

**DOD Defense Human Resources Activity**

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

**PART A**  
Department  
or Agency  
Identifying  
Information

**1. Agency**

**1.** DOD Defense Human Resources Activity

**1.a** 2nd level reporting component

N/A

**2. Address**

**2.** 4800 Mark Center Drive, Suite 06J25-West Tower

**3. City, State, Zip Code**

**3.** Alexandria,, VA 22350

**4. Agency Code**

**5. FIPS code(s)**

**4.** DD48

**5.** 8840

**PART B**  
Total  
Employment

**1.** Enter total number of permanent full-time and part-time employees

**1.** 1186

**2.** Enter total number of temporary employees

**2.** 37

**3. TOTAL EMPLOYMENT [add lines B 1 through 2]**

**4.** 1223

**PART C**

Agency Official(s) Responsible  
For Oversight of EEO  
Program(s)

**Title Type**

**Name**

**Title**

Head of Agency

Mr. William H. Booth

Director, Defense Human Resources  
Activity (DHRA)

Principal EEO Director/Official

Dr. Faynetta O. Jennings

Director

Complaint Processing Program Manager

Ms. Francine Tevis

Complaints Manager

Reasonable Accommodation Program Manager

Ms. Brittany Mason

Reasonable Accommodation  
Program Manager

Principal MD-715 Preparer

Ms. Francine Tevis

Compliance Manager

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<b>PART D</b> List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Pensacola, FL	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48
	DOD Defense Human Resources Activity Alexandria, VA	United States	DD48

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

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**EXECUTIVE SUMMARY: MISSION**

**I. Introduction**

This report is the result of the Defense Human Resource Activity (DHRA) Annual Equal Employment Opportunity (EEO) Status Report for Fiscal Year 2020 in compliance with the United States Equal Employment Opportunity Commissions (EEOC's) Management Directive 715 (MD-715). The report contain information on the Agency (Parts A-D); the Executive Summary (Part E); an Agency Self-Assessment (Part G); a Plan to Remove Program Deficiencies (Part H); a Plan to identify and Remove Barriers (Part I); a Plan for Employment of Persons with Disabilities (Part J); the Agency's EEO policy statements; and workforce tables.

**II. The Defense Human Resources Activity's Mission**

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.

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 and meet the requirements of a model EEO program. Under the leadership and direction of the Director, DHRA, and the Director, OEEO, the Agency's EEO program reflective of a model equal employment opportunity (EEO) program as required by the U.S. Equal Employment Opportunity Commission (EEOC), under Management Directive (MD) 715.

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**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

**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 the 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.

**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 DOEEO will provide the FY 2020 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 2020, the DOEEO examined 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

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**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

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 DOEEO 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 seven years to include FY 2020.

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, DHRA conducted a survey of the workforce 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 2020, 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 OEEO 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 (MSPB) hears appeals of adverse actions; and employees may also file an administrative grievance with the Manpower Management 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 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. In Calendar Year (CY) 2020, the DHRA Office of the Ombudsman received 35 employees making contact, for an overall collective 90 visits for addressing various workplace issues or concerns.

All DHRA employees completed the online No FEAR Act Training requirement in FY 2020.

**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 2020, DHRA received 5 requests for reasonable accommodation of which all 5 were approved. In FY 2020, processing of reasonable accommodation requests took an average of 15 days, and it took an average of 30-95 days to provide the reasonable accommodation after the request is approved.

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 2020, CAP provided 7,546 accommodations to 2,714 federal employees and wounded, ill, and injured service members. This includes 2,969 accommodations to 1,012 civilian employees in the Department of Defense, 2,427 accommodations to 794 service members, and 2,150 accommodations to 908 employees in CAP's federal partner agencies.

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**EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F**

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 2020, DHRA did not have the use of 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. DHRA did not have a system available to double-check information 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 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 counseling 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.

FY 2020, nine 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 nine investigations completed in FY 2020, two (22%) were completed within 180 days. Two investigations of an amended complaint were completed in an average of 179 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 2021, 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 2020.

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

**Workforce Analyses**

DHRA's total workforce decreased from 1234 in FY 2019, to 1223 in FY 2020, representing a one percent (1%) negative net change. The total workforce consists of 1186 full-time and part-time employees and 37 temporary employees.

Below is DHRA workforce analysis in comparative and analyzed against the National Civilian Labor Force (NCLF).

