

DOD Defense Human Resources Activity

For period covering October 1, 2023 to September 30, 2024

**PART A**  
Department  
or Agency  
Identifying  
Information

**1. Agency**

**1.** DOD Defense Human Resources Activity

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

**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.** 1201

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

**2.** 48

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

**4.** 1249

**PART C**

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

**Title Type**

**Name**

**Title**

Head of Agency

Mr. Jeffrey R. Register

Director, Defense Human Resources  
Activity (DHRA)

Principal EEO Director/Official

Dr. Faynetta O. Jennings

Director

Complaint Processing Program Manager

Reginald C. Diggins

Complaints Manager

Reasonable Accommodation Program Manager

Ms. Brittany Mason

Reasonable Accommodation  
Program Manager

Compliance Manager

Reginald C. Diggins

Compliance Manager

**For period covering October 1, 2023 to September 30, 2024**

**PART D**  
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

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Alexandria, VA

United States

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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

Reasonable Accommodation  
Procedure

Y

Y

EEO Policy Statement

Y

Y

Anti-Harassment Policy and  
Procedures

Y

Y

Alternative Dispute Resolution  
Procedures

Y

Y

Organization Chart

Y

Y

Personal Assistance Services  
Procedures

Y

Y

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

EEO Strategic Plan

N

N

DOD Defense Human Resources Activity

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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 2024 in compliance with the United States Equal Employment Opportunity Commissions (EEOC's) Management Directive 715 (MD-715). The report contains information on the Agency (Parts A-D); the Executive Summary (Part E); an Agency Self-Assessment (Part G); a Plan to Remove Personnel 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 policy statements; and workforce tables.

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

DHRA is a multifaceted organization with a diverse mission that provides centralized and comprehensive personnel data management and analysis for the entire Department of Defense (DoD); Manages DoD enterprise-wide mission programs ranging from travel management, language and culture, to civilian human resource advisory services; and, ensures our Service members and their families receive the care and support they are entitled through multiple and highly visible risk reduction and direct support programs.

Its supporting plans unify and focus DHRA on its vision to deliver exceptional services across the DoD on behalf of the Under Secretary of Defense Personnel and Readiness (P&R). Every level of DHRA's planning is designed to meet the following priorities: Deepen Relationships and Enhance Communication. The cornerstone of DHRA's success is deeply rooted in its relationship with the broader Personnel and Readiness (P&R) team. DHRA is committed to understanding P&R's strategic priorities and providing the best analysis and recommendations to achieve them. More broadly, DHRA continues to engage its stakeholders and customers to foster open communication, to reaffirm its commitment to supporting them, and to better understand their priorities and challenges. Optimize and Reinforce Corporate Processes. Delivering world-class services depends on DHRA's internal processes being efficient, predictable, responsive, and auditable. DHRA staff continues to leverage industry-standard management principles to deliver practical, effective solutions. DHRA leaders and supervisors resist bureaucracies that stifle speed, agility, and trust while, at the same time, ensuring we have appropriate controls and data available to minimize the occurrence of fraud, waste, and abuses of resources and aids decision making in compliance with applicable policies. Enrich DHRA's Culture of Service. The DHRA team is bonded by shared values and a steadfast commitment to the mission. DHRA continues to foster a culture and climate that embraces each team member as a total person with meaningful contributions to the mission. As a team, DHRA challenge each other to embody DHRA's values of accountability, empathy, flexibility, optimism, respect, and trust.

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EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

**Essential Element A – Demonstrated Commitment from Agency Leadership**

The DHRA Director issues the Anti-Harassment, EEO/EO statements annually to reiterate his non-tolerance stance against unlawful discrimination.

DHRA is fully committed and engaged in EEOC's six essential elements for a model EEO program, in-person training, customized unit visits, and support.

The Office of Equal Employment (OEE) receives direct resource support and funding from DHRA. This funding is prioritized to ensure certification training. This training remains current and in line with MD-110 requirements. The EEO staff are provided additional training opportunities to attend and receive support from the Defense Equal Opportunity Management Institute (DEOMI), a major institute and EEO hub that is seen throughout the Federal government as the premier provider for all EEO/EO trainings.

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

In FY 2024 DHRA strategic mission focused on three key priorities.

