

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 |

Based on the utilization analysis of the JS workforce by grade clusters, the JS had a trigger in FY19 in the GS-11 to SES cluster. The PWD participation rate in this cluster was 10.94%, which is below the 12 percent regulatory onboard goal.

*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 8% between GS-01 through GS-10 cluster. This is an increase from their 6.90% participation rate in that cluster. PWTD made up 1% of the GS-11 through SES cluster. This is a decrease from the 1.52% participation rate for that cluster.

| Grade Level Cluster(GS or Alternate Pay Planb) | Total | Reportable Disability | | Targeted Disability | |
|------------------------------------------------|-------|-----------------------|---|---------------------|---|
| | # | # | % | # | % |
| Numarical Goal | -- | 12% | | 2% | |
| Grades GS-1 to GS-10 | | | | | |
| Grades GS-11 to SES | | | | | |

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

The Joint Staff is committed to the hiring goal of 2% for PWTD. The Chairman's EEO philosophy is communicated widely throughout JS to all employees and managers. JS utilized a variety of methods to include Training (HR & Leadership for New Supervisors; annual EEO and Diversity Training); quarterly newsletter, quarterly Leadership meetings, and the annual policy. When the agency issues its 2019 policy, it will describe the agency's commitment to meeting all the numerical goals set forth under Section 501.

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 | |
| Special Emphasis Program for PWD and PWTD | 0 | 0 | 1 | Colonel Lenora German Deputy Director Directorate of Management |
| Section 508 Compliance | 1 | 0 | 0 | JS, Director of Management |
| Processing applications from PWD and PWTD | 2 | 0 | 0 | Carleen A. Arinello and Traci M. Engel Human Resources Specialist traci.m.engel.civ@mail.mil |
| Answering questions from the public about hiring authorities that take disability into account | 5 | 0 | 0 | Bonnie L. Graham Supervisory Human Resources Specialist |
| Processing reasonable accommodation requests from applicants and employees | 0 | 0 | 1 | Colonel Lenora German Deputy Director Directorate of Management |
| Architectural Barriers Act Compliance | 2 | 0 | 0 | dean.a.redden.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

JS has a DPM. This individual is primarily responsible for RA requests and attended the SEP and Disability Program Management training. Due to budget constraints, every opportunity for free training will be explored to keep current with activities and new developments in the disability employment arena. Joint Staff participates in the Federal Exchange on Employment and Disability

(FEED) meetings where participants learn about policies/guidelines, standard operating procedures, tools, and partnerships. Some of the activities included with the FEED meetings can suffice as in-service training for practitioners.

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

There is currently no funding dedicated to the disability program. The costs for reasonable accommodations are covered by the JS to which the requesting employee is assigned. The JS RA policy is being rewritten and we continue to require that all JS Directorates ensure they have a budget line item for funding RA requests.

Section III: Program Deficiencies In The Disability Program

| | | | |
|------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Brief Description of Program Deficiency | A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)] | | |
| Objective | To sign, publish, and disseminate agency Reasonable Accommodation Policy and Procedures. | | |
| Target Date | Apr 30, 2020 | | |
| Completion Date | | | |
| Planned Activities | <u>Target Date</u> | <u>Completion Date</u> | <u>Planned Activity</u> |
| | Sep 4, 2019 | | Draft RA Policy and Procedures. |
| | Dec 5, 2019 | | Submitted RA Policy and Procedures for leadership review. |
| | Apr 30, 2020 | | Submitted RA Policy and Procedures for the Vice Director Joint Staff signature. |
| | Jul 30, 2020 | | Disseminate RA Policy and Procedures to employees, post on internal and public websites. |
| Accomplishments | <u>Fiscal Year</u> | <u>Accomplishment</u> | |
| | 2019 | Submitted RA Policy and Procedures for EEOC review and approval. EEOC approved RA Policy and Procedures. New leadership in key agency positions engaged in collaboration with the JS EEOD office to rework the EEO program and policies throughout the agency. | |

