Yes 0      No 0
- b. New Hires for Managers (PWTD)              Yes 0      No 0
- c. New Hires for Supervisors (PWTD)              Yes 0      No 0

Data not available.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be a 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 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 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Yes 0      No X      N/A 0

In FY 2018, one Schedule A employee was converted to Excepted Appointment and one Schedule A employee was terminated while on probation.

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)	Yes X	No 0
b. Involuntary Separations (PWD)	Yes 0	No X

In FY 2018, 14.29% of PWD voluntarily separated from the agency.

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)	Yes 0	No X
b. Involuntary Separations (PWTD)	Yes 0	No X

In FY 2018, no individual with a targeted disability separated from the agency.

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.

Data from exit interviews and other data sources were not available.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://dhra.deps.mil/dod/dhrahq/SitePages/Reasonable%20Accommodations.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.

The agency has not issued a notice of rights under the Architectural Barriers Act pursuant to 29 C.F.R. § 1614.203(d)(4).

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

The agency did not implement any projects to improve accessibility of facilities or technology during the reporting period.



### **C. REASONABLE ACCOMMODATION PROGRAM**

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

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

In FY 2018, requests for reasonable accommodations took an average of 92 days to process and it took ten days to provide the accommodation after the request is approved.

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.

In FY 2018, the agency submitted its Operating Instructions (OI) on the Reasonable Accommodation Process to EEOC for review. After initial review by EEOC personnel, the OI was returned for revision of the process. It is being updated to ensure it complies with suggested revisions and the requirements of the Rehabilitation Act.

At the agency, requests for reasonable accommodation are tracked to improve the efficiency of the process. Managers are encouraged to engage employees in the interactive process which provides for a more effective outcome of the reasonable accommodation requests.

The agency's Computer/Electronic Accommodations Program fulfilled its commitment to remove barriers to employment for federal employees, not just of the Department of Defense but of its 69 partner agencies.

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

Pursuant to 29 C.F.R. § 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, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

In FY 2018, the agency submitted its PAS procedures, which was incorporated in the agency's Reasonable Accommodation OI, to the EEOC for approval. Initial review of the PAS procedures was positive.

In FY 2018, the agency received one request for a recurring PAS and the individual was accommodated with the personal service requested. In FY 2019, the agency will continue to abide by the DOD-wide policy on providing PAS to individuals with targeted disabilities.

### 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 government-wide average?

Yes **X**      No 0      N/A 0

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?

Yes 0      No **X**      N/A 0

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.

N/A

#### 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?

Yes **X**      No 0      N/A 0

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?

Yes 0      No **X**      N/A 0

- 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.

N/A.

**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?

Yes X      No 0

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

Yes X      No 0      N/A 0

- 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. Please see below.

**MD-715 – PART I  
Agency EEO Plan to Eliminate Identified Barrier**

Please describe the status of each plan that the agency implemented to identify possible barriers in policies, procedures, or practices for employees and applicants by race, ethnicity, and gender.

- If the agency did not conduct barrier analysis during the reporting period, please check the box.

**Statement of Condition That Was a Trigger for a Potential Barrier:**

Source of the Trigger	Specific Workforce Data Table	Narrative Description of Trigger
Workforce B Tables	B1, B8, B10, B13	Individuals with targeted disabilities fell below the 2% goal.

**EEO Group(s) Affected by Trigger**

EEO Group
Disabled Individuals
Individuals with targeted disabilities

**Barrier Analysis Process**

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Workforce Data Tables	Yes	Individuals with targeted disabilities are at 1.47% of the total DHRA workforce. Only 1 individual with identified targeted disability was hired in FY 2018.
Complaint Data (Trends)	Yes	Disability was the second most common basis in EEO complaints and failure to accommodate was the second most common alleged issue in the agency.

Sources of Data	Source Reviewed? (Yes or No)	Identify Information Collected
Grievance Data (Trends)	No	
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	No	
Climate Assessment Survey (e.g., FEVS)	No	
Exit Interview Data	No	
Focus Groups	No	
Interviews	No	
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	No	
Other (Please Describe)	No	

Status of Barrier Analysis Process

<b>Barrier Analysis Process Completed?</b>  (Yes or No)	<b>Barrier(s) Identified?</b>  (Yes or No)
No	Yes

Statement of Identified Barrier(s)

<b>Description of Policy, Procedure, or Practice</b>
Vacancies posted mainly through USA Staffing.
The agency needs a compliant and effective Reasonable Accommodation Policy.
Lack of a Disability Program and Special Emphasis Program for Disability.

**Objective(s) and Dates for EEO Plan**

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing?  (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Establish a compliant Reasonable Accommodation Policy and Procedure.	03/31/2019	09/30/2019	Yes		
Establish affinity groups with disability and diversity organizations.	03/31/2019	03/31/2019	Yes		

Objective	Date Initiated (mm/dd/yyyy)	Target Date (mm/dd/yyyy)	Sufficient Funding & Staffing?  (Yes or No)	Modified Date (mm/dd/yyyy)	Date Completed (mm/dd/yyyy)
Establish and implement a Disability Program and Reasonable Accommodation Program	03/31/2019	09/30/2020	Yes		
Improve recruitment and hiring of disabled individuals.	03/31/2019	09/30/2020	Yes		

**Responsible Official(s)**

Title	Name	Performance Standards Address the Plan?  (Yes or No)
Director, Office of EEO	Mr. Johnny K. Jones	Yes
Director, HRD	Ms. Ann Conyers	Yes
Reasonable Accommodation Program Manager	Mr. Patrick Cox	Yes

**Planned Activities Toward Completion of Objective**



Target Date (mm/dd/yyyy)	Planned Activities	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2019	Ensure the agency's Ol on Reasonable Accommodation is compliant.		
06/30/2019	HCD to re-survey DHRA workforce.		
06/30/2019	Consult with other agencies on best practices in improving representation of disabled individuals and individual with targeted disabilities in DHRA.		
09/30/2019	Review vacancy announcements to ensure postings identify only the essential functions of the job and not necessarily exclude any type of individual.		
09/30/2019	Update DHRA's external webpage to highlight the agency's commitment to ensuring a diverse and inclusive workforce at all levels. Consider a		

<b>Target Date (mm/dd/yyyy)</b>	<b>Planned Activities</b>	<b>Modified Date (mm/dd/yyyy)</b>	<b>Completion Date (mm/dd/yyyy)</b>
	social media campaign to focus on workforce diversity.		
12/31/2019	Recruit and hire an Affirmative Employment Program Manager who will focus on improving recruitment and hiring of minorities and disabled individuals.		
09/30/2019	Utilize the Workforce Recruitment Program (WRP).		
03/31/2020	Conduct job fairs specifically for disabled individuals who are eligible for appointment under hiring authorities that take disability into account.		

Report of Accomplishments

<b>Fiscal Year</b>	<b>Accomplishments</b>
<b>FY 2018</b>	The DHRA OI on Reasonable Accommodation has been revised after review by EEOC and submitted for coordination.
<b>FY 2018</b>	Individuals with targeted disabilities were at 96% in FY 2017, for FY 2018, they were at 1.47%.
<b>FY 2018</b>	DHRA has strengthened it's WRP in FY 2018.

**WORKFORCE DATA A TABLES –  
DISTRIBUTION BY  
RACE/ETHNICITY**



**Table A2: TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex**

Employment Tenure	RACE/ETHNICITY																					
	TOTAL EMPLOYEES						Non-Hispanic or Latino						Two or more races									
	All	male	female	Hispanic or Latino	male	female	White	male	female	Black or African American	male	female	Asian	male	female	Native Hawaiian or Other Pacific Islander	male	female	American Indian or Alaska Native	male	female	
<b>TOTAL FY</b>	#	594	631	34	45	410	373	94	161	45	37	2	0	7	10	2	5					
	%	100.00	51.51	2.78	3.67	33.47	30.45	7.67	13.14	3.67	3.02	0.16	0.00	0.57	0.82	0.16	0.41					
<b>CLF 2010</b>	%	100.00	48.16	5.17	4.79	38.33	34.03	5.49	6.53	1.97	1.93	0.07	0.07	0.55	0.53	0.26	0.28					
<b>Alternate Benchmark</b>	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
<b>DHRA</b>	#	655	344	19	16	217	217	54	87	16	18	1	0	4	4	0	2					
	%	100.00	47.48	2.90	2.44	33.13	33.13	8.24	13.28	2.44	2.75	0.15	0.00	0.61	0.61	0.00	0.31					
<b>DCPAS</b>	#	255	104	4	14	64	70	27	54	6	8	0	0	1	3	2	2					
	%	100.00	40.78	1.57	5.49	25.10	27.45	10.59	21.18	2.35	3.14	0.00	0.00	0.39	1.18	0.78	0.78					
<b>DMDC</b>	#	315	179	11	15	129	86	13	20	23	11	1	0	2	3	0	1					
	%	100.00	56.83	3.49	4.76	40.95	27.30	4.13	6.35	7.30	3.49	0.32	0.00	0.63	0.95	0.00	0.32					
	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					





PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) G Race/Ethnicity and Sex (Permanent)

