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

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

Section I: Efforts to Reach Regulatory Goals

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

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

   a. Cluster GS-1 to GS-10 (PWD)   Answer: Yes

   b. Cluster GS-11 to SES (PWD)   Answer: No

1a. During the FY 2017 reporting period there were a total of 107 (4.36%) employees in the GS-01 through GS-10 (NK-2 and NK 3) grade level cluster.   Of the 107 employees in this grade level cluster 7 (6.54%) are reported People With Disabilities. The 6.54% is below the regulatory goal of 12.0% and thus the agency identifies a trigger for people with disabilities in this grade cluster.   Although a trigger is identified, it is well worth noting that 104 or 97.1% of the 107 employees are active MDA Career Development Program Interns who at the conclusion of their internship in 2 years will be converted to NH-2 (GS-11 equivalent) positions within the agency. The remaining 3 employees in this grade level cluster represent a mere 0.12% of the entire MDA civilian workforce and thus MDA will focus its energy and efforts toward addressing potential barriers to employment and advancement in other areas, if necessary.

1b. During the FY 2017 reporting period there were a total of 2,343 employees in the GS-11 through SES (NH-2 through SES) grade level cluster. Of the 2,343 employees in this grade level cluster 383 (16.34%) are reported People With Disabilities. The 16.34% exceeds the regulatory goal of 12% and thus MDA asserts that no trigger exist for this EEO group at the grade level cluster identified.

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* 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 <u>PWTD</u> by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

   a. Cluster GS-1 to GS-10 (PWTD)   Answer: Yes

   b. Cluster GS-11 to SES (PWTD)   Answer: Yes

2a. During the FY 2017 reporting period there was a total of 107 employee in the GS-01 through GS-10 (NK-2 and NK 3) grade level cluster.   Of the 107 employees in this grade level cluster 1 (0.9%) are reported People With Targeted Disabilities. The 0.9% is below the regulatory goal of 2.0% and thus the agency identifies a trigger for people with targeted disabilities in this grade cluster.   Although a trigger is identified, it is well worth noting that 104 or 97.1% of the 107 employees are active MDA Career Development Program Interns who at the conclusion of their internship in 2 years will be converted to NH-2 (GS-11 equivalent) positions within the agency. The remaining 3 employees in this grade level cluster represent a mere 0.12% of the entire MDA civilian workforce and thus MDA will focus its energy and efforts toward addressing potential barriers to employment and advancement in other areas, if necessary.

2b. During the FY 2017 reporting period there were a total of 2,343 employees in the GS-11 through SES (NH-2 through SES) grade level cluster. Of the 2,343 employees in this grade level cluster 35 (1.49%) are reported People With Targeted Disabilities. The 1.49% is below the regulatory goal of 2.0% and thus the agency identified a trigger for People With Targeted Disabilities in this grade level cluster.

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

The Agency has communicated the numerical goals to the hiring officials through a variety of means which include discussions at Personnel Management Board meetings with senior level officials; supervisory EEO and Diversity training, briefings at the Diversity, Wellness, and Morale Council Quarterly meetings and one-on-one advisory sessions with hiring managers and officials.

Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR DISABILITY PROGRAM

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

Answer: No

The Office of Primary Responsibility for the MDA Disability Employment Program was changed from the MDA EO & Diversity Management Office to the MDA Human Resources Office effective February 4, 2018. The agency currently has one (1) full time equivalent asset dedicated to accomplish all the regulatory requirements set forth in 29 C.F.R. §1614.203(d)(1).   The Agency shall determine the need for a manpower study of the Disability Employment Program to access the need for additional staffing.