| | | | |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Brief Description of Program Deficiency | 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)] | | |
| Objective | 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. | | |
| Target Date | Dec 20, 2020 | | |
| Completion Date | | | |
| Planned Activities | <u>Target Date</u> | <u>Completion Date</u> | <u>Planned Activity</u> |
| | Jul 1, 2020 | | In collaboration with J1, draft exit surveys specific to JS and interview questions related to PWD and PWTD to be implemented across JS |
| | Sep 15, 2020 | | EEOD and Manpower and Personnel Directorate collaborate on identifying an existing process or mechanism or developing one to access/gather data. |
| | Oct 1, 2020 | | Release exit survey questions. |
| | Jan 5, 2021 | | EEOD in collaboration with Manpower and Personnel Directorate, will analyze recruitment efforts to identify potential barriers |
| Accomplishments | <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.

Since JS continually works with Veterans (including disabled Veterans), this population serves as a regular resource for talent acquisition. These Veterans are often hired using a 30% Service-Connected disability under Veteran’s hiring authority rather than Schedule A due to the two-year probationary period for Schedule A. JS is also a huge proponent of the WRP for students and recent graduates with disabilities. The agency continues to use Schedule A and Veterans appointing authorities to hire individuals with disabilities. In addition to the available mechanisms to hire, JS has used the WRP for College Students with Disabilities to hire persons for 14 weeks to gain 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. The WRP is managed out of 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, severe physical, and psychiatric disabilities. Persons eligible for such appointments are eligible to apply against specific job announcements and submit required documentation. Unsolicited resumes not for specific job opportunity announcements are now being accepted. JS also utilizes 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. EEOD and HR are in the beginning stages of developing a course that will focus on Schedule A for People with Disabilities and other flexible hiring authorities.

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 Strategies: Increase the coordination between the Recruiters, Human Resources Specialists, and Hiring Officials to:

- Develop recruitment strategies and sources to reach more applicants with targeted disabilities.
- Develop and execute strategies to reach individuals with targeted disabilities who have positive education requirements for JS positions.
- Maximize recruiting from all sources when filling positions, including managerial and supervisory positions at grades GS-13 to GS-15, to attract a broader pool of candidates with targeted disabilities.
- Develop collaborative recruiting partnerships with community, academic, and state and local government groups that can reach individuals with targeted disabilities to locate and market potential applicants to selecting officials.
- Cultivate contacts at the Disability Resources Offices of colleges and universities and other placement offices to increase the awareness of the JS's interests to identify applicants/candidates with targeted disabilities for positions.
- Contact students with targeted disabilities listed in the Workforce Recruitment Program (WRP) annual on-line recruitment list and provide managers resumes for job vacancies. Through the establishment of the FY19 JS EEOD office, plans are being developed to create a SEP Committee and change the dialogue regarding the benefits of employing and promoting PWD and PWTD.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

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

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

During FY 2019, JS nearly reached the 12 % hiring goal for PWD with 109 new hires, representing 10.09%, a slight decrease from 11.06 % of all new hires reported in FY 2018. JS did not reach the 2 % hiring goal for PWTD. PWTD represented 0.92 % of all new hires. Disability workforce data includes employees who self-identify as having a disability and employees appointed under Schedule A and 30 % or more Disabled Veterans who do not otherwise identify as having a disability.

| 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

JS has determined series 0301, 0343, 2210, 1151 as mission-critical occupations at this time.

| 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.

Through the establishment of the JS EEOD office in FY19, plans are being developed to create a Disability Committee and change the dialogue regarding the benefits of employing and promoting PWD and PWTD and explore the feasibility of creating a mentoring program focused on individuals with disabilities. Additionally, plans to create an internal policy document to ensure managers and supervisors understand how they can better utilize available tools to encourage participation in opportunities for career development and promotion. Furthermore, the training department will be assisting the EEOD in identifying career development, training resources, and opportunities. In addition, the program announcements for advancement opportunities or development will contain language to include PWD and PWTD.