RACE/ETHNICITY

GS/GM, SES, AND RELATED GRADES	TOTAL EMPLOYEES		Non-Hispanic or Latino														
			Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races		
			male	female	male	female	male	female	male	female	male	female	male	female	male	female	male
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	9	3	6	66.67	0.00	11.11	22.22	33.33	11.11	22.22	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	33.33	66.67	66.67	0.00	11.11	22.22	33.33	11.11	22.22	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	4	3	1	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	75.00	25.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	9	2	7	77.78	11.11	11.11	11.11	11.11	11.11	11.11	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	22.22	77.78	77.78	11.11	11.11	11.11	11.11	11.11	11.11	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	21	1	20	95.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	4.76	95.24	95.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	1	0	1	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	28	11	17	60.71	3.57	7.14	25.00	32.14	7.14	21.43	6	6	1	0	0	0
	%	100.00	39.29	60.71	60.71	3.57	7.14	25.00	32.14	7.14	21.43	6	6	1	0	0	0
GS-10	#	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	55	28	27	49.09	1.82	7.27	29.09	25.45	5	16.36	9	9	3	0	0	0
	%	100.00	50.91	49.09	49.09	1.82	7.27	29.09	25.45	5	16.36	9	9	3	0	0	0
GS-12	#	149	74	75	50.34	4.03	2.68	30.20	30.20	6.04	13.42	8.05	3.36	0.67	0.67	0.67	0.00
	%	100.00	49.66	50.34	50.34	4.03	2.68	30.20	30.20	6.04	13.42	8.05	3.36	0.67	0.67	0.67	0.00
GS-13	#	404	179	225	55.69	1.98	5.94	29.21	27.23	8.66	17.08	3.22	1.98	0.25	0.25	1.24	3.22
	%	100.00	44.31	55.69	55.69	1.98	5.94	29.21	27.23	8.66	17.08	3.22	1.98	0.25	0.25	1.24	3.22
GS-14	#	290	146	144	50.34	2.41	2.07	36.55	29.66	8.62	13.10	1.72	3.79	0.34	0.34	4.48	0.00
	%	100.00	50.34	49.66	50.34	2.41	2.07	36.55	29.66	8.62	13.10	1.72	3.79	0.34	0.34	4.48	0.00
GS-15	#	131	75	56	42.75	1.53	3.05	45.04	29.01	6.87	8.40	1.53	1.53	0.00	0.00	1.53	0.76
	%	100.00	57.25	42.75	42.75	1.53	3.05	45.04	29.01	6.87	8.40	1.53	1.53	0.00	0.00	1.53	0.76
All other (unspecified GS)	#	1	1	0	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	100.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	11	8	3	27.27	0.00	0.00	63.64	18.18	9.09	9.09	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	72.73	27.27	27.27	0.00	0.00	63.64	18.18	9.09	9.09	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	1145	545	600	52.40	2.36	4.02	32.93	29.26	7.77	14.93	3.14	2.45	0.09	0.09	1.05	1.48
	%	100.00	47.60	52.40	52.40	2.36	4.02	32.93	29.26	7.77	14.93	3.14	2.45	0.09	0.09	1.05	1.48

















**Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex (Permanent)**

Employment Tenure	TOTAL WORKFORCE										Non-Hispanic or Latino										
	Hispanic or Latino					White					Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races		
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
<b>Occupation Series Code (Four Digits): 0301</b>																					
Total Received	#	353																			
Voluntarily Identified	#	228	113	115	23	14	44	28	41	57	3	8	0	0	1	0	0	0	1	0	8
	%	100.00	49.56	50.44	10.09	6.14	19.30	12.28	17.98	25.00	1.32	3.51	0.00	0.00	0.44	0.00	0.00	0.00	0.44	0.00	3.51
Qualified of those Identified	#	178	78	100	19	14	30	25	26	48	3	6	0	0	0	0	0	0	0	0	7
	%	100.00	43.82	56.18	10.67	7.87	16.85	14.04	14.61	26.97	1.69	3.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.93
Selected of those Identified	#	2	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	%	100.00	50.00	50.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
Occupational CLF	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Occupation Series Code (Four Digits): 0201</b>																					
Total Received	#	0																			
Voluntarily Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Occupation Series Code (Four Digits): 2210</b>																					
Total Received	#	603																			
Voluntarily Identified	#	374	309	65	57	6	119	18	62	18	60	19	3	2	5	0	3	2	3	0	2
	%	100.00	82.62	17.38	15.24	1.60	31.82	4.81	16.58	4.81	16.04	5.08	0.80	0.53	1.34	0.00	0.80	0.53	0.80	0.00	0.53
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Occupational CLF	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Occupation Series Code (Four Digits): 0343</b>																					
Total Received	#	2492																			
Voluntarily Identified	#	1779	804	969	99	125	347	303	250	436	84	78	4	6	4	2	16	25	16	2	25
	%	100.00	45.19	54.47	5.56	7.03	19.51	17.03	14.05	24.51	4.72	4.38	0.22	0.34	0.22	0.11	0.90	1.41	0.90	0.11	1.41
Qualified of those Identified	#	838	411	427	47	60	187	132	115	184	49	36	3	3	4	2	6	10	6	2	10
	%	100.00	49.05	50.95	5.61	7.16	22.32	15.75	13.72	21.96	5.85	4.30	0.36	0.36	0.48	0.24	0.72	1.19	0.72	0.24	1.19

















**11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, AND SES) by Race/Ethnicity and Sex**

**RACE/ETHNICITY**

**TOTAL WORKFORCE**

Employment Tenure	All		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female

**Plan - Grade: GS-13**

Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Plan - Grade: GS-14**

Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Plan - Grade: GS-15**

Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Plan - Grade: SES**

Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.



Table A12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Race/Ethnicity and Sex

Employment Tenure		RACE/ETHNICITY															
		TOTAL WORKFORCE						Non-Hispanic or Latino								Two or more races	
		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		male	female		
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female			
<b>Career Development Programs for GS 5-12</b>																	
Slots	#	0															
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Career Development Programs for GS 13-14</b>																	
Slots	#	0															
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>Career Development Programs for GS 15 and SES</b>																	
Slots	#	0															
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

"Relevant Applicant Pool" includes all employees in pay grades eligible for the career development program.

**Table A13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race/Ethnicity and Sex**

Employment Tenure		RACE/ETHNICITY														Two or more races	
		Non-Hispanic or Latino															
		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		male	female		
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	
<b>Time Off-Awards: 1-9 hours</b>																	
Total Time-Off Awards Given	#	174	92	82	5	5	64	48	16	21	7	5	0	0	0	1	2
	%	100.00	52.87	47.13	2.87	2.87	36.78	27.59	9.20	12.07	4.02	2.87	0.00	0.00	0.00	0.57	1.15
Total Hours		1344	730	314	40	40	510	356	124	158	56	40	0	0	0	8	12
Average Hours		7.724137931	7.934782609	3.829268293	8	8	7.96875	7.416666667	7.75	7.523809524	8	8	0	0	0	8	6
<b>Time Off-Awards: 9+ hours</b>																	
Total Time-Off Awards Given	#	440	189	251	9	16	130	147	35	70	7	12	0	0	3	0	6
	%	100.00	42.95	57.05	2.05	3.64	29.55	33.41	7.95	15.91	1.59	2.73	0.00	0.00	0.68	0.00	1.36
Total Hours		11868	5270	5870	232	380	3614	3934	722	1418	204	232	0	0	64	0	116
Average Hours		26.97272727	27.88359788	23.38645418	25.77777778	23.75	27.8	26.76190476	20.62857143	20.25714286	29.14285714	19.33333333	0	0	21.33333333	0	19.33333333
<b>Cash Awards: \$100 - \$500</b>																	
Total Cash Awards Given	#	65	30	35	0	1	23	24	5	8	2	1	0	0	0	0	1
	%	100.00	46.15	53.85	0.00	1.54	35.38	36.92	7.69	12.31	3.08	1.54	0.00	0.00	0.00	0.00	1.54
Total Amount		28470	12760	15710	0	500	9706	10872	2065	3000	1040	520	0	0	0	0	500
Average Amount		438	425.3333333	448.8571429	0	500	422	453	415	375	520	520	0	0	0	0	500
<b>Cash Awards: \$501+</b>																	
Total Cash Awards Given	#	770	350	420	15	32	237	225	64	126	21	21	1	0	3	2	14
	%	100.00	45.45	54.55	1.95	4.16	30.78	29.22	8.31	16.36	2.73	2.73	0.13	0.00	0.39	0.26	1.82
Total Amount		1781724	905580	876144	30702	71453	675316	487075	127100	241774	47333	41683	2650	0	5806	3746	426426
Average Amount		2313.927273	2587.371429	2086.057143	2046.8	2232.90625	2849.434599	2164.777778	1985.5375	1918.84127	2253.952381	1984.904762	2650	0	1935.333333	1873	30459
<b>Quality Step Increases (QSI)</b>																	
Total QSIs Awarded	#	26	11	15	0	0	7	13	2	2	2	0	0	0	0	0	0
	%	100.00	42.31	57.69	0.00	0.00	26.92	50.00	7.69	7.69	7.69	0.00	0.00	0.00	0.00	0.00	0.00
Total Benefit		89654	49384	40270	0	0	34937	43425	8127	6320	6320	0	0	0	0	0	0
Average Benefit		3448.230769	4489.454545	2684.666667	0	0	4991	3340.384615	4063.5	3160	3160	0	0	0	0	0	0

**Table A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex**

Employment Tenure		RACE/ETHNICITY																	
		TOTAL WORKFORCE						Hispanic or Latino						Non- Hispanic or Latino					
		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races							
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female		
Voluntary	#	124	57	67	2	1	43	45	6	17	4	1	0	1	0	1	2	1	
	%	100.00	45.97	54.03	1.61	0.81	34.68	36.29	4.84	13.71	3.23	0.81	0.00	0.81	0.00	0.81	1.61	0.81	
Involuntary	#	47	21	26	4	1	8	15	3	2	5	6	1	0	1	0	0	2	
	%	100.00	44.68	55.32	8.51	2.13	17.02	31.91	6.38	4.26	10.64	12.77	2.13	0.00	0.00	0.00	0.00	4.26	
Total Separations	#	171	78	93	6	2	51	60	9	19	9	7	1	1	1	1	2	3	
	%	100.00	45.61	54.39	3.51	1.17	29.82	35.09	5.26	11.11	5.26	4.09	0.58	0.58	0.58	0.58	1.17	1.75	
Total Workforce	#	1145	545	600	27	46	377	335	89	171	36	28	1	1	3	2	12	17	
	%	100.00	47.60	52.40	2.36	4.02	32.93	29.26	7.77	14.93	3.14	2.45	0.09	0.09	0.26	0.17	1.05	1.48	