- DHRA is unique in that its overall gender rate for females is 641 (52.41 percent) higher in comparison to the male rate of 582 (47.59 percent). In FY 2018, females were the fastest growing group with 631 and continue to lead in the gender category in FY 2019 with a growth of 646 an increase of 15. However, In FY2020, females took a slight decline in the overall gender number to 641 a decrease of 5. In FY 2020, the female gender exceeded the CLF by 5.61 percent. Four female categories increased, Hispanic or Latino and two or more races both showed an increase by plus 2; White and Asian both increased by plus 1. There were two female categories that decreased, Black or African American females deceased by 9 and American Indian Alaska Native females deceased by 1. Native Hawaiian or Other Pacific Islander females stayed the same.
- Of the fourteen (14) distribution by race and ethnicity categories, DHRA exceeded the CLF in seven (7) of these categories: Black or African American males participated by 7.44 percent (91) compared to the 4.80 percent NCLF; Black or African American females participated at 13.82 percent (169) compared to 5.70 percent NCLF; Asian males participated at 4.01 percent (49) compared to 1.90 percent NCLF; Asian females participated at 3.84 percent (47) compared to 1.70 percent NCLF; Native Hawaiian or Other Pacific Islander males participated at .16 percent (2) compared to the .10 percent NCLF; American Indian or Alaska Native males participated at .33 percent (4) compared to the .30 percent NCLF; and, American Indian or Alaska Native females participated at .75 percent (7) compared to the .30 NCLF.
- The other seven (7) distribution by race and ethnicity categories Hispanic or Latino males 2.78 percent (34) compared to 6.20 percent NCLF; Hispanic or Latino females 3.92 percent (48) compared to 4.50 NCLF; White males 32.38 percent (396) compared to 39.00 percent NCLF; White females 29.52 percent (361) compared to 33.70 NCLF; Native Hawaiian or other Pacific Islander females .08 percent (1) compared to .10 NCLF; Two or more races males .49 percent (6) compared to .80 NCLF; and, Two or more races females .65 percent compared to .80 NCLF were below the NCLF.
- The Persons with Disability (PWD) rate 13.25 percent was 1.25 above the NCLF rate of 12 percent. The Persons with Targeted Disability (PWTD) rate was 2.13 percent, 1 percent above the 1.13 percent for FY 2019 and .13 percent above the NCLF rate of 2 percent.
- The agency processed 5 claims for Reasonable Accommodation and accepted, approved 100 percent of the claims.

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EXECUTIVE SUMMARY: ACCOMPLISHMENTS

**MAJOR ACTIVITIES AND ACCOMPLISHMENTS**

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.

DHRA is continuing to build on its diverse workforce. People from different backgrounds, cultures, and environments contribute to the strong workforce.

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.

DHRA has diligently been revamping its EEO programs to successfully move towards a Model EEO program and provide better customer service to its internal and external customers. With the support and approval of leadership's, Mr. Booth, the Office of Equal Employment Opportunity was given total commitment and immediately implemented an audit of the Agency's program responsibilities, duties, and mission. When conducting the Annual EEOC MD 715 Report, the OEEO plans to focus on all categories of the EEOC's established elements for a model agency EEO program. There are six broad categories: (1) Demonstrated commitment for agency leadership; (2) Integration of EEO into the agency's strategic mission; (3) Management and program accountability; (4) Proactive prevention of unlawful discrimination; (5) Efficiency; and (6) Responsiveness and legal compliance.

While the OEEO will evaluate all categories, it began with an aggressive self-assessment of the Agency's overall EEO program which ensures program success and compliance with MD-715. The Self-Assessment Checklist (Part G) that was used is a series of questions designed to recognize, and to highlight for senior staff, deficiencies in their EEO program that the agency must address to comply with MD-715's requirements.

As a result of the self-assessment, there have been significant decrease in deficiencies in the Agency's EEO program. In FY2018, the EEO MD-715 listed 27 deficiencies, in FY 2019, there were 4, and in FY 2020, there were only 3. As we continue to move toward the Agency's goal of becoming a Model EEO program, it is gratifying to note the many improvements thus far; but it is even more gratifying to look forward to further improvements across the Agency as it takes a step-by-step approach as it strives to become a Model EEO Program.

DHRA have assigned an Administrative Specialist in the Office of Equal Employment Opportunity to oversee its Anti-Harassment (AH) and Reasonable Accommodations (RA) programs. These programs play a major role in the Agency's commitment to maintain a workplace that's free of harassment and provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment.