**Priority 1: Enrich Our Culture of Service.** We are bonded by our shared values and steadfast commitment to the mission. We will continue to foster a culture and climate that inspires cohesive interpersonal connections and embraces each team member as a total person with meaningful contributions to the mission. The DHRA Director challenges every member of our team to embody DHRA's values of accountability, empathy, flexibility, optimism, respect, and trust.

**Priority 2: Reinforce Support to Our Centers and Offices.** DHRA's team is dedicated to supporting and reinforcing the capabilities of our mission-focused Centers and Offices. We will implement straightforward, responsive business functions underpinned by a mindset of continuous process improvement and continue to deploy right-sized teams of experts providing tightly scoped services. We will resist bureaucracies that stifle speed, agility, and trust, while at the same time, ensuring we have the appropriate controls and data available to aid our decision making and comply with applicable policies. The Director and Deputy Director, together, will ensure the Center and Office Directors have the maximum flexibility and support they and their teams need to succeed.

**Priority 3: Optimize our Mission Delivery.** The cornerstone of our success is deeply rooted in our relationships as part of the broader Personnel and Readiness (P&R) team. We will provide our best analysis and recommendations to P&R leadership and staff as they formulate and refine the strategic direction of the programs we implement. In support of those strategies, our Centers and Offices will expertly implement practical, cost-effective solutions to deliver reliable, predictable, and responsive services. Further, we will continuously assess and evaluate the services we deliver to help ensure maintain alignment with the Department's strategic direction and that we are maximizing return on taxpayer investment. Finally, we will continue engage with our stakeholders and customers to foster open communication, to reaffirm our commitment to supporting them, and to better understand their priorities and challenges.

One of DHRA's focus areas is continued devotion to Culture and People - Our most critical asset as a Department is our people. We remain preeminent fighting force in the world because of our personnel in and out of uniform, and we have never had more confidence in our ability to meet the security challenges of today and tomorrow. To maintain that advantage, we will build opportunities for growth and development in the Department invest in training and education, and create new opportunities for advancement that drive promotion and retention for our total workforce - civilian and military. We will focus our efforts on building out a range of skills and capabilities among the workforce and removing barriers that limit our people from realizing their full potential as partners in the work of the DoD. [DoD Memo from Secretary of Defense, Message to the Force, on March 4, 2021]

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

Under DHRA Strategic Plan, FY 2023-2029 continued to stand as stated, "Ensure Accountable Leadership. Some behaviors are antithetical to our values undermine our readiness, and put our effectiveness at risk but are alive within our workforce. DoD leaders at every level will be responsible for building a safe environment for our people and guaranteeing that we show swift and clear accountability to anyone who does not act within the highest standards of the Department. We will not tolerate sexual assault and sexual harassment. Similarly, extremism presents a complex and unique challenge to DoD. We must meet this head-on, working to stamp out extremism among the ranks, permanently. These efforts, among others, will ensure that we provide every member of the Department a safe and supportive place to serve their country - one free from discrimination, hate, harassment, and fear." [DoD Memo from Secretary of Defense, Message to the Force, on March 4, 2021]

DHRA Values and Commitments stance exhibits its dedication to accountability, devotion, responsibility, and obligation.

DHRA Values:

- Accountability. Responsibility for the actions and performance of one another, individually and collectively.
- Empathy. Ability to understand and share the feelings of another.

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

- Flexibility. Ability and willingness to adjust one's thinking and behavior.
- Optimism. Tendency to look on the positive side regarding conditions and likely outcomes.
- Respect. Esteem or a sense of one another's worth.
- Trust. Reliance on the integrity and ability of one another.