**WORKFORCE DATA B TABLES –  
DISTRIBUTION BY DISABILITY  
STATUS**











**B4: PARTICIPATION RATES FOR GENERAL SC**

**JLE (GS) GRADES by Disability (Permanent)**

**Detail for Targeted Disabilities**

**Total by Disability Status**

**GS/GM, SES, and Related Grade**

**TOTAL**

GS/GM, SES, and Related Grade	TOTAL		Total by Disability Status										Detail for Targeted Disabilities				
	#	%	No Disability [05]	Not Identified [01]	Disability [06-98]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68 or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]		
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-03	#	2	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-04	#	8	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-05	#	9	5	0	4	1	0	1	0	0	0	0	0	0	0		
	%	100.00	55.56	0.00	44.44	11.11	0.00	11.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-06	#	8	4	1	3	0	0	0	0	0	0	0	0	0	0		
	%	100.00	50.00	12.50	37.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-07	#	29	22	3	4	0	0	0	0	0	0	0	0	0	0		
	%	100.00	75.86	10.34	13.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-08	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-09	#	33	24	2	7	0	0	0	0	0	0	0	0	0	0		
	%	100.00	72.73	6.06	21.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
GS-11	#	58	48	4	6	2	0	0	0	0	1	0	0	1	0		
	%	100.00	82.76	6.90	10.34	3.45	0.00	0.00	0.00	0.00	1.72	0.00	0.00	1.72	0.00		
GS-12	#	166	134	9	23	2	0	0	0	0	1	0	0	1	0		
	%	100.00	80.72	5.42	13.86	1.20	0.00	0.00	0.00	0.00	0.60	0.00	0.00	0.60	0.00		
GS-13	#	412	334	26	52	7	1	0	0	1	0	0	0	5	0		
	%	100.00	81.07	6.31	12.62	1.70	0.24	0.00	0.00	0.24	0.00	0.00	0.00	1.21	0.00		
GS-14	#	319	272	9	38	4	2	1	0	0	0	0	0	1	0		
	%	100.00	85.27	2.82	11.91	1.25	0.63	0.31	0.00	0.00	0.00	0.00	0.00	0.31	0.00		
GS-15	#	146	129	6	11	1	0	0	0	1	0	0	0	0	0		
	%	100.00	88.36	4.11	7.53	0.68	0.00	0.00	0.00	0.68	0.00	0.00	0.00	0.00	0.00		
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Senior Executive Service	#	11	10	0	1	0	0	0	0	0	0	0	0	0	0		
	%	100.00	90.91	0.00	9.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other Senior Pay (Non-SES)	#	1	0	0	1	0	0	0	0	0	0	0	0	0	0		
	%	100.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL	#	1204	993	60	150	17	3	2	0	2	2	0	0	8	0		
	%	100.00	82.48	4.98	12.46	1.41	0.25	0.17	0.00	0.17	0.17	0.00	0.00	0.66	0.00		

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**B4: PARTICIPATION RATES FOR GENERAL SCI**

**LE (GS) GRADES by Disability (Temporary)**

**Detail for Targeted Disabilities**

GS/GM, SES, and Related Grade	TOTAL	Total by Disability Status						Detail for Targeted Disabilities							
		No Disability [05]	Not Identified [01]	Disability [06-98]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68 or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
GS-01	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-02	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-03	#	5	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-04	#	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-05	#	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-06	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-07	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-08	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-09	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-10	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-11	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-12	#	6	3	0	3	1	0	0	0	0	0	0	0	0	0
	%	100.00	50.00	0.00	50.00	16.67	0.00	0.00	0.00	0.00	0.00	0.00	16.67	0.00	0.00
GS-13	#	3	1	1	1	0	0	0	0	0	0	0	0	0	0
	%	100.00	33.33	33.33	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-14	#	4	4	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS-15	#	1	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other (Unspecified GS)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Executive Service	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Senior Pay (Non-SES)	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	21	16	1	4	1	0	0	0	0	0	0	1	0	0
	%	100.00	76.19	4.76	19.05	4.76	0.00	0.00	0.00	0.00	0.00	0.00	4.76	0.00	0.00















**Table B7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS - Distribution by Disability (Permanent)**

Occupation Series Code (Four Digits)	Total by Disability Status										Detail for Targeted Disabilities									
	TOTAL	No Disability [05]	Not Identified [01]	Disability [06-98]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68 or 69]	Complete Paralysis [71-78 or 79]	Total Paralysis	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]					
<b>Schedule A</b>																				
Applications	#	0	0	0	0	0	0	0	0	0	0	0	0	0						
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Hires	#	0	0	0	0	0	0	0	0	0	0	0	0	0						
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
<b>Voluntarily Identified (Outside of Schedule A Applicants)</b>																				
Applications	#	0	0	0	0	0	0	0	0	0	0	0	0	0						
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Hires	#	0	0	0	0	0	0	0	0	0	0	0	0	0						
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
<b>Occupation Series Code (Four Digits): 0301</b>																				
Total Received	#	854																		
Voluntarily Identified	#	687	363	277	47	33	7	2	1	2	2	0	2	0						
	%	100.00	52.84	40.32	6.84	4.80	1.02	0.29	0.15	0.29	0.00	0.29	0.00	0.00						
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0						
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Selected of those Identified	#	12	6	6	0	0	0	0	0	0	0	0	0	0						
	%	100.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
<b>Occupation Series Code (Four Digits): 0201</b>																				
Total Received	#	2258																		
Voluntarily Identified	#	1976	1386	498	92	72	4	10	2	2	0	9	0	0						
	%	100.00	70.14	25.20	4.66	3.64	0.20	0.51	0.10	0.10	0.00	0.46	0.00	0.00						
Qualified of those Identified	#	0	0	0	0	0	0	0	0	0	0	0	0	0						
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
Selected of those Identified	#	31	24	6	1	1	0	0	0	0	0	0	1	0						
	%	100.00	77.42	19.35	3.23	3.23	0.00	0.00	0.00	0.00	0.00	0.00	3.23	0.00						
<b>Occupation Series Code (Four Digits): 2210</b>																				
Total Received	#	3378																		
Voluntarily Identified	#	2518	1526	891	101	68	15	0	2	8	0	6	0	0						
	%	100.00	60.60	35.39	4.01	2.70	0.60	0.00	0.08	0.32	0.00	0.24	0.00	0.00						

















**Table B11: INTERNAL SELECTIONS FOR SENIOR LEVEL (GS 14, GS 15, SES) POSITIONS by Disability**

Internal Selections for Senior Level	Total by Disability Status										Detail for Targeted Disabilities				
	TOTAL	No Disability [05]	Not Identified [01]	Disability [06-98]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities [28, 32-38 or 30]	Partial Paralysis [64-68 or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]	
<b>Plan - Grade: GS-13</b>															
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Plan - Grade: GS-14</b>															
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Plan - Grade: GS-15</b>															
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Plan - Grade: SES</b>															
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Applications Received	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Qualified	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Selected	#	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.

Table B12: PARTICIPATION IN CAREER DEVELOPMENT - Distribution by Disability

Career Development	TOTAL	Total by Disability Status					Detail for Targeted Disabilities							
		No Disability [05]	Not Identified [01]	Disability [06-98]	Targeted Disability	Hearing [16/17 or 18]	Vision [23/25 or 21]	Missing Extremities[28, 32-38 or 30]	Partial Paralysis [64-68 or 69]	Complete Paralysis [71-78 or 79]	Epilepsy [82]	Severe Intellectual Disability [90]	Psychiatric Disability [91]	Dwarfism [92]
<b>Career Development Programs for GS 5-12</b>														
Slots	#	0												
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Career Development Programs for GS 13-14</b>														
Slots	#	0												
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Career Development Programs for GS 15 and SES</b>														
Slots	#	0												
Relevant Applicant Pool	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Applied	#	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Participants	#	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

"Relevant Applicant Pool" = all employees in the next lower pay grade and in all series that qualify them for the position announced.





