

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

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

### Section I: Efforts to Reach Regulatory Goals

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

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

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

When examining their participation rate for the cluster of GS-1 through GS-10, PWDs made up 24.14% of that workforce. This is a slight decline from their 25% of FY17. PWDs made up 10.49% of the GS-11 to SES cluster. This is an increase from their 9.98% of FY17.

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

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

- |                                 |            |
|---------------------------------|------------|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer No  |
| b. Cluster GS-11 to SES (PWTD)  | Answer Yes |

PWTD represented 6.90% of the 3 GS-01 through GS-10 cluster. This is an increase from their 6.25% participation rate in that cluster. PWTD made up 1.52% of the GS-11 through SES cluster. This is an increase from their 0.79% participation rate for that cluster.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	29	7	24.14	2	6.90
Grades GS-11 to SES	791	83	10.49	12	1.52

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

DO-S communicated the hiring goals to the JS leadership during its briefing of the FY17 EEO Program Status Report.

### 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

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTB	1	0	0	JS, Office of Human Resources
Answering questions from the public about hiring authorities that take disability into account	2	0	0	JS, Office of Human Resources
Processing reasonable accommodation requests from applicants and employees	1	0	0	Monique Ray, DPC/RA Coordinator DLA HQ EEO Operations Division
Section 508 Compliance	1	0	0	JS, Director of Management
Architectural Barriers Act Compliance	0	0	0	JS, Director of Management
Special Emphasis Program for PWD and PWTB	1	0	0	Cynthia Sexton, EEO Specialist DLA HQ EEO Operations Division

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

DO-S has a DPC. This individual is primarily responsible for RA requests, and attended the SEP and Disability Program Management training, and training from the National Employment Law Institute.

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

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

Answer Yes

### Section III: Program Deficiencies In The Disability Program

<b>Brief Description of Program Deficiency</b>	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)]		
<b>Objective</b>	Creation and implementation of a comprehensive exit survey that allows analysis of why individuals leave the agency and ways improvements can be made for the recruitment, hiring, retention and advancement of employees.		
<b>Target Date</b>	Sep 30, 2020		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Oct 15, 2018		Obtain sample exit surveys from other Federal government agencies.
	Apr 30, 2019		Draft exit survey specific to JS and begin coordination process for initial review and comment.
	Sep 30, 2019		Finalize exit survey for final coordination through stakeholder offices before provided to Agency Head for review and approval.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

<b>Brief Description of Program Deficiency</b>	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.		
<b>Objective</b>	Post the agency's affirmative action plan/Part J of MD715 to its public website.		
<b>Target Date</b>	Dec 31, 2019		
<b>Completion Date</b>			
<b>Planned Activities</b>	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Dec 31, 2019		Upon completion, review, and approval of the FY10 MD715, the JCS EEO Director will work to have the affirmative action plan/Part J posted to the agency's public website.
<b>Accomplishments</b>	<u>Fiscal Year</u>	<u>Accomplishment</u>	

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

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

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

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

The Agency continued its use of Schedule A and Veterans appointing authorities to hire individuals with disabilities. In addition to the available mechanisms to hire, JS used the WRP for College Students with Disabilities to hire persons for 14 weeks of

experience with the agency. This program provides the opportunity for both students and JS to assess skills, capability, and desire to work for the Agency. DO-S does not administer WRP for JS. The WRP is managed out JS' servicing Human Resources Office.

- 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

JS continued its use of Schedule A (5 CFR 213.3102(u)) to hire persons with intellectual, severely physical, and psychiatric disabilities. Persons eligible for such appointment were to apply against specific job announcements and submit required documentation. Unsolicited resumes not for specific job opportunity announcements were not accepted. JS also utilized Veteran's Preference appointments to hire veterans with disabilities. JS vacancy announcements on USAJOBS are nearly always open to Veterans eligible for Veterans Recruitment Appointment (VRA), GS-11 and below), 30% Disabled Veteran (no grade limitation); and Veterans Employment Opportunity Act (VEOA), competitive with no grade limitation.

- 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.

Individuals eligible for Schedule A appointment must apply for specific vacancies. They are encouraged to apply via USAJOBS. Candidates must submit the proper documents to substantiate their Schedule A appointment eligibility; documentation is reviewed by JS' servicing HR office. Hiring managers may coordinate with their HR servicing team when desiring to utilize Schedule A appointing authorities to hire IWDs. They are to provide their respective HR servicing team with the candidate's resume, Schedule A letter and veterans documentation if applicable.

- 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

JS provides this information to hiring managers as vacancies arise. Systemic, formal training has not been provided to JS. It will be up to the future servicing EEO Office of JS to work with JS HR or other designated office to determine implementation of this training.

**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.

DO-S has not accomplished this for JS. July 2018, DO-S provided JS with a list of potential outreach and recruitment sources, to include those focused on persons with disabilities, that my enhance JS' efforts to hire PWDs and PWTDs.

**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

This information was not examined, as this was not a data table required for JS due to their workforce size. Examination of this will have to be assumed by the future servicing EEO office of JS. DO-S servicing of JS was to have terminated May 31, 2018, but saw multiple extensions, resulting in an unstable timetable for planning purposes.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	0				

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

Triggers and barriers have not yet been examined in this area. This will be assumed by the EEO Office servicing JS after conclusion of DO-S servicing. Termination of servicing of JS was to end several times during FY18, thus resulting in an unstable timetable for planning purposes.