As leaders and supervisors, we are committed to:

- Achieving mission success by setting clear, achievable expectations for our teams and affording them the flexibility to adapt to changing guidance, priorities, and circumstances
- Holding ourselves accountable for our team's performance and conduct, while allowing them to make mistakes and learn
- Communicating authentically with our teams, listening, and acting on their recommendations and concerns, and treating everyone with respect
- Mentoring and supporting the professional development of our team members
- Maintaining high team morale by supporting work-life balance
- Recognizing members of our teams who embody our culture of service

As individuals, we are each committed to:

- Sustaining high performance and conduct, maintaining a positive attitude, and holding ourselves accountable
- Communicating genuinely with our colleagues, even if the topic is difficult
- Collaborating regularly with our colleagues
- Listening to our colleagues with respect and empathy, seeking to understand
- Remaining flexible and adapting to an ever-changing environment
- Being trustworthy, always

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

DHRA has several strategic linkages that have a continuous focus on proactive prevention that relates to unlawful discrimination and providing a safe environment. These links are directed to improve and increase climate accountability with respect to preventing sexual harassment, discrimination as well as other inappropriate behavior. Strategic linkages related to proactive prevention are as follows:

“Develop, implement, and improve metrics and methods to baseline and evaluate programs, policies, and progress focused on improving and increasing command climate accountability with respect to ridding the ranks of corrosive behavior, including sexual harassment/assault, extremism, discrimination, domestic abuse, and substance abuse/misuse.” **[Defense Planning Guidance FY2023-2027]**

“Support funding to enhance oversight of violence prevention policy and a program of compliance and quality implementation.” **[Defense Planning Guidance FY2023-2027]**

“Resource and institutionalize diversity and inclusion professionals (civilian and military), and programs across the Department's total workforce to strengthen and promote resiliency, readiness, morale, and cohesiveness.” **[Defense Planning Guidance FY2023-2027]**

The OEEO initiated a series of training sessions to educate managers and employees on the reasonable accommodations, anti-harassment, and EEO process. Other trainings are conducted for employees and managers that include updates on the requirements outlined in Section 501 of the Rehabilitation Act, the requirements of the Personal Assistance Services and an overview of the RA program. Trainings are designed specific sessions for managers and supervisors to ensure they understood their roles and responsibilities.

**Essential Element E: Efficiency**

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

In FY 2024, DHRA processed 10 pre-complaints, compared to 12 in FY 2023, with 100% processed timely.

The DHRA investigated 100 percent of the formal complaints within the regulatory timeframe compared to previous years. The OEEO utilizes the DoD Secure Access File Exchange (SAFE) application which protects and quickly transmits complaint electronic files to complainants and investigators improving the timeliness of investigations.

On an annual basis, DHRA established an audit program with the purpose of eliminating and preventing harassment in the workplace at the earliest possible stage. The plan outlines the process to combat prohibited harassment and reach its objective of a proactive workplace.

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

The EEO complaint process is governed by the MD-110 which provides policies, procedures, and guidance for the processing of discrimination in accordance with 29 CFR 1614. DHRA EEO/EO, Anti-Harassment and Reasonable Accommodations policies are processed within the policies, procedures, and guidance of its Agency Operations Instructions and with EEOC procedures, policies, and guidelines. To date, DHRA has been fully responsive and in legal compliance.

DHRA continues to update its Operating Instructions, which set forth policy and guidance for processing Civilian Equal Employment Opportunity and Military Equal Opportunity programs. Significant changes in the update include Anti-harassment reporting requirements; updates to reasonable accommodation procedures, and new regulated requirement to provide personal assistance services for qualified persons with disabilities.

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## EXECUTIVE SUMMARY: WORKFORCE ANALYSES

## Workforce Analyses

The following summary is based on data from the National Finance Center. In FY 2024, the DHRA civilian workforce was comprised of 1201 permanent employees plus 48 temporary employees for a total of 1249. While the DHRA's employees total 1249, barrier analysis activities focused on the civilian employees in the permanent workforce. Temporary employees are typically hired for short-term intervals (depending on time of year/season and funding) and may have predetermined separation dates which affect their status and composition in a considerable manner from year to year.

The DHRA uses the federal benchmark, the National Civilian Labor Force (NCLF), to analyze its permanent civilian workforce. Below, 9 of the 16 NCLF groups are highlighted. Participation rates of these 8 groups will be further examined in FY 2025.