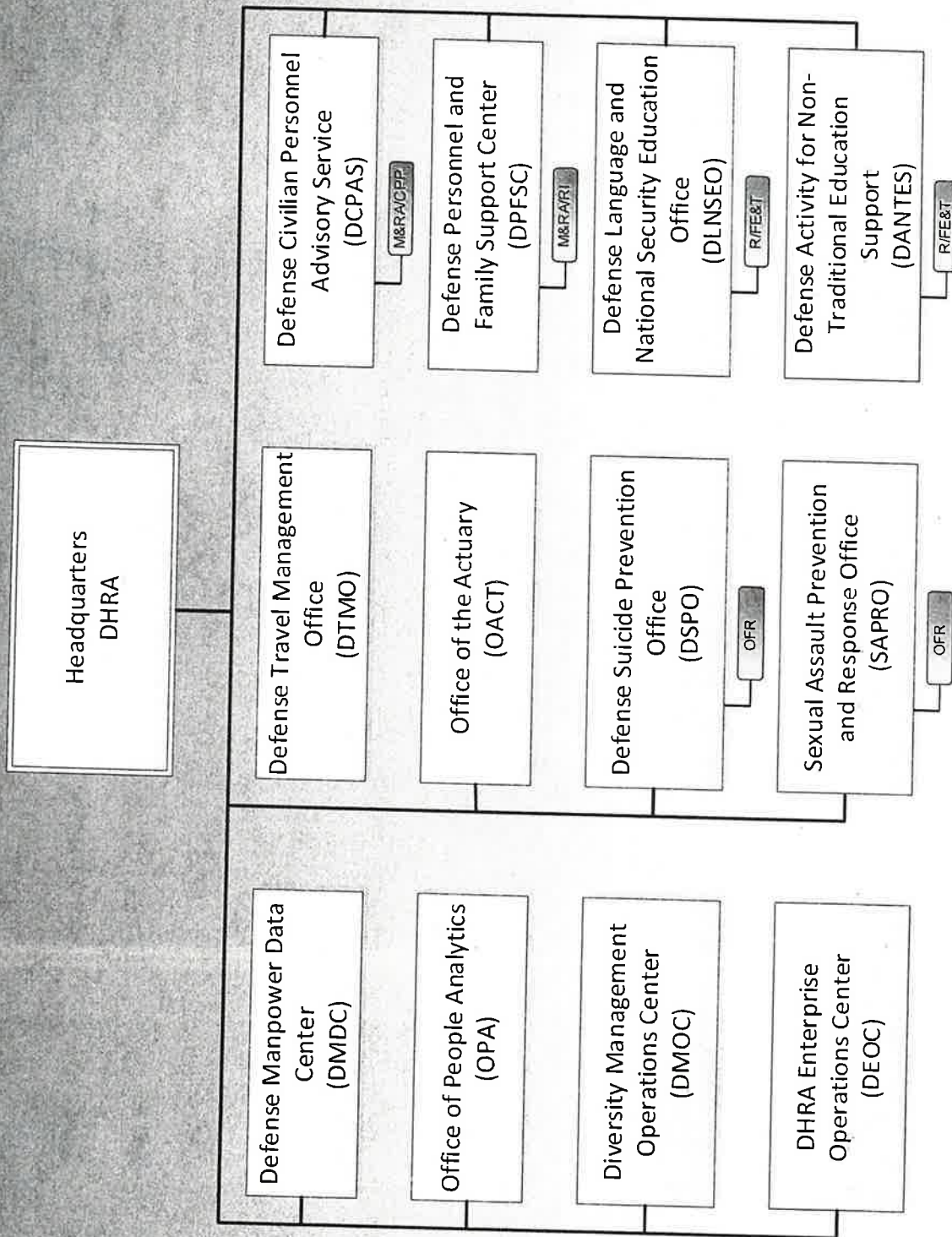




# **ORGANIZATION CHART**

# DHRA Enterprise Organization

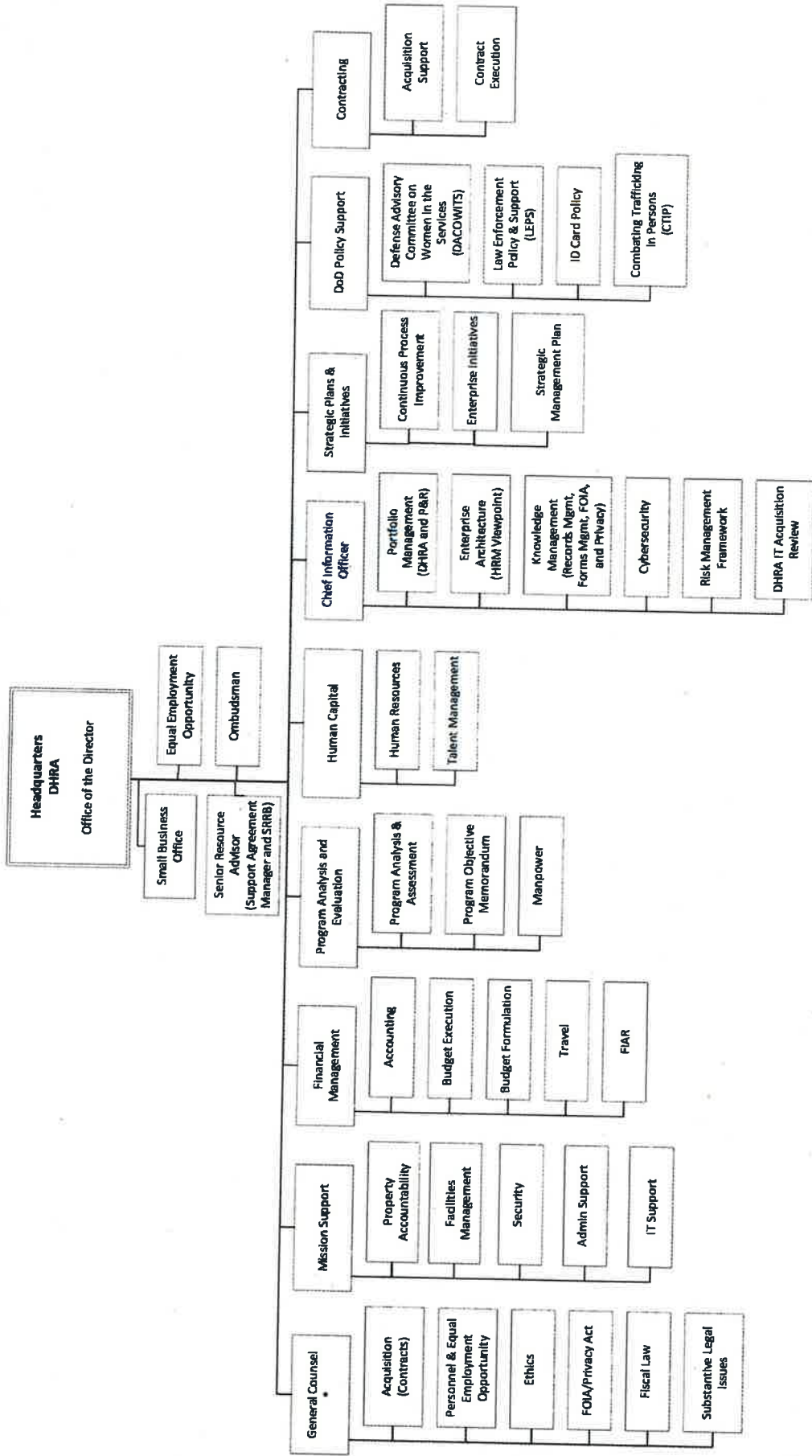
A/O 1 Oct 18



Boxes represent OUSD(P&R) policy and oversight alignment



# Headquarters Defense Human Resources Activity



HQ Defense Human Resources Activity (DHRA) ADCON Org Chart  
\*Operational Control including professional supervision from Defense Legal Services Agency

# **EEO POLICY STATEMENTS**





**HEADQUARTERS  
DEFENSE HUMAN RESOURCES ACTIVITY  
4800 MARK CENTER DRIVE, SUITE 06J25-01  
ALEXANDRIA, VA 22350-4000**

MEMORANDUM FOR DEFENSE HUMAN RESOURCES ACTIVITY EMPLOYEES

SUBJECT: Equal Employment Opportunity and Diversity Policy Statement

The Defense Human Resources Activity (DHRA) is committed to equality in employment opportunity regardless of race, color, sex (including pregnancy and gender stereotyping), national origin, religion, age (40 years and older), disability (physical and/or mental), genetic information, and/or opposition of discrimination or participation in the Equal Employment Opportunity (EEO) process.

The entire DHRA Enterprise – executive leadership, supervisors, managers, and staff – will be held accountable to maintain a nurturing environment according to the highest standards of diversity, inclusion, and EEO. DHRA will continue to provide a workplace that is free from all forms of discrimination, harassment, and retaliation in all human capital and employment policies and programs, management practices, and decisions including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. Through the active and consistent application of the principles of EEO, diversity, and inclusion, DHRA guarantees an environment wherein qualified employees and applicants for employment are valued, treated with dignity and respect, empowered to maximize their employment potential, and afforded equal chances to compete and contribute.

DHRA is committed to providing EEO to individuals with disabilities and will seek to strengthen its efforts to attract, hire, and retain individuals with disabilities. Applicants for employment and existing employees with disabilities will be treated with the same respect and fairness that every employee expects and deserves in the workplace.

DHRA supports Executive Order 13583, “Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workplace.” DHRA will continue to uphold the highest ideals of integrity, excellence, and teamwork by supporting a workforce that truly reflects the diversity of our nation.

For advice on the best practices to achieve equal opportunity in employment and a diverse workforce, please contact the DHRA Office of EEO at (571) 372-1962.

BOOTH.WIL  
LIAM.H.SR.1  
067024229

William H. Booth  
Director



**HEADQUARTERS  
DEFENSE HUMAN RESOURCES ACTIVITY  
4800 MARK CENTER DRIVE, SUITE 06J25-01  
ALEXANDRIA, VA 22350-4000**

**MEMORANDUM FOR DEFENSE HUMAN RESOURCES ACTIVITY EMPLOYEES**

**SUBJECT: Harassment-Free Work Environment Policy Statement**

The Defense Human Resources Activity (DHRA) maintains its commitment to a harassment-free work environment by stopping and preventing harassing conduct before it becomes severe or pervasive. Harassment is defined as any unwelcome conduct (verbal, visual, and/or physical) that adversely affects an individual's working conditions and is based on race, color, gender (either sexual or non-sexual, including pregnancy and gender stereotyping), national origin, religion, age (40 years and older), disability (physical and/or mental), genetic information, and/or retaliation for opposing discrimination or participating in the Equal Employment Opportunity (EEO) process.

Harassment adversely affects mission accomplishment. It is DHRA's policy to take immediate and appropriate action after an allegation of harassment is made or after a determination that harassing conduct has occurred. The appropriate management official will investigate the allegation(s) of harassment, take appropriate corrective or disciplinary action, up to and including, removal of the harasser, and prevent further harassing conduct from occurring. Managers and supervisors must ensure that employees, who in good faith make a report of harassing conduct or assist in any inquiry regarding such a report, are protected from retaliation. Documents concerning reports of harassment and their investigation must be kept confidential to the fullest extent possible.

Employees are advised to speak up after experiencing or witnessing harassment. Employees should immediately report possible incidents of harassment to their immediate supervisor or the next level in their chain of command, the Office of EEO, or the Headquarters DHRA Human Resources Directorate. Employees may also consult with the DHRA Ombudsman who shall assist in determining options to take in order to help stop and prevent the harassment and direct the individuals to the appropriate reporting officials.

This policy is separate and apart from any statutory complaint process that also covers harassment, such as the EEO complaint process. To initiate the EEO complaint process, an employee must contact the Office of EEO within 45 calendar days of the alleged harassment. For further information about DHRA's policy on anti-harassment, and for technical advice on anti-harassment and EEO-related matters, please contact the Office of EEO at (571) 372-1962.