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	0	1	0	Elizabeth D. Bavis Supervisory HR Specialist MDA/HR Elizabeth.bavis@mda.mil
Answering questions from the public about hiring authorities that take disability into account	0	2	0	Monique Mixon, Disability Program Manager, MDA/HR, Monique.mixon@mda.mil Enicia Miller Human Resources Specialist MDA/HR Enecia.miller@mda.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	Monique Mixon Disability Program Manager MDA/HR Monique.mixon@mda.mil
Section 508 Compliance	1	1	0	Monique Mixon Disability Program Manager MDA/HR Monique.mixon@mda.mil Pamela Whitehead IT Specialist MDA/ICTM pamela.whitehead@mda.mil
Architectural Barriers Act Compliance	1	0	0	Monique Mixon Disability Program Manager MDA/HR Monique.mixon@mda.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Monique Mixon Disability Program Manager MDA/HR Monique.mixon@mda.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(s) that disability program staff have received. If "no", describe the training(s) planned for the upcoming year.

Answer: Yes

Hands on training with the EEO Director who served in large DoD Organization as the Disability Program Manager. b. Approval to attend annual EEOC Excel and Federal Disputes Resolution Conference training. c. Disability Program Manager Course at DoD DEOMI. d. Attendance at Webinars, e. OSD monthly Disability Program Manager meetings, and f. purchase of educational/ resource material from government and private vendors.

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

Other resource response is provided above. Sufficient funding is provided for the program at its current operational level. MDA secured a contract with the Federal Occupational Health (FOH) Agency to provide medical review/assessment services associated with requests for reasonable accommodations. Funding for training and other requirements needed to carry out the mission are also provided when requested. Sufficient funding is provided to cover the costs of electronic (software and hardware) and furniture for approved reasonable accommodations requests.

Section III: Program Deficiencies in the Disability Program

The agency has not reported any program deficiencies involving the disability program.

Section IV: Plan to Recruit and Hire Individuals with Disabilities

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

A. PLAN TO IDENTIFY JOB APPLICANTS WITH DISABILITIES

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

The Missile Defense Agency (MDA) fills vacant positions with applicants from outside the agency in two ways, competitively and non-competitively. Competitive positions are advertised through USAJOBS and each job announcement contains instruction on how to apply. The job announcements usually include "All U.S. Citizens" and Schedule A Authority as part of the area of consideration. For non-competitive positions involving Schedule A appointment, applicants may apply directly to the MDA Human Resources Directorate, Special Placement Program Coordinator to be considered for jobs. The Federal hiring process is setup to be fair and transparent. All job announcements contain the EEO Policy and Reasonable Accommodation Policy for those applicants who need assistance in completing their application. The Missile Defense Career Development Program conducted an on-site recruitment campaign of over 30 colleges and universities in the fall of 2017. One of the targeted colleges for Persons with Disabilities was the Rochester Institute of Technology for the Deaf.

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.

Jobs filled non-competitively do not require an announcement and applicants may apply directly to the MDA Human Resources Directorate, Special Placement Program Coordinator (SPPC) to be considered for jobs under the Schedule A authority. The MDA has a Disability point of contact on the Office of Personnel Management Disability Employment website for those persons outside the Agency who wish to apply or would like to have more information about the Agency's opportunities. The

MDA internal website also contains information regarding the MDA Special Placement Program Coordinator on the HR MDA Knowledge-On-line portal at the "My Disability" link.

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.

When a position becomes vacant the SPPC reviews all resumes and additional paperwork to ensure the applicant meets the eligibility for a Schedule A appointment and all basic qualification requirements for the position. The applicant must be able to perform the essential functions of the job. The SPPC sends the hiring official the resume with an explanation of the Schedule A appointing authority; and explains that they may hire without an announcement or a referral certificate, for possible placement; thus reducing the time it takes to fill a job.

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

The MDA internal website contains information regarding the MDA Special Placement Program Coordinator on the HR MDA Knowledge-On-line portal at the "My Disability" link. The Agency plans to offer Schedule A Hiring authority informational sessions to hiring officials through Brown Bags and to Supervisory Staff meetings.

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.