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

In distribution by race, ethnicity, and sex categories, DHRA was below the NCLF:

1. Persons with Disabilities (PWD) participated at 16.65% exceeding EEOC goal for PWD at 12% and Persons with Targeted Disabilities (PVT) participated at 2.66% exceeding EEOC expected rate of 2%.
  2. DHRA continues to be unique in that its overall gender rate for females is 652 (52.32 percent) higher in comparison to the 597 (47.68 percent). This is a trend that has continued since FY 2020.
  3. Hispanic or Latino males participated at 4.08% (51) compared with the 6.20% NCLF. In FY 2023, the participation rate for Hispanic/Latino males was 3.83% (48). This group increased by 3 employees in FY 2024.
  4. Hispanic or Latino females participated at 5.04% (63) compared to 4.50% NCLF. In FY 2023, the participation rate for Hispanic/Latino females was 4.55% (57). This group increased by 6 employees in FY 2024.
  5. White males participated at 31.22% (390) compared to 39.00% NCLF. In FY 2023, the participation rate for White males was 31.55% (395). This group decreased by 5 employees in FY 2024.
  6. White females participated at 27.94% (349) compared to 33.70% NCLF. In FY 2023, the participation rate for White females was 28.35% (355). This group decreased by 6 employees.
  7. American Indian or Alaska Native males participated at .40% (5) compared to .30% NCLF. In FY 2023, the participation rate was .32% (4). This group increased by 1 employee.
  8. American Indian or Alaska Native females participated at .56% (7) compared to .30% NCLF. In FY 2023, the participation rate was .48% (6). This group increased by 1 employee.
  9. DHRA exceeded the NCLF in the following race, ethnicity, and sex categories: Black or African American males participated by 7.37 percent (9) compared to the 4.80 percent NCLF; Black or African American females participated at 13.05 percent (163) compared to 5.70 percent NCLF; Asian males participated at 3.76 percent (47) compared to 1.90 percent NCLF; Asian females participated at 4.72 percent (59) compared to 1.70 percent NCLF; Two or more races males .80 percent (10) compared to .80% NCLF; and two or more races female .72 percent (8) compared to .80% NCLF.
- The FY 2024, the DHRA Self-Assessment revealed five (5) deficiencies. Four (4) of the five (5) deficiencies surrounded collection of workforce data, i.e., complaints tracking workforce demographics data, internal/external applicant flow data, training data, exit interview data, and grievance data. The fifth deficiency concerned the Alternate Dispute Resolution requirement for managers and supervisors to participate in the ADR process, i.e., **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)]. These deficiencies in the Self-Assessments are (1) **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 comment section; (2) **C.4.d.** Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment survey, and grievance data), upon request? [see MD-715, II(C)]; (3) **J.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 1614.601(a)]; and (4) **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)]. The Director, DHRA authorized and directed resources and manpower be used to research a DHRA tracking system that meets the requirements established by EEOC mandates.

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**EXECUTIVE SUMMARY: ACCOMPLISHMENTS**

Four of DHRA deficiencies revealed in Part G Self-Assessment related to data collection. DHRA has developed an initiative that focuses on understanding the current state of HR functions, processes, and technology. It is foundational to establishing a future state where HR services are optimized. Phase 2: Gather HR data and best practices from DAFA's that are similar to DHRA. Phase 3: Based on the data collected in Phase 1 and Phase 2, provide recommendations to the Board and reasonable courses of action.

DHRA also has a deficiency regarding Alternative Dispute Resolution. DHRA established Culture and Talent Management (CTM) Directorate to review content for supervisor/managerial training to include conflict resolution section in partnership with DHRA Ombudsman.

DHRA and DCMA has completed/finalized a joint effort to establish a DHRA EEO Tracking System to track EEO complaints.

The DHRA OEEO and Comptroller's Office have established, and currently maintain, EEO and Reasonable Accommodation budget lines that are separate and apart from all other budgetary Agency requirements.



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**EXECUTIVE SUMMARY: PLANNED ACTIVITIES**

**Planned Activities**

In FY 2024, DHRA focused on the following initiatives in the following component:

Expand the Defense Equal Opportunity Management Institute (DEOMI) with the responsibility for developing learning strategies and teaching goals reflecting multicultural values and beliefs of the United States of America and the Department of Defense, instilling these principles within DoD, and leading the effort to ensure an inclusive force that respects and develops all members and thrives on their contributions.

Reform disability programs to meet or exceed Department-wide hiring goals, making DoD a model employer for IWTD. Under the guidance of the Defense 20 Task Force (D2T), expand the reach of the Workforce Recruitment Program across the Department of Defense to increase participation and continued growth in underserved communities of all individuals with disabilities.