BOOTH.WIL Digitally signed  
by  
LIAM.H.SR. BOOTH.WILLIAM.  
106702422 H.SR.1067024229  
Date: 2018.03.13  
9 15:47:54 -04'00'  
**William H. Booth**  
Director

**FY 2018**  
**FORM 462**

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity

REPORTING PERIOD: FY 2018

**PART I - PRE-COMPLAINT ACTIVITIES**

INTENTIONALLY LEFT BLANK	COUNSELING	INDIVIDUALS
<b>TOTAL COMPLETED/ENDED COUNSELING</b>		
<b>C. TOTAL COMPLETED/ENDED COUNSELINGS</b>		
C.1. COUNSELED WITHIN 30 DAYS	11	10
C.2. COUNSELED WITHIN 31 TO 90 DAYS	3	3
C.2.a. COUNSELED WITHIN WRITTEN EXTENSION PERIOD NO LONGER THAN 60 DAYS	1	1
C.2.b. COUNSELED WITHIN 90 DAYS WHERE INDIVIDUAL PARTICIPATED IN ADR	2	2
C.2.c. COUNSELED WITHIN 31-90 DAYS THAT WERE UNTIMELY	0	0
C.3. COUNSELED BEYOND 90 DAYS	0	0
C.4. COUNSELED DUE TO REMANDS	0	0
<b>D. PRE-COMPLAINT ACTIVITIES</b>		
D.1. ON HAND AT THE BEGINNING OF THE REPORTING PERIOD	1	1
D.2. INITIATED DURING THE REPORTING PERIOD	13	13
D.3. COMPLETED/ENDED COUNSELINGS	11	10
D.3.a. SETTLEMENTS (MONETARY AND NON-MONETARY)	0	0
D.3.b. WITHDRAWALS/NO COMPLAINT FILED	4	4
D.3.c. COUNSELINGS COMPLETED/ENDED IN REPORTING PERIOD THAT RESULTED IN COMPLAINT FILINGS IN REPORTING PERIOD	7	6
D.3.d. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD	0	0
D.4. COUNSELINGS PENDING AT THE END OF THE REPORTING PERIOD	3	3

**E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS	AMOUNT
<b>E. NON-ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL</b>	0	0	\$0.00
E.1. COMPENSATORY DAMAGES	0	0	\$0.00
E.2. BACKPAY/FRONTPAY	0	0	\$0.00
E.3. LUMP SUM PAYMENT	0	0	\$0.00
E.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
E.5.	0	0	\$0.00
E.6.	0	0	\$0.00

**F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS
<b>F. NON-ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL</b>	0	0
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	0	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	0	0
F.3. EXPUNGEMENTS	0	0
F.4. REASSIGNMENTS	0	0
F.5. REMOVALS RESCINDED	0	0
F.5.a. REINSTATEMENT	0	0
F.5.b. VOLUNTARY RESIGNATION	0	0
F.6. ACCOMMODATIONS	0	0
F.7. TRAINING	0	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	0	0
F.9.a. RESCINDED	0	0
F.9.b. MODIFIED	0	0
F.10. PERFORMANCE EVALUATION MODIFIED	0	0
F.11. LEAVE RESTORED	0	0
F.12. NEUTRAL REFERENCE	0	0
F.13.	0	0
F.14.	0	0

**G. ADR SETTLEMENTS WITH MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS	AMOUNT
<b>G. ADR SETTLEMENTS WITH MONETARY BENEFITS TOTAL</b>	0	0	\$0.00
G.1. COMPENSATORY DAMAGES	0	0	\$0.00
G.2. BACKPAY/FRONTPAY	0	0	\$0.00
G.3. LUMP SUM PAYMENT	0	0	\$0.00
G.4. ATTORNEY FEES AND COSTS	0	0	\$0.00
G.5.	0	0	\$0.00
G.6.	0	0	\$0.00

**H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS**

	COUNSELING	INDIVIDUALS
<b>H. ADR SETTLEMENTS WITH NON-MONETARY BENEFITS TOTAL</b>	0	0
H.1. HIRES	0	0
H.1.a. RETROACTIVE	0	0
H.1.b. NON-RETROACTIVE	0	0
H.2. PROMOTIONS	0	0
H.2.a. RETROACTIVE	0	0
H.2.b. NON-RETROACTIVE	0	0
H.3. EXPUNGEMENTS	0	0
H.4. REASSIGNMENTS	0	0
H.5. REMOVALS RESCINDED	0	0
H.5.a. REINSTATEMENT	0	0
H.5.b. VOLUNTARY RESIGNATION	0	0
H.6. ACCOMMODATIONS	0	0
H.7. TRAINING	0	0
H.8. APOLOGY	0	0
H.9. DISCIPLINARY ACTIONS	0	0
H.9.a. RESCINDED	0	0
H.9.b. MODIFIED	0	0
H.10. PERFORMANCE EVALUATION MODIFIED	0	0
H.11. LEAVE RESTORED	0	0
H.12. NEUTRAL REFERENCE	0	0
H.13.	0	0
H.14.	0	0

**I. NON-ADR SETTLEMENTS**

	COUNSELING	INDIVIDUALS
<b>TOTAL</b>	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity

REPORTING PERIOD: FY 2018

**PART II - FORMAL COMPLAINT ACTIVITIES**

15	A. COMPLAINTS ON HAND AT THE BEGINNING OF THE REPORTING PERIOD
7	B. COMPLAINTS FILED
0	C. REMANDS (sum of lines C1+C2+C3)
0	C.1. REMANDS (NOT INCLUDED IN A OR B)
0	C.2. REMANDS (INCLUDED IN A OR B)
0	C.3. NUMBER OF ADDITIONAL REMANDS IN THIS REPORTING PERIOD THAT ARE NOT CAPTURED IN C.1 OR C.2 ABOVE
0	C.4. ADDITIONAL CLOSURES IN THIS REPORTING PERIOD NOT REFLECTED IN F. OR H. THAT RESULTED FROM REMANDS
22	D. TOTAL COMPLAINTS
22	E. COMPLAINTS IN LINE D THAT WERE NOT CONSOLIDATED
5	F. COMPLAINTS IN LINE E CLOSED DURING REPORT PERIOD
0	G. COMPLAINTS IN LINE D THAT WERE CONSOLIDATED
0	H. COMPLAINTS IN LINE G CLOSED DURING REPORT PERIOD
17	I. COMPLAINTS ON HAND AT THE END OF THE REPORTING PERIOD (Line D - (F+H)) + ((C2 + C3) - C4)
6	J. INDIVIDUALS FILING COMPLAINTS (Complainants)
0	K. NUMBER OF JOINT PROCESSING UNITS FROM CONSOLIDATION OF COMPLAINTS

**PART III - AGENCY RESOURCES, TRAINING, REPORTING LINE**

**A. AGENCY & CONTRACT RESOURCES**

	AGENCY		CONTRACT	
	NUMBER	PERCENT	NUMBER	PERCENT
<b>A.1. WORKFORCE</b>				
A.1.a. TOTAL WORK FORCE	1,188			
A.1.b. PERMANENT EMPLOYEES	1,181			
<b>A.2. COUNSELOR</b>	3		0	
A.2.a. FULL-TIME	2	66.67	0	0
A.2.b. PART-TIME	0	0	0	0
A.2.c. COLLATERAL DUTY	1	33.33	0	0
<b>A.3. INVESTIGATOR</b>	0		0	
A.3.a. FULL-TIME	0	0	0	0
A.3.b. PART-TIME	0	0	0	0
A.3.c. COLLATERAL DUTY	0	0	0	0
<b>A.4. COUNSELOR/INVESTIGATOR</b>	0		6	
A.4.a. FULL-TIME	0	0	6	100
A.4.b. PART-TIME	0	0	0	0
A.4.c. COLLATERAL DUTY	0	0	0	0

**B. AGENCY & CONTRACT STAFF TRAINING**

	COUNSELORS		INVESTIGATORS		COUNS/INVESTIG	
	AGENCY	CONTRACT	AGENCY	CONTRACT	AGENCY	CONTRACT
<b>B.1. NEW STAFF (NS) - TOTAL</b>	1	0	0	0	0	0
B.1.a. STAFF RECEIVING REQUIRED 32 OR MORE HOURS	1	0	0	0	0	0
B.1.b. STAFF RECEIVING 8 OR MORE HOURS, USUALLY GIVEN TO EXPERIENCED STAFF	0	0	0	0	0	0
B.1.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0
<b>B.2. EXPERIENCED STAFF (ES) - TOTAL</b>	2	0	0	0	0	6
B.2.a. STAFF RECEIVING REQUIRED 8 OR MORE HOURS	2	0	0	0	0	6
B.2.b. STAFF RECEIVING 32 OR MORE HOURS, GENERALLY GIVEN TO NEW STAFF	0	0	0	0	0	0
B.2.c. STAFF RECEIVING NO TRAINING AT ALL	0	0	0	0	0	0

**C. REPORTING LINE**

1. EEO DIRECTOR'S NAME: Howard Jimenez

1a. DOES THE AGENCY DIRECTOR REPORT TO THE AGENCY HEAD?

YES	NO
X	

2. IF NO, WHO DOES THE EEO DIRECTOR REPORT TO?

PERSON

TITLE

3. WHO IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE EEO PROGRAM IN YOUR DEPARTMENT/AGENCY/ORGANIZATION?

PERSON: Howard Jimenez

TITLE: EEO Officer

4. WHO DOES THAT PERSON REPORT TO?

PERSON: William H. Booth

TITLE: Director, DHRA



ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
 STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS  
 (REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity

REPORTING PERIOD: FY 2018

PART IV - BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part I)  
 BASES OF ALLEGED DISCRIMINATION

ISSUES OF ALLEGED DISCRIMINATION	RACE										REPRISAL	TOTAL ALL-BASES BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE	
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN OR ALASKA ISLANDER	BLACK OR AFRICAN AMERICAN	WHITE	TWO OR MORE RACES	COLOR	RELIGION							
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	2	2	1
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	2	0	0	0	0	0	0	6	13	3	3	3
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	1	0	0	0	0	0	0	3	6	3	1	1
E.4. REMOVAL	0	0	0	1	0	0	0	0	0	0	2	4	1	1	1
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. PERF. EVAL./APPRAISAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	1	0	0	0	0	0	0	1	4	1	1	1
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.1. NON-SEXUAL	0	0	0	2	0	0	0	0	0	0	3	7	4	4	4
I.2. SEXUAL	0	0	0	2	0	0	0	0	0	0	3	7	4	4	4
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	5	1	1
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	2	1	1
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	5	2	2
P. RELIGIOUS ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROIDING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	2	1	1
X.1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity

REPORTING PERIOD: FY 2018

**PART IV BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)**

ISSUES OF ALLEGED DISCRIMINATION	BASIS OF ALLEGED DISCRIMINATION										TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE			
	SEX		PREGNANCY DISCRIMINATION ACT		NATIONAL ORIGIN		EQUAL PAY ACT		AGE				DISABILITY	GINA	TOTAL ALL BASES BY ISSUE
	MALE	FEMALE	LGBT	OTHER	HISPANIC/LATINO	OTHER	MALE	FEMALE	AGE	MENTAL					
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	1	1	
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	2	2	
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
D. CONVERSION TO FULL TIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
E.7.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
G. EVALUATION/APPRaisal	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
I.1. NON-SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
I.2. SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
N. REASONABLE ACCOMMODATION (DISABILITY)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
P. RELIGIOUS ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
O. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
R. SEX-STEREOTYPING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
X.4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity REPORTING PERIOD: FY 2018