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**EXECUTIVE SUMMARY: PLANNED ACTIVITIES**

**Planned Activities**

FY 2020/2021, DHRA will continue to focus on the following deficiencies:

- DHRA has distributed its Anti-Harassment Policy Statement and has established its Anti-Harassment Policy and Procedures. FY2020, the procedures will be coordinated, implemented, and distributed throughout the HQ DHRA and its components.
- DHRA is currently exploring where to place its Anti-Harassment program which is being coordinated by the OEEO. FY 2021, the Agency will establish a firewall between the Anti-Harassment Coordinator and the EEO Director. In doing so, this will separate procedure (outside the EEO complaint process) to address harassment allegations.
- Currently, DHRA Alternative Dispute Resolution Program is being revamped to ensure that if requested there is a quick response to the Complainant and Management Official. In FY 2021 concentration will be on focusing on resolution at the earliest possible level.
- The DOEEO will provide the FY2020 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.
- 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 use the Defense Civilian Personnel Data System's My Biz application.

**Conclusion**

The DHRA Director is committed to equal opportunity and a discrimination-free workplace. He is devoted and focused on acquiring a Model EEO Program which is inclusive of all employees and applicants regardless of their age, color, disability, sex (pregnancy, gender identity, sexual orientation), genetic information, national origin, race, religion, and reprisal. DHRA will not stop short of its goal of becoming a Model EEO program which promotes a positive work environment and a place of choice.


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

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

Principal EEO Director/Official for

  
(Insert Agency/Component Name above)

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

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

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

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

\_\_\_\_\_  
Date

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



\_\_\_\_\_  
Date

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**Agency Self-Assessment Checklist**



**Essential Element: A Demonstrated Commitment From agency Leadership**

 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X			The EEO Policy was signed by the Agency Director on February 7, 2020 2/7/2020
A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.		X			

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## Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	A.2. The agency has communicated EEO policies and procedures to all employees.				
	A.2.a. Does the agency disseminate the following policies and procedures to all employees:				
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
	A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:				
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR § 1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			<a href="https://dhra.deps.mil/cmp/DEOC/SitePages/Home.aspx">https://dhra.deps.mil/cmp/DEOC/SitePages/Home.aspx</a>
	A.2.c. Does the agency inform its employees about the following topics:				
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			New Employee Orientation and Supervisors/Managers Training (every 3 years).
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			New Employee Orientation and Supervisors/Managers Training (every 3 years).
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			New Employee Orientation and Supervisors/Managers Training (every 3 years).

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Agency Self-Assessment Checklist



A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.		X			DHRA does not have an Anti-Harassment Program but informs the staff about their rights to have a harassment-free workplace during New Employee Orientation (onboarding); Supervisors/Managers Training (every 3 years)and during No FEAR Act Training (every 2 years).
A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.		X			During the above trainings.
 <b>Compliance Indicator</b>	A.3. The agency assesses and ensures EEO principles are part of its culture.	<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .		X			Workforce Recruitment Program (WRP) Awards.
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]		X			

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**Agency Self-Assessment Checklist**



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

 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		<b>Yes</b>	<b>No</b>	
 <b>Measures</b>	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.			
	B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X		
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.			X The EEO Director reports directly to the Agency Head
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X		
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X		
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.	X		March 3, 2020
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X		

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**Agency Self-Assessment Checklist**

 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
		Yes	No	N/A	
 <b>Measures</b>	B.2. The EEO Director controls all aspects of the EEO program.				
	B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.	X			
	B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]	X			
	B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]	X			
	B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]	X			
	B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]	X			
	B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]			X	DHRA has no subordinate level components

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]		X			
B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.		X			Goal 1.2: Establish a culture of mutual respect, opportunity, and excellence in a positive work environment. * DHRA is an employer of choice. * DHRA embraces a diverse workforce. *Supervisors ensure an environment of equal employment free from discriminatory actions.



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	<b>Compliance Indicator</b>	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.	<b>Measure Has Been Met</b>		N/A	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
	<b>Measures</b>	Yes	No	N/A		
	B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X				
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X				
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X				
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X				
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X				
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.				X	Not all supervisors and employees were trained due to the onset of COVID-19.
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]				X	Field audits were not conduct due to travel restriction in place due to COVID-19.
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X				
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X				
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X				
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C. 1]	X				
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X				
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X				
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X				
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X				

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

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Essential Element: C Management and Program Accountability

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

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 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			
 <b>Measures</b>		Yes	No	N/A	<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			
C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]		X			
C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]			X		Anti-Harassment Coordinator is a direct report to EEO Director
C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]		X			
C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]		X			
C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.		X			
C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		X			
C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]		X			
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]		X			
C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]			X		Reasonable Accommodation Program Manager is a direct report to the EEO Director
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]		X			
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]		X			
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		X			