Develop and operationalize a department wide EEO Functional Community MCO Implementation Strategy.

Expand partnership and relationships with schools, community-based organizations, small businesses, and professional associations to expand outreach to diverse communities.

The Director, DHRA, has and continues to direct resources and manpower to be used to research a DHRA tracking system that meets the mandated requirements (B.4.a.8., C.4.c., C.4.d., and E.4.a.4.) for data collection and compliant tracking systems relating to complaint tracking, workforce demographics, and applicant flow data.

**Conclusion**

The DHRA continues to strive towards achieving a Model EEO Program and is committed to focusing on initiatives that foster equity, diversity, and inclusion. The DHRA prioritizes a proactive approach to identifying and addressing workforce triggers, deficiencies, and barriers, largely through the Barrier Analysis Team (BAT). If deficiencies and/or barriers are identified, the DHRA will take immediate action to analyze and rectify them early to eliminate and/or mitigate the impact on recruitment, hiring, training, advancement, and retention, ensuring the DHRA remains an agency of choice for employees and applicants for employment.


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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

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.			
A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]		X		The EEO Policy was signed by the Agency Director on 03/06/2024 3/21/2024
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://dod365.sharepoint.mil.us/sites/OSDDHRA-HQ/EEO/SitePages/Home.aspx">https://dod365.sharepoint.mil.us/sites/OSDDHRA-HQ/EEO/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, Supervisors/Managers Training (every 3 years), EEO Updates, EEO Briefings, and Annual EEO training.
A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If “yes”, please provide how often.		X			New Employee Orientation, Supervisors/Managers Training (every 3 years), EEO Updates, EEO Briefings, and Annual EEO training.

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## Agency Self-Assessment Checklist



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, Supervisors/Managers Training (every 3 years), EEO Updates, EEO Briefings, and Annual EEO training.	
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			New Employee Orientation, Supervisors/Managers Training (every 3 years), EEO Updates, EEO Briefings, and Annual EEO training.	
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			New Employee Orientation, Supervisors/Managers Training (every 3 years), EEO Updates, EEO Briefings, and Annual EEO training.	
 <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>					
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 and all Special Emphasis Program Events.	
A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X				

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## Agency Self-Assessment Checklist



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

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A
 Measures	B.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		January 31, 2024
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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**For period covering October 1, 2023 to September 30, 2024**



**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			

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## Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	
 Measures	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.			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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## 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	
	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]			X	Field audits were not conducted due to continued resolution.
	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		DHRA currently does not have a tracking system that covers all the types of data required under B.4.a.7 [see MD-715, II(E)].
	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		Yes	No	N/A	
	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.6. The agency involves managers in the implementation of its EEO program.				



B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]	X			

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Agency Self-Assessment Checklist



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			On a quarterly basis.
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			On a quarterly basis.
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			

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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	
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. There is an established firewall between the EEO process and AH process. The EEO Director is not involved in the decision concerning AH harassment allegations. The processes are totally maintained separate from each other.
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			

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## Agency Self-Assessment Checklist

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 Accommodations Program Manager is a direct report to EEO Director. There is an established firewall between the EEO process and the RA process. The EEO Director is not involved in the decision concerning RA. The processes are totally maintained separate from each other.
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC’s regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]	X			
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://www.dhra.mil/eeo/">https://www.dhra.mil/eeo/</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		Yes	No	N/A	
	C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.				
	C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?	X			
	C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:				
	C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]	X			
	C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]	X			
	C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]	X			
	C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]	X			
	C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]	X			
	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]	X			
	C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]	X			
	C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]	X			
	C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]	X			
	C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]	X			No Supervisor or Manager has been found to have failed in their EEO responsibilities during FY24.
	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 during FY24.