**PART IV BASES AND ISSUES ALLEGED IN COMPLAINTS FILED (Part 2)**

ISSUES OF ALLEGED DISCRIMINATION	BASES OF ALLEGED DISCRIMINATION										TOTAL ALL COMPLAINTS BY ISSUE	TOTAL ALL COMPLAINTS BY ISSUE		
	SEX		PREGNANCY DISCRIMINATION ACT			NATIONAL ORIGIN		EQUAL PAY ACT		DISABILITY			CINA	
	MALE	FEMALE	LGBT	OTHER	HISPANIC / LATINO	OTHER	MALE	FEMALE	AGE	MENTAL				PHYSICAL
TOTAL ALL ISSUES BY BASES	0	1	0	0	0	0	0	0	0	4	4	7	4	
TOTAL ALL COMPLAINTS FILED BY BASES	0	1	0	0	0	0	0	0	0	2	2	4	1	
TOTAL ALL COMPLAINTS BY BASES	0	1	0	0	0	0	0	0	0	2	2	4	1	

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AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity

REPORTING PERIOD: FY 2018

**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 1)**

BASES OF ALLEGED DISCRIMINATION IN SETTLEMENTS

ISSUES OF ALLEGED DISCRIMINATION IN SETTLEMENTS	BASES OF ALLEGED DISCRIMINATION IN SETTLEMENTS										NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER COUNSELINGS SETTLED BY ISSUE	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINT SETTLED ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINTS SETTLED WITH BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/AFRICAN AMERICAN	WHITE	TWO OR MORE RACES	COLOR	RELIGION	REPRISAL	REPRISAL						
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRISAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. PERF EVAL/APPRaisal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.1. NON-SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.2. SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEROYPING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity

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**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part I)**  
 BASES OF ALLEGED DISCRIMINATION IN SETTLEMENTS

ISSUES OF ALLEGED DISCRIMINATION IN SETTLEMENTS	RACE										NUMBER COUNSELING SETTLEMENT ALLEGATIONS	NUMBER INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINTS SETTLED WITH BY ISSUE
	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN PACIFIC ISLANDER	BLACK/AFRICAN AMERICAN	WHITE	TWO OR MORE RACES	COLOR	RELIGION	REPRISAL	NUMBER COUNSELING SETTLEMENT ALLEGATIONS				
1. COUNSELING SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.A. NUMBER OF COUNSELINGS SETTLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.B. NUMBER OF COUNSELEES SETTLED WITH	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. COMPLAINT SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2.A. NUMBER OF COMPLAINTS SETTLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2.B. NUMBER OF COMPLAINTANTS SETTLED WITH	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
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**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 2)**  
BASIS OF ALLEGED DISCRIMINATION IN SETTLEMENTS

ISSUES OF ALLEGED DISCRIMINATION IN SETTLEMENTS	SEX			RACIAL/PAY ACT			NATIONAL ORIGIN			DISABILITY			GINA	NUMBER COUNSELING ALLEGATIONS	NUMBER COUNSELINGS BY ISSUE	NUMBER INDIVIDUALS SETTLED BY ISSUE	NUMBER COMPLAINTS ALLEGATIONS	NUMBER COMPLAINTS SETTLED BY ISSUE	NUMBER COMPLAINTS SETTLED BY ISSUE
	SEX		PDA	RACIAL/PAY ACT		OTHER	DISABILITY		AGE										
	MALE	FEMALE		MALE	FEMALE		MENTAL	PHYSICAL											
A. APPOINTMENT/HIRE	0	0	0			0			0				0	0	0	0	0	0	
B. ASSIGNMENT OF DUTIES	0	0	0			0			0				0	0	0	0	0	0	
C. AWARDS	0	0	0			0			0				0	0	0	0	0	0	
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0			0			0				0	0	0	0	0	0	
E. DISCIPLINARY ACTION	0	0	0			0			0				0	0	0	0	0	0	
E.1. DEMOTION	0	0	0			0			0				0	0	0	0	0	0	
E.2. REPRIMAND	0	0	0			0			0				0	0	0	0	0	0	
E.3. SUSPENSION	0	0	0			0			0				0	0	0	0	0	0	
E.4. REMOVAL	0	0	0			0			0				0	0	0	0	0	0	
E.5. DISCIPLINARY WARNING	0	0	0			0			0				0	0	0	0	0	0	
E.6.	0	0	0			0			0				0	0	0	0	0	0	
E.7.	0	0	0			0			0				0	0	0	0	0	0	
F. DUTY HOURS	0	0	0			0			0				0	0	0	0	0	0	
G. EVALUATION/APPRaisal	0	0	0			0			0				0	0	0	0	0	0	
H. EXAMINATION/TEST	0	0	0			0			0				0	0	0	0	0	0	
I. HARASSMENT	0	2	0			0			1				0	0	0	0	4	2	
I.1. NON SEXUAL	0	1	0			0			1				0	0	0	0	2	2	
I.2. SEXUAL	0	1	0			0			0				0	0	0	0	2	1	
J. MEDICAL EXAMINATION	0	0	0			0			0				0	0	0	0	0	0	
K. PAY INCLUDING OVERTIME	0	0	0			0			0				0	0	0	0	0	0	
L. PROMOTION/NON-SELECTION	0	0	0			0			0				0	0	0	0	0	0	
M. REASSIGNMENT	0	0	0			0			0				0	0	0	0	0	0	
M.1. DENIED	0	0	0			0			0				0	0	0	0	0	0	
M.2. DIRECTED	0	0	0			0			0				0	0	0	0	0	0	
N. REASONABLE ACCOMMODATION	0	0	0			0			0				0	0	0	0	0	0	
O. REINSTATEMENT	0	0	0			0			0				0	0	0	0	0	0	
P. RELIGIOUS ACCOMMODATION	0	0	0			0			0				0	0	0	0	0	0	
Q. RETIREMENT	0	0	0			0			0				0	0	0	0	0	0	
R. SEX-STEREOTYPING	0	0	0			0			0				0	0	0	0	0	0	
S. TELEWORK	0	0	0			0			0				0	0	0	0	0	0	
T. TERMINATION	0	0	0			0			0				0	0	0	0	0	0	
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0			0			0				0	0	0	0	0	0	
V. TIME AND ATTENDANCE	0	0	0			0			0				0	0	0	0	0	0	
W. TRAINING	0	0	0			0			0				0	0	0	0	0	0	
X. OTHER (Please specify below)	0	0	0			0			0				0	0	0	0	0	0	
X.1.	0	0	0			0			0				0	0	0	0	0	0	
X.2.	0	0	0			0			0				0	0	0	0	0	0	
X.3.	0	0	0			0			0				0	0	0	0	0	0	
X.4.	0	0	0			0			0				0	0	0	0	0	0	

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**PART IV C - BASES AND ISSUES ALLEGED IN SETTLEMENTS (Part 2)**

ISSUES OF DISCRIMINATION IN SETTLEMENTS	SEX		LGBT	PDA	NATIONAL ORIGIN				EQUAL PAY ACT			DISABILITY			GINA	NUMBER OF SETTLEMENTS BY ISSUE	NUMBER OF INDIVIDUALS SETTLED WITH BY ISSUE	NUMBER OF COMPLAINTS SETTLED BY ISSUE	NUMBER OF COMPLAINANTS SETTLED BY ISSUE
	MALE	FEMALE			HISPANIC LATINO	OTHER	MALE	FEMALE	AGE	MENTAL	PHYSICAL								
1. COUNSELING SETTLEMENT ALLEGATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1.A. NUMBER OF COUNSELINGS SETTLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1.B. NUMBER OF COUNSELERS SETTLED WITH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2. COMPLAINT SETTLEMENT ALLEGATIONS	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
2.A. NUMBER OF COMPLAINTS SETTLED	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
2.B. NUMBER OF COMPLAINANTS SETTLED WITH	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	

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**PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 1)**

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	RACE										RELIGION	COLOR	NUMBER OF FAD's WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER OF FAD's WITH FINDINGS BY ISSUE	NUMBER OF DECISIONS WITH FINDINGS BY ISSUE	# FINAL ORDERS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDERS WITH FINDINGS FULLY IMPLEMENTED BY ISSUE	# COMPLAINTS ISSUED FINAL ORDERS WITH FINDINGS IMPLEMENTED BY ISSUE
	AMERICAN INDIAN NATIVE	ASIAN	NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER	BLACK/ AFRICAN AMERICAN	WHITE	TWO OR MORE RACES													
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. PERFORM EVALUATION/APPRaisal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.1. NON-SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I.2. SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX STEREOTYPING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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**PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 1)**

BASIS OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	RACE							COLOR	RELIGION	REPRISAL	NUMBER FAD FINDINGS BY ISSUE	NUMBER OF FADs WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER A1 DECISION WITH FINDING BY ISSUE	# FINAL ORDERS FULLY IMPLEMENTED BY ISSUE	# COMPLAINTS ISSUED FINAL ORDERS WITH FINDINGS FULLY IMPLEMENTED BY ISSUE
	AMERICAN INDIAN /ALASKA NATIVE	ASIAN	NATIVE HAWAIIAN /OTHER PACIFIC ISLANDER	BLACK/AFRICAN AMERICAN	WHITE	TWO OR MORE RACES										
1. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.1a. Number FADs with Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1.1b. Number Complaints Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2. A1 Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2.2a. Number A1 Decisions With Findings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.3a. # of Final Orders (FOs) With Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3.3b. # of Complaints issued FOs with Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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PART IV D - BASES AND ISSUES FOUND IN FAD's AND FINAL ORDERS (Part 2)