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C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			
C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.	X			<a href="https://dhra.deps.mil/dod/dhrahq/SitePages/Reasonable%20Accommodati">https://dhra.deps.mil/dod/dhrahq/SitePages/Reasonable%20Accommodati</a>

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## Agency Self-Assessment Checklist

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

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**Agency Self-Assessment Checklist**

	<b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
	<b>Measures</b>	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.	Yes	No	N/A	
		C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
		C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
		C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		X		
		C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]		X		
		C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
		C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
		C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]			X	Due to COVID-19 outreach and recruiting initiatives have not been able to be conducted.
		C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
		C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
		C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
	C.5. Following a finding of discrimination, the agency explores whether it should take a disciplinary action.				
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.			X	No manager or employee has exhibited discriminatory conduct.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]			X	There have been no findings of discrimination against DHRA or complaints settled in which a finding was likely.
 <b>Compliance Indicator</b>		<b>Measure Has Been Met</b>			<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report</b>
 <b>Measures</b>		Yes	No	N/A	
	C.6. The EEO office advises managers/supervisors on EEO matters.				
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			Quarterly or as needed.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			







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## Essential Element: D Proactive Prevention

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

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

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## Agency Self-Assessment Checklist



## Essential Element: E Efficiency

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.			
	E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?	X		
	E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?	X		
	E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?	X		
	E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.	X		39 days
	E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?	X		
	E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?	X		
	E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?	X		
	E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?	X		
	E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?	X		
	E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.	X		Utilizing statement of work.
	E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]	X		
	E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]	X		

DOD Defense Human Resources Activity

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



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The defensive function of the Agency is assigned to the legal personnel who handle labor complaints. Legal sufficiency reviews and legal advisory function concerning the EEO complaint program is assigned to a different section of the Office of General Counsel.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/ location of the attorney who conducts the legal sufficiency review in the comments column.		X			Office of General Counsel
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			

DOD Defense Human Resources Activity

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



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]		X			DHRA ADR/ Mediations are conducted by DoD Roster of Neutrals Program, Investigations and Resolutions Directorate and AdNet (contract).
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]		X			
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]		X			
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]		X			
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]		X			
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]		X			

DOD Defense Human Resources Activity

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



Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:					
E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]		X			
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]		X			.
E.4.a.3. Recruitment activities? [see MD-715, II(E)]				X	Due to COVID-19 recruitment activities are not being conducted.
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]			X		Not all data is provided from Manpower Management
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]		X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]		X			

DOD Defense Human Resources Activity

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

Agency Self-Assessment Checklist





 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.	X			The number of individuals with targeted disabilities is on an increase: 12 in FY 2017, 17 in FY 2018, 20 in FY 2019 and 26 in FY2020.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			DHRA Office of EEO meets with other agencies' Office of EEO to review the best practices for ADR process.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

DOD Defense Human Resources Activity

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

## Agency Self-Assessment Checklist

## Essential Element: F Responsiveness and Legal Compliance



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



DOD Defense Human Resources Activity

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

Agency Self-Assessment Checklist

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

Essential Element: O Other

**DOD Defense Human Resources Activity**

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

**Plan to Attain Essential Elements**

**PART H.1**

Brief Description of Program Deficiency:	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]
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Does the EEO office have timely access and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) require to prepare the MD-715 workforce data tables? [see 29 CFR 1614.601(a)]

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
03/30/2020	12/31/2021			Coordinate with Manpower Management (MM) to receive data necessary to complete MD-715 Report.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Director, Office of Equal employment Opportunity	Faynetta O. Jennings	Yes
Director, Manpower Management	Thomas Rivers	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Coordinate with Manpower Management to receive needed data to complete of MD-715 report.	Yes		

**Accomplishments**

Fiscal Year	Accomplishment
2020	Currently, meeting with Manpower Management to identify data needed to complete the MD-715 Report.

DOD Defense Human Resources Activity

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

## Plan to Attain Essential Elements

## PART H.2

Brief Description of Program Deficiency:	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]
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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)]
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## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
03/30/2020	12/31/2021			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)]

## Responsible Officials

Title	Name	Standards Address the Plan?
Director, Office Equal Employment Opportunity	Faynetta O. Jennings	Yes
Director, Manpower Management	Thomas mRivers	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Coordinate with Manpower Management to receive needed documentation to complete the MD-715 Report.	Yes		

## Accomplishments

Fiscal Year	Accomplishment
2020	EEO and MM will meet quarterly to establish data needed to complete MD-715.