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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	
	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		X		
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]		X		
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			

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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	
	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.
 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.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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## Agency Self-Assessment Checklist





## Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	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			
	<b>Compliance Indicator</b>	<b>Measure Has Been Met</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>Measures</b>	Yes	No	N/A	
	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)				
	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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## 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	
	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			
 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.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			Posted to DHRA's Affirmative Action Plan (AAP) on DHRA website after EEOC approval of AAP for compliance. <a href="https://www.dhra.mil/eeo/">https://www.dhra.mil/eeo/</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		30 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/ contract agreement.
	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		

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For period covering October 1, 2023 to September 30, 2024



## 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.	E.2. The agency has a neutral EEO process.	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			

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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	
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, 2023 to September 30, 2024**

**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>	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				



E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:

E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]		X		
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

DOD Defense Human Resources Activity

For period covering October 1, 2023 to September 30, 2024

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.		X			The number of individuals with targeted disabilities is on an increase: 17 in FY 2018, 20 in FY 2019, 26 in FY2020, 26 in FY 2021, 26 in FY 2022 but decreased to 22 in FY2023. However, in FY 2024 numbers increased to 34.
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			

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## 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
 Measures		Yes	No	
	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.			
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X		
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X		
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X		
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X		
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX) (H)]	X		
	<b>Compliance Indicator</b>	<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	
	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.			
	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		



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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	
	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, 2023 to September 30, 2024

## Plan to Attain Essential Elements

## PART H.1

Brief Description of Program Deficiency:	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.
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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.

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/24/2021	09/30/2026	09/30/2026		To establish and maintain an accurate data collection and tracking systems.

## Responsible Officials

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

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2023	The DHRA EEO Specialist, DHRA Personnel Specialist and a representative from DLA collaborated and formed a team to ensure accurate and continuous data collection. DHRA and DCMA have formed a partnership which allows DHRA use of ETK that also allows for accurate data collection and tracking data.	Yes	09/30/2026	

## Accomplishments

Fiscal Year	Accomplishment
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DOD Defense Human Resources Activity

For period covering October 1, 2023 to September 30, 2024

Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency: 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)]

Budget is maintained within overall Headquarters' funding.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/29/2023	09/30/2023	09/30/2025	09/27/2024	Establish a budget designated to Office of Equal Employment Opportunity.

Responsible Officials

Title	Name	Standards Address the Plan?
Director, Office Equal Employment Oppoeutuity	Dr. Faynetta O. Jennings	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2025	Establish a separate EEO budget.	Yes	09/30/2025	09/27/2024

Accomplishments

Fiscal Year	Accomplishment
2024	The DHRA OEEO and Comptroller's Office have established, and currently maintain, EEO and Reasonable Accommodation budget lines that are separate and apart from all other budgetary Agency requirements.

DOD Defense Human Resources Activity

For period covering October 1, 2023 to September 30, 2024

## Plan to Attain Essential Elements

## PART H.3

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)]

## Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
03/30/2020	12/31/2021	12/31/2025		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	Francois Ratinaud	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	EEO and MM will meet quarterly to establish data needed to complete MD-715. The DHRA EEO Specialist, DHRA Personnel Specialist and a representative from DLA collaborated and formed a team to ensure accurate and continuous data collection. DHRA and DCMA have formed a partnership which allows DHRA use of ETK that should resolve relevant issues and allow for accurate data collection and tracking data.	Yes	12/31/2026	

## Accomplishments

Fiscal Year	Accomplishment
2022	EEO and MM will meet quarterly to establish data needed to complete MD-715.

DOD Defense Human Resources Activity

For period covering October 1, 2023 to September 30, 2024

## Plan to Attain Essential Elements

## PART H.4

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	12/31/2026		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	Francois Ratinaud	Yes

## Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
12/31/2021	Currently, meeting with Manpower Management to identify data needed to complete the MD-715 Report. The DHRA EEO Specialist, DHRA Personnel Specialist and a representative from DLA collaborated and formed a team to ensure accurate and continuous data collection. DHRA and DCMA have formed a partnership which allows DHRA use of ETK that should resolve relevant issues and allow for accurate data collection and tracking data.	Yes	12/31/2026	

## Accomplishments

Fiscal Year	Accomplishment
2024	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, 2023 to September 30, 2024

## 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	06/30/2026			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	Francois Ratinaud	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	09/30/2025	

## Accomplishments

Fiscal Year	Accomplishment
2024	The DHRA EEO Specialist, DHRA Personnel Specialist and a representative from DLA collaborated and formed a team to ensure accurate and continuous data collection. DHRA and DCMA have formed a partnership which allows DHRA use of ETK that should resolve relevant issues and allow for accurate data collection and tracking data.