BASES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD's AND FINAL ORDERS	SEX		NATIONAL ORIGIN		EQUAL PAY ACT		DISABILITY			NUMBER OF FAD's WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISION FINDING BY ISSUE	NUMBER AJ DECISION WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED FINDINGS	# COMPLAINTS ISSUED FINAL ORDERS W/FINDINGS FULLY IMPLEMENTED BY ISSUE
	MALE	FEMALE	HISPANIC/LATINO	OTHER	MALE	FEMALE	AGE	MENTAL	PHYSICAL							
A. APPOINTMENT/HIRE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B. ASSIGNMENT OF DUTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. AWARDS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
D. CONVERSION TO FULL TIME/PERM STATUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E. DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.1. DEMOTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.2. REPRIMAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.3. SUSPENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.4. REMOVAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.5. DISCIPLINARY WARNING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.6.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
E.7.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
F. DUTY HOURS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G. EVALUATION/APPRaisal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H. EXAMINATION/TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. HARASSMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
II. NON-SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I2. SEXUAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
J. MEDICAL EXAMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
K. PAY INCLUDING OVERTIME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L. PROMOTION/NON-SELECTION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M. REASSIGNMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.1. DENIED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
M.2. DIRECTED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N. REASONABLE ACCOMMODATION DISABILITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
O. REINSTATEMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P. RELIGIOUS ACCOMMODATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Q. RETIREMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R. SEX-STEREOTYPING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
S. TELEWORK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
T. TERMINATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
U. TERMS/CONDITIONS OF EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
V. TIME AND ATTENDANCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
W. TRAINING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X. OTHER (Please specify below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.1.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.2.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.3.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
X.4.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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**PART IV D - BASES AND ISSUES FOUND IN FAD'S AND FINAL ORDERS (Part 2)**

BASES OF DISCRIMINATION FOUND IN FAD'S AND FINAL ORDERS

ISSUES OF DISCRIMINATION FOUND IN FAD'S AND FINAL ORDERS	SEX		NATIONAL ORIGIN		EQUAL PAY ACT		DISABILITY		NUMBER OF FAD'S WITH FINDINGS BY ISSUE	NUMBER COMPLAINTS ISSUED FAD FINDINGS BY ISSUE	NUMBER AJ DECISIONS WITH FINDING BY ISSUE	# FINAL ORDER FINDINGS FULLY IMPLEMENTED BY ISSUE	# COMPLAINTS ISSUED FINAL ORDERS W/ FINDINGS FULLY IMPLEMENTED BY ISSUE
	MALE	FEMALE	OTHER	HISPANIC/LATINO	MALE	FEMALE	AGE	MENTAL					
1. Final Agency Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0
1.a. Number FAD's with Findings	0	0	0	0	0	0	0	0	0	0	0	0	0
1.b. Number Complaints Issued FAD Findings	0	0	0	0	0	0	0	0	0	0	0	0	0
2. AJ Decision Findings	0	0	0	0	0	0	0	0	0	0	0	0	0
2.a. Number AJ Decisions With Findings	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Final Agency Order Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0
3.a. # of Final Orders (Fos) With Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0
3.b. # of Complaints Issued FOs with Findings Implemented	0	0	0	0	0	0	0	0	0	0	0	0	0

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**PART V - SUMMARY OF CLOSURES BY STATUTE**

5	A.1. TITLE VII
0	A.1a. PREGNANCY DISCRIMINATION ACT (PDA)
5	A.2. AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)
3	A.3. REHABILITATION ACT
0	A.4. EQUAL PAY ACT (EPA)
0	A.5. GENETIC INFORMATION NONDISCRIMINATION ACT (GINA)
13	B. TOTAL BY STATUTES - THIS NUMBER MAY BE LARGER THAN THE TOTAL NUMBER OF COMPLAINTS CLOSED. (A1+A1a+A2+A3+A4+A5)

**PART VI - SUMMARY OF CLOSURES BY CATEGORY**

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
A. TOTAL NUMBER OF CLOSURES	5	2825	565.00
A.1. WITHDRAWALS	0	0	0.00
A.1.a. NON-ADR WITHDRAWALS	0	0	0.00
A.1.b. ADR WITHDRAWALS	0	0	0.00
A.2. SETTLEMENTS	2	1549	774.50
A.2.a. NON-ADR SETTLEMENTS	2	1549	774.50
A.2.b. ADR SETTLEMENTS	0	0	0.00
A.3. FINAL AGENCY ACTIONS	3	1276	425.33
B. FINAL AGENCY DECISIONS WITHOUT AN ADMINISTRATIVE JUDGE DECISION	2	583	291.50
B.1. FINDING DISCRIMINATION	0	0	0.00
B.2. FINDING NO DISCRIMINATION	2	583	291.50
B.3. DISMISSAL OF COMPLAINTS	0	0	0.00
C. FINAL AGENCY ORDERS WITH AN ADMINISTRATIVE JUDGE (AJ) DECISION	1	693	693.00
C.1. AJ DECISION FULLY IMPLEMENTED	1	693	693.00
C.1.a. FINDING DISCRIMINATION	0	0	0.00
C.1.b. FINDING NO DISCRIMINATION	0	0	0.00
C.1.c. DISMISSAL OF COMPLAINTS	1	693	693.00
C.2. AJ DECISION NOT FULLY IMPLEMENTED	0	0	0.00
C.2.a. FINDING DISCRIMINATION	0	0	0.00
C.2.a.i. AGENCY APPEALED FINDING BUT NOT REMEDY	0	0	0.00
C.2.a.ii. AGENCY APPEALED REMEDY BUT NOT FINDING	0	0	0.00
C.2.a.iii. AGENCY APPEALED BOTH FINDING AND REMEDY	0	0	0.00
C.2.b. FINDING NO DISCRIMINATION	0	0	0.00
C.2.c. DISMISSAL OF COMPLAINTS	0	0	0.00

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**PART VI - SUMMARY OF CLOSURES BY CATEGORY (Continued)**

	TOTAL NUMBER	TOTAL DAYS	AVERAGE DAYS
D. FINAL AGENCY MERIT DECISIONS (FAD) ISSUED	2	123	61.50
D.1. COMPLAINANT REQUESTED IMMEDIATE FAD	0	0	0.00
D.1.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF FAD REQUEST	0	0	0.00
D.1.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND RECEIPT OF FAD REQUEST	0	0	0.00
D.2. COMPLAINANT DID NOT ELECT HEARING OR FAD	2	123	61.50
D.2.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF END OF 30-DAY ELECTION PERIOD	0	0	0.00
D.2.b. AGENCY ISSUED FAD MORE THAN 60 DAYS BEYOND END OF 30-DAY ELECTION PERIOD	2	123	61.50
D.3. HEARING REQUESTED; AJ RETURNED CASE TO AGENCY FOR FAD WITHOUT AJ DECISION (3a+3b)	0	0	0.00
D.3.a. AGENCY ISSUED FAD WITHIN 60 DAYS OF RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
D.3.b. AGENCY ISSUED FAD MORE THAN 60 DAYS AFTER RECEIPT OF AJ RETURNED CASE FOR FAD ISSUANCE	0	0	0.00
D.4. FINAL AGENCY DECISION ISSUED ON A MIXED CASE (4a+4b)	0	0	0.00
D.4.a. AGENCY ISSUED FAD WITHIN 45 DAYS AFTER INVESTIGATION	0	0	0.00
D.4.b. AGENCY ISSUED FAD MORE THAN 45 DAYS AFTER INVESTIGATION	0	0	0.00

**PART VII - SUMMARY OF FORMAL COMPLAINTS CLOSED BY TYPES OF BENEFITS**

	NUMBER	AMOUNT
A. TOTAL COMPLAINTS CLOSED WITH BENEFITS	2	
B. TOTAL CLOSURES WITH MONETARY BENEFITS TO COMPLAINANT	1	\$0.00
B.1. BACK PAY/FRONT PAY	0	\$0.00
B.2. LUMP SUM PAYMENT	1	\$0.00
B.3. COMPENSATORY DAMAGES	0	\$0.00
B.4. ATTORNEY FEES AND COSTS	0	\$0.00
D. INTENTIONALLY LEFT BLANK		
E. TOTAL CLOSURES WITH NON-MONETARY BENEFITS TO COMPLAINANT	1	
F. TYPES OF BENEFITS IN NON-MONETARY CLOSURES		
F.1. HIRES	0	0
F.1.a. RETROACTIVE	0	0
F.1.b. NON-RETROACTIVE	0	0
F.2. PROMOTIONS	0	0
F.2.a. RETROACTIVE	0	0
F.2.b. NON-RETROACTIVE	0	0
F.3. EXPUNGEMENTS	0	0
F.4. REASSIGNMENTS	0	0
F.5. REMOVALS RESCINDED	0	1
F.5.a. REINSTATEMENT	0	1
F.5.b. VOLUNTARY RESIGNATION	0	0
F.6. ACCOMMODATIONS	0	0
F.7. TRAINING	0	0
F.8. APOLOGY	0	0
F.9. DISCIPLINARY ACTIONS	0	0
F.9.a. RESCINDED	0	0
F.9.b. MODIFIED	0	0
F.10. PERFORMANCE EVALUATION MODIFIED	0	0
F.11. LEAVE RESTORED	0	1
F.12. NEUTRAL REFERENCE	0	0
F.13.	0	0
F.14.	0	0

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AGENCY OR DEPARTMENT: DOD Defense Human Resources Activity

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**PART VIII - SUMMARY OF PENDING COMPLAINTS BY CATEGORY**

	NUMBER PENDING	NUMBER OF DAYS	AVERAGE DAYS	DAYS PENDING OLDEST CASE	OLDEST DOCKET #
A. TOTAL COMPLAINTS PENDING (SAME AS PART II Line 1)	17	6056			
A.1. COMPLAINTS PENDING WRITTEN NOTIFICATION	2	380	190	380	
A.1a. COMPLAINTS PENDING DECISION TO ACCEPT/DISMISS	0	1165	0	1165	
A.2. COMPLAINTS PENDING IN INVESTIGATION	3	652	217.33	313	
A.2a. COMPLAINTS PENDING 180 DAY INVESTIGATION NOTICE	0	0	0	0	
A.3. COMPLAINTS PENDING IN HEARINGS	8	3209	401.13	749	570-2017-00850X
A.4. COMPLAINTS PENDING A FINAL AGENCY ACTION	4	650	162.5	380	