The MDA continues to maintain, cultivate, and strengthen relationships and partnerships with local and state vocational rehabilitation organizations and institutions that place an emphasis on preparing and retaining PWDs and PWTDs for employment in the federal workplace. The agency is actively involved with these organizations and solicit their services and training when required to assist PWDs and PWTDs to remain successful in the workplace. The agency seeks to enhance its outreach efforts with these organizations by participation and representation at career fairs and training events serving the interest of 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: Yes

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

During the FY 2017 reporting period there were a total of 234 new hires into the MDA permanent workforce.   Of the 234 new hires 0(0.0%) were PWTD. Twelve (12) of the 234 new hires were PWDs which makes up 5.1% of all new hires in the FY. The percentages for both the PWTD (0%) and the PWD (5.1%) both fall short of the regulatory goal of 12% and 2%, respectively and thus the agency identifies a trigger for both groups in new hires.   (Source: Data Table B8)

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

    a. New Hires for MCO (PWD)   Answer: Yes

    b. New Hires for MCO (PWTD)   Answer: Yes

• An analysis of data table B7 reveals that no trigger exist for PWD among new hires in mission critical occupation series 0080 (Security Administration). 55 applicants were deemed qualified for the series 0080 vacancy advertised in FY 2017. Of that number, only 3.64% (2) identified having a disability (Code 06-98). 1 (1.82%) identified having a targeted disability (Vision Code 23/25 or 21). One (1) of the two (2) candidates identified as having a disability was selected for the one vacancy. Thus no trigger for this particular mission critical occupation.

• Regarding, the series 0130 (Foreign Affairs) vacancy/ies in FY 2017, a determination as to whether a trigger exist for new hires cannot be established. There were 290 applicants deemed to be qualified for the series 0130 vacancy/ies, however of that number zero (0) applicants were selected. A further investigation is required to determine why a selection(s) was not made. One factor, may be the federal-wide hiring freeze that was imposed on the agency during the 2nd and 3rd quarters of FY 2017.

• There were no vacancies in the occupational series 0132 (Intelligence) during FY 2017

• There were 18 candidates deemed qualified for the series 0201 (Human Resources) vacancy/ies in FY 2017. Of that number, zero (0) applicants were selected. A further investigation is required to determine why a selection(s) was not made. One factor, may be the federal-wide hiring freeze that was imposed on the agency during the 2nd and 3rd quarters of FY 2017.

• Regarding, the series 0343 (Program Management) vacancy/ies in FY 2017, a determination as to whether a trigger exist for new hires cannot be established. There were 1418 applicants deemed to be qualified for the series 0343 vacancy/ies, however of that number, five (5) applicants were selected. Of that number, only 99.37% (1409) identified having a disability (Code 06-98). Eight (8) (.56%) not identified having a disability (Code 01). 30 individuals have a Targeted Disability, with none being selected of those identified. Four (4) of the (1409) (Code 06-98), were selected for four (4) of the five (5) available vacancies. One (1) of the eight (8) candidates identified as not disabled was selected for the one (1) of the five (5) vacancies.

> • Regarding, the series 0560 (Budget Analysis) vacancies in FY 2017, a determination as to whether a trigger exist for new hires cannot be established. There were 624 applicants deemed to be qualified for the series 0560 vacancy/ies, however of that number 34 identified having a disability (Code 06-98) and nine (9) (1.44%) were individuals with a Targeted Disabilities, Eight (8) total were selected for the available vacancies, however 0 were an individual with a disability and 0 were an individual with a targeted disability. See 3 below for remainder of MCO information.