B. CAREER DEVELOPMENT OPPORTUNITES

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

The JS continues to offer various ways for employees to further their educational goals. 22 employees participated in various career development programs In FY 2019. JS also nominates employees to attend WH Executive Leaders Programs, Federal Executive Institute for a Democratic Society (FEI LDS), Harvard, DSLDP, Eisenhower School (ES), National War College (NWC), National Defense University (NDU), MIT, KELCP, and ELDP. JS promotes the use of 3 different colleges/universities where employees can take advantage of various educational and career development. JS employees have access to training/career development courses by a variety of means: • JS’s Senior Executive Service Candidate Development Program (SES CDP), advertised both internally and externally to JS; • JS, in partnership with SkillSoft, offers online learning resources which can be used as quick references, as practical job aids to gain in-depth knowledge, or to practice skills. These resources are aligned to support competencies. • The JS Leader Development Program, which establishes required and optional development activities throughout the year for new and seasoned leaders at all levels across JS. JS continues to use the Pathways Program; the Federal Government’s primary entrance point for students and recent graduates.

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 (%) |
| 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 | 35 | 22 | 0 | 0 | 0 | 0 |
| Internship Programs | 0 | 0 | 0 | 0 | 0 | 0 |
| Fellowship 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 N/A
- b. Selections (PWD) Answer N/A

OPM’s USA Staffing applicant flow data for the career development programs identified above are not currently available. JS EEOD will continue to coordinate efforts with J1 (CPB and Training) and WHS/DLA to acquire access to applicant flow data to identify triggers. JS will continue to include encouraging language in all career development programs to increase the participation

of PWDs.

4. Do triggers exist for PWTB 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 (PWTB) Answer N/A
- b. Selections (PWTB) Answer N/A

OPM’s USA Staffing applicant flow data for the career development programs identified above are not currently available. JS EEOD will continue to coordinate efforts with J1 (CPB and Training) and WHS/DLA to acquire access to applicant flow data to identify triggers. JS will continue to include encouraging language in all career development programs to increase the participation of PWTBs.

C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 (PWTB) Answer Yes

In FY19, an identified trigger involving the percentage of PWD and PWTB who received time off award and case award was noted. Time-Off Awards Total (#) Reportable Disability % Without Reportable Disability % Targeted Disability % Without Targeted Disability % Time-Off Awards: 1-9 hours: Total Time-Off 69 2.9% 1% 0.00% 1% Awards Given 608 8.2% 1.14% 1.64% 1.14% Cash Awards Total (#) Reportable Disability % Without Reportable Disability % Targeted Disability % Without Targeted Disability % Cash Awards: \$100 - \$500: 51 9.8% 74.51% 3.92% 0.00% Total Cash Awards Given Cash Awards: \$501+: Total 675 11% 85% 1% 0.00% Cash Awards Given

| Time-Off Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|-----------------|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| Cash Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTB 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 Yes
- b. Pay Increases (PWTB) Answer Yes

In FY19, JS identified a trigger involving the percentage of PWTB who received a quality step increase and Performance-based Pay increase. Other Awards Total (#) Reportable Disability % Without Reportable Disability % Targeted Disability % Without Targeted Disability % Quality Step Increases (QSI): Total QSIs Awarded 97 8.25% 88.66% 0.00 0.00 Performance Based Pay 13 15.38% 84.62% 15.38% 0.00 Increase

| Other Awards | Total (#) | Reportable Disability % | Without Reportable Disability % | Targeted Disability % | Without Targeted Disability % |
|--------------------------------|-----------|-------------------------|---------------------------------|-----------------------|-------------------------------|
| 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 N/A
- b. Other Types of Recognition (PWTD) Answer N/A

JS has no employee recognition programs, that disproportionately recognize PWD and/or PWTD less than employees without disabilities.