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

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

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

Triggers and barriers have not yet been examined in this area. This will be assumed by the EEO Office servicing JS after conclusion of DO-S servicing. Termination of servicing of JS was to end several times during FY18, thus resulting in an unstable timetable for planning purposes.

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

Triggers and barriers have not yet been examined in this area. This will be assumed by the EEO Office servicing JS after conclusion of DO-S servicing. Termination of servicing of JS was to end several times during FY18, thus resulting in an unstable timetable for planning purposes.

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

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

### A. ADVANCEMENT PROGRAM PLAN

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

Development of this plan will occur under the auspices of the new servicing EEO Office, as DO-S servicing of JS was to end several times during FY18, resulting in serving extensions into FY19.

### B. CAREER DEVELOPMENT OPPORTUNITES

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

Examination of this data will be assumed by the EEO Office servicing JS after conclusion of DO-S servicing. Termination of servicing of JS was to end several times during FY18, thus resulting in an unstable timetable for planning purposes.

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 (%)
Internship Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	0	0	0	0	0	0

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 No

b. Selections (PWD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end

several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

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 No
- b. Selections (PWTD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

**C. AWARDS**

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

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in serving extensions into FY19 and unstable timetable for planning purposes.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards: 1-9 hours : Total Time-Off Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards: 9+ hours : Total Time-Off Awards Given	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$100 - \$500: Total Cash Awards Given	0	0.00	0.00	0.00	0.00
Cash Awards: \$501+: Total Cash Awards Given	0	0.00	0.00	0.00	0.00

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

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Quality Step Increases (QSI): Total QSIs Awarded	0	0.00	0.00	0.00	0.00
Performance Based Pay Increase	0	0.00	0.00	0.00	0.00

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

- a. Other Types of Recognition (PWD) Answer No
- b. Other Types of Recognition (PWTD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

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

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

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

- a. SES
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No
- b. Grade GS-15

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No
- c. Grade GS-14
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No
- d. Grade GS-13
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWD) Answer No
  - b. New Hires to GS-15 (PWD) Answer No
  - c. New Hires to GS-14 (PWD) Answer No
  - d. New Hires to GS-13 (PWD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.
- a. New Hires to SES (PWTD) Answer No
  - b. New Hires to GS-15 (PWTD) Answer No
  - c. New Hires to GS-14 (PWTD) Answer No
  - d. New Hires to GS-13 (PWTD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

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

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in serving extensions into FY19 and unstable timetable for planning purposes.

6. Does your agency have a trigger involving PWTDD 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 (PWTDD) Answer No
  - ii. Internal Selections (PWTDD) Answer No
- b. Managers
  - i. Qualified Internal Applicants (PWTDD) Answer No
  - ii. Internal Selections (PWTDD) Answer No
- c. Supervisors
  - i. Qualified Internal Applicants (PWTDD) Answer No
  - ii. Internal Selections (PWTDD) Answer No

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

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

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

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end

several times during FY18, resulting in serving extensions into FY19 and unstable timetable for planning purposes.

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

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

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in serving extensions into FY19 and unstable timetable for planning purposes.

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

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

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer N/A

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

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

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permenant Workforce	0	0.00	0.00
Total Separations	0	0.00	0.00
Voluntary Separations	0	0.00	0.00
Involuntary Separations	0	0.00	0.00

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

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permenant Workforce	0	0.00	0.00
Total Separations	0	0.00	0.00
Voluntary Separations	0	0.00	0.00
Involuntary Separations	0	0.00	0.00

- 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.

A response of `no` is provided because this information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in several extensions into FY19 and unstable timetable for planning purposes.

## 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.

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

The JS official website is <http://www.JS.mil/>. Information pertaining to website accessibility can be found at the hyperlink of [http://dodcio.defense.gov/DoDSection508/Std\\_Stmt.aspx](http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx). This site is where persons go to report accessibility issues related to any DoD website. Instructions of how to file are provided. The other option for persons experiencing accessibility issues on the website is to contact the webmaster or file an EEO complaint with their local servicing EEO Office. Neither option is reflected on the above referenced website.

- 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.

N/A

- 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.

This information was not examined for JS during FY18. DO-S servicing of JS was to end several times during FY18, resulting in serving extensions into FY19 and unstable timetable for planning purposes.

## 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.

- 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.)

JS had one (1) RA request during FY18. The request was completed within the FY18, and due to frequent dialogue between stakeholders regarding the accommodation, took 65 days to complete.

- 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.

DLA RA SOPs is what is used to process JS RA requests. The DPC provides individual guidance to the employee and management in order for the Agency to provide an effective means of accommodation agreed upon by all. The DPC maintains contact with all involved parties of an RA request until all possible options are exhausted.

**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 PAS procedure was added to the DLA RA Instruction, which is applicable to JS. JS employees are aware of the PAS procedure. No requests for PAS were received during the reporting period. However, employees can access the PAS through the RA procedures hyperlink at <https://www.dla.mil/EEO/Business/Policies/>.

**Section VII: EEO Complaint and Findings Data**

**A. EEO COMPLAINT DATA INVOLVING HARASSMENT**

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

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 Yes

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

There were no such findings of discrimination. There was one (1) complaint that resulted in a settlement agreement. Resolution was a cash payout.

**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.

N/A

### Section VIII: Identification and Removal of Barriers

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

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

Answer No

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

Answer No

- 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.

Trigger and barrier analysis was not completed during FY18. DO-S servicing of JS was initially to terminate November 2017. However, numerous extensions were granted throughout FY18, thus making it challenging to schedule workforce analysis and other trigger and barrier identification timetables.

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

N/A

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

N/A