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified *internal* applicants for any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

      a. Qualified Applicants for MCO (PWD)   Answer: No

      b. Qualified Applicants for MCO (PWTD)   Answer: Yes

> • 0801 (General Engineering) vacancies in FY 2017, a determination as to whether a trigger exist for new hires cannot be established. There were 1610 applicants deemed to be qualified for the series 0801 vacancies, however of that number, eight (8) applicants were selected. Of the total number, only 96.83% (1559) identified having a disability (Code 06-98), (11) (.68%) not identified having a disability (Code 01) and (26) (1.61%) were individuals have a Targeted Disabilities, with none being selected of those identified. Eight (8) out of the (617) (Code 06-98), were selected for the eight (8) available vacancies. Thus no trigger for this particular mission critical occupation.
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> • 1102 (Contract Specialist) vacancies in FY 2017, a determination as to whether a trigger exist for new hires cannot be established. There were 1056 applicants deemed to be qualified for the series 1102 vacancies, however of that number, (26) applicants were selected. Of the total number, only 99.81% (1054) identified having a disability (Code 06-98), (2) (.19%) not identified having a disability (Code 01) and (43) (4.07%) were individuals have a Targeted Disabilities, with no Targeted Disabled being selected of those identified. (26) out of the (1054) (Code 06-98), were selected for the (26) available vacancies. Thus no trigger for this particular mission critical occupation.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission-critical occupations (MCO)? If "yes", please describe the triggers below.

      a. Promotions for MCO (PWD)   Answer: No

      b. Promotions for MCO (PWTD)   Answer: No

> N/A

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.

Rotational and detail assignment programs are available in the Agency and within the Department of Defense as they become available. A structured mentoring program is offered with mentor/protégé training required for the program. Employees identify current and out years planning objectives and training through their Individualized Development Plan. The career development training plan is developed and discussed with their supervisor at the end of the appraisal rating period for the beginning of the new year.
The Missile Defense Career Development (MDCDP) is the Agency's entry level program to foster new talent from within and outside the Agency. This program offered developmental positions in the areas of Engineering, Finance, Contracting, Logistics, Information Technology, Acquisition, and Human Resources. In FY17, the program recruited approximately 45 positions.
The Agency is dedicated to fostering a culture of inclusion and engagement by developing strategies and programs that institutionalize a focus of valuing diversity in the workforce. The agency continues to engage in initiatives designed to ensure PWDs and PWTDs have sufficient advancement opportunities.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

To maintain a high performance level, MDA commits to several significant activities aimed at improving the qualifications and professionalism of the existing workforce and preparing the future workforce. Some specific examples of MDA's workforce improvement initiatives are the Key Leadership Development Program (KLDP) in partnership with the Defense Acquisition University (DAU); the Missile Defense Career Development Program (MDCDP), MDA's entry level workforce replenishment pipeline for all career fields including engineering, acquisition management, contracts, logistics, test and evaluation, cost estimating, business financial management, human resources, information technology, and cybersecurity; our participation in DoD's Science, Mathematics and Research for Transformation (SMART) Scholarship for Service Program; and our future workforce Science, Technology, Engineering and Math (STEM) Outreach activities. The KLDP was designed to address USD(AT&L) Frank Kendall's November 8, 2013 memorandum with the subject "Key Leadership Positions and Qualification Criteria." Under the direction of this memorandum, the program supports the development and sustainment of potential acquisition leaders (GS 13/14/15 equivalent) who can operate effectively in increasingly complex environments.
The MDCDP conducted a recruitment blitz for the 2017 class of interns in the fall of 2017. This recruitment blitz included 30 Colleges and Universities. Detailed information was given concerning how to apply for our announcements to include the Schedule A Hiring Authority. One of the targeted colleges for Persons with Disabilities was the Rochester Institute of Technology for the Deaf.   Employees identify current and out years planning objectives and training through their Individualized Development Plan. This plan is developed and discussed with their supervisor at the

end of the appraisal rating period.

MDA supervisors are committed to developing employee skills and competencies to ensure effective job performance. This commitment takes into account present (as well as anticipated future) needs for administrative, technical, professional, leadership, and managerial skills.

MDA leadership support long-term training, to include college courses that develop an employee's knowledge, skills, and abilities in their current position. Employees are encouraged to pursue training that develops employee support for long-term mission accomplishment.