DOD Defense Human Resources Activity

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

## Plan to Attain Essential Elements

## PART H.3

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

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
03/31/2019	04/30/2020	09/30/2021		Establish a firewall between the Anti-Harassment and EEO Programs which provides a clear separation of program procedures (outside of the EEO complaint process) to address harassment allegations.

## Responsible Officials

Title	Name	Standards Address the Plan?
Director, DHRA	Mr. William H. Booth	Yes
Director, DHRA Office of EEO	Dr. Faynetta O. Jennings	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Establish a firewall between EEO and Anti-Harassment programs.	Yes	09/30/2021	

## Accomplishments

Fiscal Year	Accomplishment
2020	DHRA have established a firewall between the EEO and the Anti-Harassment Programs. The Anti-Harassment Coordinator acts independently from the EEO Program. If there is a conflict of interest, the matter will be elevated to the next higher level of leadership.

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
03/31/2019	04/30/2020	09/30/2021		Establish a firewall between the Anti-Harassment and EEO programs that are separate and apart from each other.

## Responsible Officials

Title	Name	Standards Address the Plan?
Director, DHRA Office of EEO	Dr. Faynetta O. Jennings	Yes
Director, DHRA	Mr. William H. Booth	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Establish a firewall between the EEO and Anti-Harassment programs.	Yes	09/30/2021	

## Accomplishments

Fiscal Year	Accomplishment
2020	DHRA have established a firewall between the EEO and the Anti-Harassment Programs. The Anti-Harassment Coordinator acts independently from the EEO Program. If there is a conflict of interest, the matter will be elevated to the next higher level of leadership.

DOD Defense Human Resources Activity

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

## Plan to Attain Essential Elements

## PART H.4

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

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
03/31/2019	04/30/2020	09/30/2021		Establish a firewall between the Reasonable Accommodations and EEO Programs.

## Responsible Officials

Title	Name	Standards Address the Plan?
Director, DHRA	Mr. William Booth	Yes
Director, DHRA Office of EEO	Dr. Faynetta Jennings	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Establish a firewall between the EEO and Reasonable Accommodations Programs.	Yes	09/30/2021	

## Accomplishments

Fiscal Year	Accomplishment
2020	DHRA have established a firewall between the EEO and the Reasonable Accommodations Programs. The Reasonable Accommodations Coordinator acts independently from the EEO Program. If there is a conflict of interest, the matter will be elevated to the next higher level of leadership.

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
03/31/2019	04/30/2019	09/30/2021		Establish a firewall between the Reasonable Accommodations Program Manager and the EEO Director.

## Responsible Officials

Title	Name	Standards Address the Plan?
Director, DHRA	Mr. William (Bill) Booth	Yes
Director, DHRA Office of EEO	Dr. Faynetta O. Jennings	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	Establish a firewall between EEO and the Reasonable Accommodations Programs.	Yes	09/30/2021	

## Accomplishments

Fiscal Year	Accomplishment
2020	DHRA have established a firewall between the EEO and the Reasonable Accommodations Programs. The Reasonable Accommodations Coordinator acts independently from the EEO Program. If there is a conflict of interest, the matter will be elevated to the next higher level of leadership.

**DOD Defense Human Resources Activity**

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

**Plan to Attain Essential Elements**

**PART H.5**

Brief Description of Program Deficiency:	E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]
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External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status?

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
12/30/2020	06/30/2021	09/30/2021		Coordinated with Director, Manpower Management (MM) to receive required data on Agency employees; and external and internal applicants.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Director, Manpower Management	Mr. Thomas Rivers	Yes
Director, DHRA Office of EEO	Dr. Faynetta O. Jennings	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Coordinate with Manpower Management to receive applicant flow data.	Yes		

**Accomplishments**

Fiscal Year	Accomplishment
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DOD Defense Human Resources Activity

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

## Plan to Eliminate Identified Barriers

## PART I.1

<b>Source of the Trigger:</b>	Other				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Established a firewall between the Anti-Harassment Coordinator and the EEO Director.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> All Men All Women				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	Y				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b> Firewall between the Anti-Harassment Coordinator and EEO Director	<b>Description of Policy, Procedure, or Practice</b> EEOC Report on a Model EEO Program			
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
12/31/2019	09/30/2021	Yes			Assign the Anti-Harassment Coordinator duties and responsibilities separate and apart from the EEO Program.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Director, Office of EEO		Dr. Faynetta O. Jennings		Yes	
Director, DHRA		Mr. William (Bill) Booth		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Modified Date</b>
12/31/2019	Assign duties and responsibilities separate and apart from the EEO Program.			Yes	09/30/2021