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

No triggers identified involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels for JS during FY19. JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

No triggers identified involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels for JS during FY19. JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

a. Executives

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No

b. Managers

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No

c. Supervisors

- i. Qualified Internal Applicants (PWTD) Answer No
- ii. Internal Selections (PWTD) Answer No

JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

JS is unable to determine the percentage of qualified internal applicants by disability distribution, due to limited applicant flow data available. EEOD and J1 (HR) have entered into a collaborative agreement to gather and review data beginning in FY20.

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

JS did not hire anyone under the Schedule A program during FY19. During FY20, JS will continue to educate supervisors and monitor progress quarterly.

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

Using the inclusion rate, there are no triggers for voluntary or involuntary separations. Separations Total # Reportable Disabilities % Without Reportable Disabilities % Permanent Workforce 87 12.64% 87.36% Total Separations 95 12% 86% Voluntary Separations 94 11% 87% Involuntary Separations 1 100% 0.00%

| Separations | Total # | Reportable Disabilities % | Without Reportable 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

There were no PWTD separations during this reporting period.

| Separations | Total # | Targeted Disabilities % | Without Targeted Disabilities % |
|-------------|---------|-------------------------|---------------------------------|
|-------------|---------|-------------------------|---------------------------------|

- 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.

JS does not currently have an exit survey. Discrepancy noted in Part H for correction during FY 20.

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.

During FY 2019, JS updated both its web page for accessibility and internal page for consistency to include a description of rights and how to file a Section 508 complaint. The JS official website is <http://www.jcs.mil/>. Information about website accessibility can be found at the hyperlink of https://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx. This site is where persons go to report accessibility issues related to any DoD website. Instructions of the 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.

JS Accessibility Website address: www.jcs.mil During FY 2019, JS updated both its web page for accessibility and internal page for consistency to include a description of rights and how to file a complaint under the Architectural Barrier Act.

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

In FY 2019, the JS EEO office collaborated with Washington Headquarter Services (WHS) Facility Accessibility Task Force (FATF) to implement standardized language to meet the requirements for posting notices on the internal and external websites that define the rights of individuals with disabilities under Section 508 and the ABA.

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 seven (7) RA requests during FY19. The average processing time for accommodation requests in FY 2017 was 17 days for

FY19 requests. The process has been enhanced by regular training of employees and supervisors. Further, the DPM is fully available to advise managers before and during the RA process.

- 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.

Through the establishment of the JS EEOD office in FY19, new RA instructions, procedures, and practices have been implemented to the agency’s reason accommodation program. JS timely processes RA requests and timely approve accommodations. RA training for managers and supervisors is an integral part of the following training: HR and Leadership for New Employee, and EEO and Diversity for Supervisors. The EEOD Office regularly monitors accommodation requests and advises the leadership of any trends.

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

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

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

In FY 2019, the PAS procedure was added to the JS RA EEOC approved Instruction draft. The final is pending senior-level review and approval. JS anticipates issuing final procedures by the end of the third quarter of FY 2020. JS employees are aware of the PAS procedure. No requests for PAS were received during the reporting period. However, employees can access the PAS procedures at the JS internal portal and public webpage at www.jcs.mil.

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 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 such findings of discrimination.

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

- 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

- 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.

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

Answer Yes

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

Answer Yes

- 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

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p> | <p>The PWD participation rate in this cluster was 10.94%, which is below the 12 percent regulatory onboard goal. The low participation rate for individuals with a targeted disability has slightly decreased from 1.68% to 1.26%, the participation rate remains below the federal goal of 2%.</p> |
| <p>STATEMENT OF BARRIER GROUPS:</p> | <p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p> |

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

The low participation rate for individuals with targeted disability has slightly decreased from 1.68% to 1.26%, the participation rate remains below the federal goal of 2%.

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

N/A

- 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