**DOD Defense Human Resources Activity**

**For period covering October 1, 2023 to September 30, 2024**

**Plan to Attain Essential Elements**

**PART H.6**

Brief Description of Program Deficiency:	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)]
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Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]

**Objectives for EEO Plan**

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
05/19/2023	09/30/2025	09/30/2026		ADR is offered but managers and supervisors are not required to participate.

**Responsible Officials**

Title	Name	Standards Address the Plan?
Director, Office of Equal Employment Opportunity	Dr. Faynetta O. Jennings	Yes

**Planned Activities**

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2024	Develop an ADR process that requires managers and supervisors to participate in the process. DHRA continues to offer ADR (100 percent) to all complainants at all stages of the EEO process. All managers and supervisors are requested to participate. Due to the EEOC's clause that parties must knowingly and voluntarily enter an EEO ADR Proceeding. Both parties are given the voluntary clause to ensure, and depending on the circumstances, ADR may or may not occur.	Yes	09/30/2026	

**Accomplishments**

Fiscal Year	Accomplishment
2023	Develop an ADR process that requires managers and supervisors to participate in the process.

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## Plan to Eliminate Identified Barriers

## PART I.1

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A7				
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?	External and internal applicant flow data concerning the applicants' race, national origin, sex and disability status and Part G - EEO Program Status Report., B.4.a.7, C.4.c, C.4.d, and E.4.a.4.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> All Men All Women				
Barrier Analysis Process Completed?:	Y				
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>External and internal applicant flow data</td><td>DHRA policy, procedures and practices are controlled and handled by another Agency (DLA) which requires coordination to ensure appropriate data collection is conducted, collected and provided as required.</td></tr></table>	Barrier Name	Description of Policy, Procedure, or Practice	External and internal applicant flow data	DHRA policy, procedures and practices are controlled and handled by another Agency (DLA) which requires coordination to ensure appropriate data collection is conducted, collected and provided as required.
Barrier Name	Description of Policy, Procedure, or Practice				
External and internal applicant flow data	DHRA policy, procedures and practices are controlled and handled by another Agency (DLA) which requires coordination to ensure appropriate data collection is conducted, collected and provided as required.				

## 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	09/30/2025		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	Francois Ratinaud	Yes



DOD Defense Human Resources Activity

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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	09/30/2025	

Report of Accomplishments

Fiscal Year	Accomplishments
2022	The 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. Through, there is still coordination, the data collection has improved significantly.

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

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

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

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

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

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

In FY 2024, 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	No

In FY 2024 PWTD clusters GS-1 to GS-10 did not meet the established benchmark. However, PWTD cluster GS-11 to SES did meet established benchmark.

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

During Supervisory Trainings and Strategic Recruitment Discussions, managers and supervisors receive updates on the agency's dedication to fulfilling the numerical hiring objectives for PWD and PWTD as outlined in Section 501 of the Rehabilitation Act. They are briefed on various hiring authorities available to enhance the engagement of PWD and PWTD within the agency, empowering them with knowledge to effectively drive inclusivity in our workforce.

**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 qualified personnel to implement its disability program.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Section 508 Compliance	1	0	0	Michelle Kilic 508 Information Specialist michelle.i.kilic.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	Brittany Mason Reasonable Accommodation Program/ brittany.j.mason2.civ@mail.mil
Processing applications from PWD and PWTD	1	0	0	Brittany Mason Reasonable Accommodation Program/ brittany.j.mason2.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
Architectural Barriers Act Compliance	1	0	1	Mr. James Harris Telecommunications/DAR james.e.harris16.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 Disability Program Manager is committed to receiving training that would better the Disability Program. Even taking the opportunity receive additional training beyond the EEOC mandated requirements.

## 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 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 2024, the agency continued to implement a range of strategic recruitment initiatives to expand the pipeline of qualified candidates with disabilities, including those with targeted disabilities. These efforts included the effective use of multiple hiring authorities and programs, such as Veterans’ Preference, the Pathways Internship and Recent Graduates Programs, Schedule A Hiring Authority for Persons with Disabilities, the Workforce Recruitment Program (WRP), the 30% or More Disabled Veterans Hiring Authority, the Veterans Recruitment Appointment (VRA), and the Veterans Employment Opportunity Act of 1998 (VEOA). Additionally, mentorship and training initiatives were utilized to further support the successful recruitment and integration of individuals with disabilities into the federal workforce.