DOD Defense Human Resources Activity

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

Plan to Eliminate Identified Barriers

Report of Accomplishments

Fiscal Year

Accomplishments



DOD Defense Human Resources Activity

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

## Plan to Eliminate Identified Barriers

## PART I.2

Source of the Trigger:	Other				
Specific Workforce Data Table:	Workforce Data Table - A1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Agency established a firewall between the Reasonable Accommodations Program Manager and the EEO Director.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> All Men All Women				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	Y				
STATEMENT OF IDENTIFIED BARRIER:  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<table><tr><th>Barrier Name</th><th>Description of Policy, Procedure, or Practice</th></tr><tr><td>Firewall between the Reasonable Accommodation Program Manager and the EEO Director</td><td>MD-110, Ch.1 (IV) (A) - The same agency official(s) responsible for executing and advising on personnel actions may not also be responsible for managing, advising, or overseeing the EEO pre-complaint or complaint process.</td></tr></table>	Barrier Name	Description of Policy, Procedure, or Practice	Firewall between the Reasonable Accommodation Program Manager and the EEO Director	MD-110, Ch.1 (IV) (A) - The same agency official(s) responsible for executing and advising on personnel actions may not also be responsible for managing, advising, or overseeing the EEO pre-complaint or complaint process.
Barrier Name	Description of Policy, Procedure, or Practice				
Firewall between the Reasonable Accommodation Program Manager and the EEO Director	MD-110, Ch.1 (IV) (A) - The same agency official(s) responsible for executing and advising on personnel actions may not also be responsible for managing, advising, or overseeing the EEO pre-complaint or complaint process.				

## Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Director, DHRA Office of EEO		Dr. Faynetta O. Jennings		Yes	
Director, DHRA		Mr. William (Bill) Booth		Yes	

## Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
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## Report of Accomplishments

Fiscal Year	Accomplishments
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DOD Defense Human Resources Activity

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

Plan to Eliminate Identified Barriers

PART I.3

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)	
<b>Specific Workforce Data Table:</b>	Workforce Data Table - A7	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	External and internal applicant flow data concerning the applicants' race, national origin, sex and disability status and Part G - EEO Program Status Report., C.4.c, C.4.d., and E.4.a.4.	
<b>STATEMENT OF BARRIER GROUPS:</b>	<b>Barrier Group</b> All Men All Women	
<b>Barrier Analysis Process Completed?:</b>	N	
<b>Barrier(s) Identified?:</b>	Y	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>  External and internal applicant flow data	<b>Description of Policy, Procedure, or Practice</b>  MD-715 - Federal Anti-discrimination laws and EEOC's policies require that agencies prohibit discrimination.

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
09/30/2020	12/30/2021	Yes			Agency to is making proactive steps to ensure EEO polices are followed for all of their employees and applicants for employment by regularly evaluating employment practices

Responsible Official(s)

Title	Name	Standards Address The Plan?
Director, DHRA Office of EEO	Dr. Faynetta Jennings	Yes
Director, Manpower Management	Mr. Thomas Rivers	Yes

DOD Defense Human Resources Activity

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

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2019	EEO Director requests from the Director of Manpower Management timely access to accurate and complete data that is required to prepare the MD-715 workforce tables.	Yes	09/30/2021	

Report of Accomplishments

Fiscal Year	Accomplishments
2020	Agency's EEO and MM meet on a regular bases to coordinate, evaluate and determine what data is needed to successfully complete the MD-715 data request.

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

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

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

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

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

a.Cluster GS-1 to GS-10 (PWD)	Answer	Yes
b.Cluster GS-11 to SES (PWD)	Answer	Yes

In FY 2020, both PWD clusters GS-1 to GS-10 and GS-11 to SES met the established benchmarks.

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

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

a.Cluster GS-1 to GS-10 (PWTD)	Answer	Yes
b.Cluster GS-11 to SES (PWTD)	Answer	Yes

In FY 2020, it was 2.35% a significant increase that met the 2% benchmark. The percentage of PWTD in the GS-11 to SES cluster was 2.00% in FY 2020 which meets the goal of 2%. In 2020, the percentage for the PWTD reached the 2% benchmark.