**PART IX - SUMMARY OF INVESTIGATIONS COMPLETED**

	TOTAL	TOTAL DAYS	AVERAGE
A. INVESTIGATIONS COMPLETED DURING REPORTING PERIOD	4	797	199.25
AGENCY INVESTIGATIONS			
A.1. INVESTIGATIONS COMPLETED BY AGENCY PERSONNEL	0	0	0.00
A.1a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	0	0	0.00
A.1b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	0	0	0.00
A.1b.1. TIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1b.2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.1c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.2. AGENCY INVESTIGATION COSTS	\$0.00		\$0.00
CONTRACT INVESTIGATIONS			
A.3. INVESTIGATIONS COMPLETED BY CONTRACTORS	4	797	199.25
A.3a. INVESTIGATIONS COMPLETED IN 180 DAYS OR LESS	3	479	159.67
A.3b. INVESTIGATIONS COMPLETED IN 181 - 360 DAYS	1	318	318.00
A.3b.1. TIMELY COMPLETED INVESTIGATIONS	1	318	318.00
A.3b.2. UNTIMELY COMPLETED INVESTIGATIONS	0	0	0.00
A.3c. INVESTIGATIONS COMPLETED IN 361 OR MORE DAYS	0	0	0.00
A.4. CONTRACTOR INVESTIGATION COSTS	\$20,353.00		\$5,088.25



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**PART X - SUMMARY OF ADR PROGRAM ACTIVITIES**  
**INFORMAL PHASE PRE-COMPLAINT**

A. INTENTIONALLY LEFT BLANK					
B. ADR ACTIONS IN COMPLETED/ENDED COUNSELINGS		COUNSELING	INDIVIDUALS		
B.1. ADR OFFERED BY AGENCY		2	2		
B.2. REJECTED BY INDIVIDUAL (COUNSELEE)		0	0		
B.3. INTENTIONALLY LEFT BLANK					
B.4. TOTAL ACCEPTED INTO ADR PROGRAM		2	2		
C. ADR RESOURCES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		COUNSELING	INDIVIDUALS		
C.1. INHOUSE		1	1		
C.2. ANOTHER FEDERAL AGENCY		1	1		
C.3. PRIVATE ORGANIZATIONS, (e.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY PERSONNEL)		0	0		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)		0	0		
C.5. FEDERAL EXECUTIVE BOARD		0	0		
C.6.		0	0		
C.7.		0	0		
D. ADR TECHNIQUES USED IN COMPLETED/ENDED COUNSELINGS (TOTALS)		COUNSELING	INDIVIDUALS	DAYS	AVERAGE DAYS
D.1. MEDIATION		2	2	101	50.50
D.2. SETTLEMENT CONFERENCES		0	0	0	0.00
D.3. EARLY NEUTRAL EVALUATIONS		0	0	0	0.00
D.4. FACTFINDING		0	0	0	0.00
D.5. FACILITATION		0	0	0	0.00
D.6. OMBUDSMAN		0	0	0	0.00
D.7. PEER REVIEW		0	0	0	0.00
D.8. MULTIPLE TECHNIQUES USED (Please specify in a comment box)		0	0	0	0.00
D.9.		0	0	0	0.00
D.10.		0	0	0	0.00
E. STATUS OF ADR CASES IN COMPLETED/ENDED COUNSELINGS		COUNSELING	INDIVIDUALS	DAYS	AVERAGE DAYS
E.1. TOTAL CLOSED		2	2	101	50.50
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)		0	0	0	0.00
E.1.b. NO FORMAL COMPLAINT FILED		0	0	0	0.00
E.1.c. COMPLAINT FILED					
E.1.c.i. NO RESOLUTION		2	2	101	50.50
E.1.c.ii. NO ADR ATTEMPT (aka Part X.E.1.d)		0	0	0	0.00
E.1.c.iii. DECISION TO FILE COMPLAINT PENDING AT THE END OF THE REPORTING PERIOD		0	0	0	0.00

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**PART XI SUMMARY OF ADR PROGRAM ACTIVITIES**

**FORMAL PHASE (COMPLAINT FILED)**

B. ADR ACTIONS IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS		
B.1. ADR OFFERED BY AGENCY		0	0		
B.2. REJECTED BY COMPLAINANT		0	0		
B.3. INTENTIONALLY LEFT BLANK					
B.4. TOTAL ACCEPTED INTO ADR PROGRAM		0	0		
C. ADR RESOURCES USED IN COMPLAINT CLOSURES (TOTALS)		COMPLAINTS	COMPLAINANTS		
C.1. INHOUSE		0	0		
C.2. ANOTHER FEDERAL AGENCY		0	0		
C.3. PRIVATE ORGANIZATIONS, (c.g., CONTRACTORS, BAR ASSOCIATIONS, INDIVIDUAL VOLUNTEERS OR COLLEGE/UNIVERSITY)		0	0		
C.4. MULTIPLE RESOURCES USED (Please specify in a comment box)		0	0		
C.5. FEDERAL EXECUTIVE BOARD		0	0		
C.6.		0	0		
C.7.		0	0		
D. ADR TECHNIQUES USED IN COMPLAINT CLOSURES (TOTALS)		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
D.1. MEDIATION		0	0	0	0.00
D.2. SETTLEMENT CONFERENCES		0	0	0	0.00
D.3. EARLY NEUTRAL EVALUATIONS		0	0	0	0.00
D.4. FACTFINDING		0	0	0	0.00
D.5. FACILITATION		0	0	0	0.00
D.6. OMBUDSMAN		0	0	0	0.00
D.7. MINI-TRIALS		0	0	0	0.00
D.8. PEER REVIEW		0	0	0	0.00
D.9. MULTIPLE TECHNIQUES USED (Please specify in a comment box)		0	0	0	0.00
D.10.		0	0	0	0.00
D.11.		0	0	0	0.00
E. STATUS OF CASES IN COMPLAINT CLOSURES		COMPLAINTS	COMPLAINANTS	DAYS	AVERAGE DAYS
E.1. TOTAL CLOSED		0	0	0	0.00
E.1.a. SETTLEMENTS WITH BENEFITS (Monetary and Non-monetary)		0	0	0	0.00
E.1.b. WITHDRAWAL FROM EEO PROCESS		0	0	0	0.00
E.1.c. NO RESOLUTION		0	0	0	0.00
E.1.d. NO ADR ATTEMPT		0	0	0	0.00
2. INTENTIONALLY LEFT BLANK					
F. BENEFITS RECEIVED		COMPLAINTS	COMPLAINANTS	AMOUNT	
F.1. MONETARY (INSERT TOTALS)		0	0	\$0.00	
F.1.a. COMPENSATORY DAMAGES		0	0	\$0.00	
F.1.b. BACKPAY/FRONTPAY		0	0	\$0.00	
F.1.c. LUMP SUM		0	0	\$0.00	
F.1.d. ATTORNEY FEES AND COSTS		0	0	\$0.00	
F.1.e.		0	0	\$0.00	
F.2. NON-MONETARY (INSERT TOTALS)		0	0		
F.2.a. HIRES		0	0		
F.2.a.i. RETROACTIVE		0	0		
F.2.a.ii. NON-RETROACTIVE		0	0		
F.2.b. PROMOTIONS		0	0		
F.2.b.i. RETROACTIVE		0	0		
F.2.b.ii. NON-RETROACTIVE		0	0		
F.2.c. EXPUNGEMENTS		0	0		
F.2.d. REASSIGNMENTS		0	0		
F.2.e. REMOVALS RESCINDED		0	0		
F.2.e.i. REINSTATEMENT		0	0		
F.2.e.ii. VOLUNTARY RESIGNATION		0	0		
F.2.f. ACCOMMODATIONS		0	0		
F.2.g. TRAINING		0	0		
F.2.h. APOLOGY		0	0		
F.2.i. DISCIPLINARY ACTIONS		0	0		
F.2.i.i. RESCINDED		0	0		
F.2.i.ii. MODIFIED		0	0		
F.2.i. PERFORMANCE EVALUATION MODIFIED		0	0		
F.2.k. LEAVE RESTORED		0	0		
F.2.l. NEUTRAL REFERENCE		0	0		
F.2.m.		0	0		

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**PART XII - SUMMARY OF EEO ADR PROGRAM ACTIVITIES**

**EEO ADR RESOURCES**

<b>A. NO LONGER COLLECTED</b>	
<b>B. EMPLOYEES THAT CAN PARTICIPATE IN EEO ADR</b>	1188
<b>C. RESOURCES THAT MANAGE EEO ADR PROGRAM (DOES NOT INCLUDE NEUTRALS AS REPORTED IN PARTS X. &amp; XI.)</b>	1
C.1. IN-HOUSE FULL TIME (40 HOURS EEO ADR ONLY)	1
C.2. IN-HOUSE PART TIME (32 HOURS EEO ADR ONLY)	0
C.3. IN-HOUSE COLLATERAL DUTY (OTHERS/NON-CONTRACT)	0
C.4. CONTRACT (ANOTHER FEDERAL AGENCY/PRIVATE ORGANIZATIONS)	0
	AMOUNT
<b>D. EEO ADR FUNDING SPENT</b>	\$0.00

**E. EEO ADR CONTACT INFORMATION**

E.1. NAME OF EEO ADR PROGRAM DIRECTOR / MANAGER: Howard Jimenez

E.2. TITLE: EEO Officer

E.3. TELEPHONE NUMBER: 5713728015

E.4. EMAIL: howard.fjimenez.civ@mail.mil

**F. EEO ADR PROGRAM INFORMATION**

	YES	NO
F.1. Does the agency require the alleged responsible management official to participate in EEO ADR?		X
F.1a. If yes, is there a written policy requiring the participation?		
F.2. Does the alleged responsible management official have a role in deciding if the case is appropriate for EEO ADR?		X

**CERTIFICATION AND CONTACT INFORMATION**

I certify that the EEO complaint data contained in this report, EEOC Form 462, Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints, for the reporting period October 1, 2017 through September 30, 2018 is accurate and complete.

NAME OF CERTIFYING OFFICIAL: Howard Jimenez

TITLE OF CERTIFYING OFFICIAL: Compliance Manager

TELEPHONE NUMBER: (571) 372-8015

E-MAIL: howard.fjimenez.civ@mail.mil

SIGNATURE OF CERTIFYING OFFICIAL:  
 (Enter PIN to serve as your electronic signature)

DATE: 24-10-2018

NAME OF PREPARER: Howard Jimenez

TITLE OF PREPARER: Compliance Manager

TELEPHONE NUMBER: (571) 372-8015

E-MAIL: howard.fjimenez.civ@mail.mil

DATE: 24-10-2018

ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
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Form 462 Comments

Part Name COMMENT( expression left | evaluation symbol | expression right | value1 | value2 | comment )