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

The agency remains dedicated to utilizing all appropriate hiring authorities to attract and onboard individuals with disabilities (PWD) and individuals with targeted disabilities (PWTD). Our recruitment efforts include the use of Special Hiring Authorities and targeted job placement initiatives designed to support veterans, including those with a disability rating of 30% or higher, as well as participants in the Wounded Warriors Program. Furthermore, the agency continues to provide training for hiring managers to enhance their understanding and effective application of the special appointing authority for veterans with disabilities rated at 30% or more.

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 receive regular briefings on the full range of hiring authorities available to support the employment of individuals with disabilities (PWD) and individuals with targeted disabilities (PWTD). This information is consistently integrated into supervisory training programs, leadership meetings, and Equal Employment Opportunity (EEO) training sessions. Additionally, the Director's annual policy statement reinforces the agency's continued commitment to advancing employment opportunities for PWD and PWTD, promoting alignment and accountability at all levels of the organization

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

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

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
- b. Promotions for MCO (PWTD) 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.

### 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. Additionally, in support of its culture of service, the Agency offers a variety of professional development opportunities across the workforce; Employees from GS-7-GS-15 graduated from programs in FY24.

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

The PWD fell below it the 12% benchmark in 41- more time off award (0.0%), \$501-\$999 cash award (0.00%), \$1000-\$1999 cash award (0.00%) \$2000-\$2999 cash award (0.00%), \$3000-\$3999 cash award (0.00%), and \$5000 and more (0.00%) categories. The PWTd fell below the 2% benchmark in 1-10 time-off award (0.0%), 31-40 time-off award (0.00%), 41 or more time-off award(0.00%), \$501-\$999 (0.00%), \$1000-\$1999 cash award (0.00%) \$2000-\$2999 cash award (0.00%), \$3000-\$3999 cash award (0.00%), and \$5000 and more (0.00%) cash award categories.

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

Data not available.

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 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 (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	N/A
ii. Internal Selections (PWTD)	Answer	N/A
d. Grade GS-13		
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.

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
b. New Hires to GS-15 (PWD)	Answer	N/A
c. New Hires to GS-14 (PWD)	Answer	N/A
d. New Hires to GS-13 (PWD)	Answer	N/A

Data 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, 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
b. New Hires to GS-15 (PWTD)	Answer	N/A
c. New Hires to GS-14 (PWTD)	Answer	N/A
d. New Hires to GS-13 (PWTD)	Answer	N/A

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

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
ii. Internal Selections (PWD)	Answer	N/A

b. Managers

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

ii. Internal Selections (PWD) Answer N/A

c. Supervisors

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.

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

a. Executives

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

ii. Internal Selections (PWTB) Answer N/A

b. Managers

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

ii. Internal Selections (PWTB) Answer N/A

c. Supervisors

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

ii. Internal Selections (PWTB) 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 PWTB 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 (PWTB) Answer N/A

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

c. New Hires for Supervisors (PWTB) 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 2024, 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 PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD)

Answer No

b. Involuntary Separations (PWTD)

Answer No

In FY 2024, PWTD 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 PWTD, please explain why they left the agency using exit interview results and other data sources.

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

www.dhra.mil

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.

www.dhra.mil

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.

As of 2024, the agency operates from a modern, commercially leased facility that complies with all applicable safety and accessibility standards. The building is equipped with advanced infrastructure and state-of-the-art technology designed to support full accessibility for individuals with disabilities (PWD), including those with temporary disabilities (PWTD). The agency also plays an active role in the Washington Headquarters Facility and Accessibility Task Force, which is committed to advancing accessibility, enhancing facility design, and integrating inclusive technology solutions to promote a more inclusive and effective work environment.

## 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 35-60 days in FY 2024.

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

The agency has begun 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.

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

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

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

The agency submitted its PAS procedures, which was incorporated in the agency's Reasonable Accommodation OI.

## **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 No

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 No

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

Answer 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 2024.

## **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

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 Program have been developed. The Agency has formed partnerships with other Services to coordinate efforts to improve this program by establishing goals, objectives, and initiatives.

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 the affirmative employment program within the agency.