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 THE DISABILITY PROGRAM**

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

Answer Yes

The agency has assigned a full-time Reasonable Accommodation Coordinator.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Brittany Mason Reasonable Accommodation Program/ brittany.j.mason2.civ@mail.mil
Architectural Barriers Act Compliance	1	0	1	Mr. James Harris Telecommunications/DAR james.e.harris16.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Brittany Mason Reasonable Accommodation Program/ brittany.j.mason2.civ@mail.mil
Section 508 Compliance	1	0	0	Brittany Mason Disability Program Manager brittany.j.mason2.civ@mail.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	Brittany Mason Reasonable Accommodation Coordinator brittany.j.mason2.civ@mail.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Ms. Lexus G. Crenshaw Diversity and Inclusion Coordinator Lexus.g.crenshaw.civ@mail.mil

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

Answer Yes

The Reasonable Accommodation Coordinator completed the Disability Program Management Course at the Equal Employment Opportunity Commission.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources

Answer Yes

The agency has successfully established and sufficiently funded the Reasonable Accommodations and Disability Program.

## Section III: Plan to Recruit and Hire Individuals with Disabilities

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

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

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

In FY 2020, the agency continued to utilize 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. Due to COVID-19, these initiatives have been delayed.

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 implemented. Due to COVID-19, these initiatives have been delayed.

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 will continue to be 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.

Answer Yes

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.

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

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

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

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. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires for MCO (PWD) Answer N/A

b. New Hires for MCO (PWTD) Answer N/A

Data was not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

a. Qualified Applicants for MCO (PWD) Answer N/A

b. Qualified Applicants for MCO (PWTD) Answer N/A

Data was not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

a. Promotions for MCO (PWD) Answer N/A

Data was not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

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 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. 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. They 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. They also plan 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. They also plan to improve operational performance in accomplishing its mission in a cost-effective manner, being accountable, optimizing stewardship of resources and complying with requirements. Due to COVID-19, these initiatives have experience some delays.

### B. CAREER DEVELOPMENT OPPORTUNITES

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 its employees.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs						
Internship Programs						
Fellowship Programs						
Mentoring Programs						

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

a. Applicants (PWD)

Answer N/A

b. Selections (PWD)

Answer N/A

Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

a. Applicants (PWTD)

Answer N/A

b. Selections (PWTD)

Answer N/A

Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

## C. AWARDS

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

a. Awards, Bonuses, & Incentives (PWD)

Answer No

b. Awards, Bonuses, & Incentives (PWTD)

Answer Yes

The PWTD were below the 2% goal in the time off awards at the 31-40 hours (0.41%), \$3,000-\$3,999 (0.52%). \$4,000-\$4,999 (1.01%), and \$5,000 or more (0%).

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

a. Pay Increases (PWD)

Answer No

b. Pay Increases (PWTD)

Answer No

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

a. Other Types of Recognition (PWD)

Answer N/A

b. Other Types of Recognition (PWTD)

Answer N/A

Data not available.

## D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

b. Grade GS-15

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

c. Grade GS-14

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

d. Grade GS-13

i. Qualified Internal Applicants (PWD)

Answer N/A

ii. Internal Selections (PWD)

Answer N/A

Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.



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

a. SES

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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b. Grade GS-15

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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c. Grade GS-14

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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d. Grade GS-13

i. Qualified Internal Applicants (PWTD)	Answer	N/A
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ii. Internal Selections (PWTD)	Answer	N/A
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Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.
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3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	N/A
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b. New Hires to GS-15 (PWD)	Answer	N/A
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c. New Hires to GS-14 (PWD)	Answer	N/A
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d. New Hires to GS-13 (PWD)	Answer	N/A
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Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.
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4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)	Answer	N/A
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b. New Hires to GS-15 (PWTD)	Answer	N/A
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c. New Hires to GS-14 (PWTD)	Answer	N/A
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d. New Hires to GS-13 (PWTD)	Answer	N/A
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Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.
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5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Executives

i. Qualified Internal Applicants (PWD)	Answer	N/A
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ii. Internal Selections (PWD)	Answer	N/A
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b. Managers

i. Qualified Internal Applicants (PWD)	Answer	N/A
--	--------	-----

ii. Internal Selections (PWD)	Answer	N/A
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c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	N/A
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ii. Internal Selections (PWD)	Answer	N/A
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Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

a. Executives

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

a. New Hires for Executives (PWD) Answer N/A

b. New Hires for Managers (PWD) Answer N/A

c. New Hires for Supervisors (PWD) Answer N/A

Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

a. New Hires for Executives (PWTD) Answer N/A

b. New Hires for Managers (PWTD) Answer N/A

c. New Hires for Supervisors (PWTD) Answer N/A

Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer N/A

Data not available. Manpower Management and EEO will meet on a regular bases to address this deficiency.

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

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

In FY 2020, PWD voluntarily and involuntarily separated did not exceed that of persons without disabilities.

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

a. Voluntary Separations (PWTB)

Answer No

b. Involuntary Separations (PWTB)

Answer No

In FY 2020, PWTB individual with a targeted disability did not exceed that of persons without disabilities.

4. If a trigger exists involving the separation rate of PWD and/or PWTB, 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. Manpower Management and EEO will meet on a regular bases to address this deficiency.

## B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

<https://dhra.deps.mil/cmp/DEOC/SitePages/Home.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.

In 2020, the agency is housed in a commercial building that is up-to-code and equipped with facilities and technology with PWD and PWTB accessibilities. 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.)

Requests for reasonable accommodations took an average of 60 days in FY 2019. In FY 2020 took that time to 30-95 days. Due to COVID-19 the shipping process caused a major impact to employees receiving their accommodations.

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 2020, 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 has been updated and now complies with requirements of the Rehabilitation Act. In FY 2020, the agency began to track reasonable accommodations to monitor and 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. In FY 2020, the Barrier Analysis will analyze the data to identify areas that may be revamped to improve the program.

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

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

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

In FY 2020, 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.

## **Section VI: EEO Complaint and Findings Data**

### **A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

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

Answer      Yes

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

Answer      No

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

There were no findings of discrimination alleging harassment based on any protected status against the agency.

### **B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION**

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer      Yes

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer      No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

There were no findings of discrimination alleging harassment against the agency in FY 2020.

## **Section VII: Identification and Removal of Barriers**

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

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

Answer      Yes

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

Answer      Yes

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

<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Individuals with targeted disabilities fell below the 2% goal.				
<b>STATEMENT OF BARRIER GROUPS:</b>	<b><i>Barrier Group</i></b> People with Disabilities People with Targeted Disabilities				
<b>Barrier Analysis Process Completed?:</b>	Y				
<b>Barrier(s) Identified?:</b>	Y				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
	Procedure, practice		Recruitment and outreach.		
	Policy, Program		Vacancies posted mainly through USA Staffing.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
03/31/2019	09/30/2020	Yes		03/11/2020	Improve recruitment and hiring of disabled individuals.
03/31/2019	09/30/2019	Yes		03/11/2019	Establish a compliant Reasonable Accommodation Policy and Procedure.
03/31/2019	03/31/2019	Yes		08/18/2019	Establish affinity groups with disability and diversity organizations.
03/31/2019	09/30/2020	Yes		03/11/2019	Establish and implement a Disability Program and Reasonable Accommodation Program.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
Director, Office of EEO		Dr. Faynetta O. Jennings		Yes	
Reasonable Accommodation Program Manager		Ms. Brittany Mason		Yes	
Director, Manpower Management		Thomas P. Rivers, Jr.		Yes	
<b>Planned Activities Toward Completion of Objective</b>					
<b>Target Date</b>	<b>Planned Activities</b>			<b>Sufficient Staffing &amp; Funding?</b>	<b>Completion Date</b>
09/30/2019	Utilize the Workforce Recruitment Program (WRP).			Yes	09/30/2021
06/30/2019	EEO/MM and BAT to re-survey DHRA workforce.			Yes	06/30/2021

**Planned Activities Toward Completion of Objective**

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
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.	Yes	06/30/2021	
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 social media campaign to focus on workforce diversity.	Yes	06/30/2021	
06/30/2019	Consult with other agencies on best practices in improving representation of disabled individuals and individual with targeted disabilities in DHRA.	Yes	06/30/2021	
12/31/2019	Recruit and hire an Affirmative Employment Program Manager who will focus on improving recruitment and hiring of minorities and disabled individuals.	Yes	09/30/2021	
03/31/2020	Conduct job fairs specifically for disabled individuals who are eligible for appointment under hiring authorities that take disability into account.	Yes	09/30/2021	
09/30/2019	Ensure the agency's OI on Reasonable Accommodation is completed.	Yes		03/11/2019

**Report of Accomplishments**

Fiscal Year	Accomplishments
2020	EEO will reevaluate the use of WRP in 2021
2020	The DHRA OI on Reasonable Accommodation has been revised.

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

Improve recruitment and hiring of disabled individuals.

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

Initial efforts at establishing a Diversity and Inclusion Program have been started with the hiring of a Diversity and Inclusion Program Manager.

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

The agency plans to improve its efforts towards creating a more diverse and inclusive agency through active promotion and support of affirmative employment in the agency.