In addition to traditional classroom training, MDA supports and encourages members at all levels of the workforce to pursue career broadening rotations both among the MDA geographic locations as well as with DoD entities external to MDA.

2. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a. Applicants (PWD)   Answer: No

    b. Selections (PWD)   Answer: No

N/A

3. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs identified? (The appropriate benchmarks are the relevant applicant pool for applicants and the applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a. Applicants (PWTD)   Answer: No

    b. Selections (PWTD)   Answer: No

N/A

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

Time Off-Awards: 1-9 hours. There were a total of 13 individuals that received this award. Of the 13 award recipients, nine (9) had no disability (Code 05) and five (5) with a disability (Code 06-98). The percentage of people with a disability receiving a Time Off Award (1-9 hours) during the reporting period is 55.5% of the total number of recipients.

Time Off-Awards: 9+ hours. There were a total of nine (9) individuals that received this award. Of the nine (9) award recipients, eight (8) had no disabilities (Code 05) and one (1) with a Disability (Code 06-98). The percentage of people with a disability receiving a Time Off Award (9+ hours) during the reporting period is 11.1%.

Cash Awards: $100 - $500. There were a total of 105 individuals that received this award. Of the 105 award recipients, 88 had no disabilities (Code 05), one (1) Not Identified (Code 01), 16 with a Disability (Code 06-98), and one (1) with a targeted disability (Code 91). The percentage of people with a disability receiving a $100-$500 cash award during the reporting period is 15.2%. The percentage of people with a targeted disability receiving a $100-$500 cash award during the reporting period is .95%.

Cash Awards: $500+. There were a total of (2929) incentive awards submitted throughout the year. Even though MDA has only (2450) civilian employees, it is possible for an individual to receive more than one cash award throughout the performance cycle. Likely, one would be in connection with the annual performance rating and another (if awarded) would be for a special service act sometime during the performance period). Of the 2,929 $500+ cash award recipients, 472 cash awards were given to people with a disability (Code 06-98) and 41 were given to people with targeted disabilities (Code 64, 68, 69, 90, and 91). The percentage of people with targeted disabilities receiving a $500+ cash award is 16.8% and the percentage of people with targeted disabilities receiving a $500+ cash award is 1.4%.

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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

During the FY 2017 Reporting period MDA gave only two (2) Quality Step Increases. One (1) was given to an individual coded as having no disability (Code 05) and the other given to an individual coded as having a disability (Code 06-98). The percentage of individuals with a disability given a quality step increase is 50%. There were no individual with a targeted disability given a Quality Step Increase. This percentage is insufficient to glean any pattern or make a determination regarding a potential trigger as the number of overall QSI issued during the reporting period is so small (0.06%).

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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

N/A

D. PROMOTIONS

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

   a. SES

      i. Qualified Internal Applicants (PWD)   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 trigger does not exist involving internal applicants and/or selectees for promotions to the senior grades among PWD. There were a total of 326 applications received and of that number 72 or 22.1% identified as having a disability (Code 06-98). 68 or 22.8% of those identified as having a disability (Code 06-98) were deemed qualified for the internal promotions and 2 or 14.3% were selected for the internal promotions. (Table B11).

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

   a. SES

       i. Qualified Internal Applicants (PWTD)   Answer: No

       ii. Internal Selections (PWTD)   Answer: No

   b. Grade GS-15

       i. Qualified Internal Applicants (PWTD)   Answer: Yes

       ii. Internal Selections (PWTD)   Answer: Yes

   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

There were no internal promotions made for GS-13 and GS-14 equivalents, and SES during the reporting period. There were a total 326 applications received for GS-15 equivalent internal promotions and of that number 2 or 0.61% identified as having a targeted disability (Code 92). Two (2) or 0.67% of those identified as having a targeted disability (Code 92) were deemed qualified for the internal promotions and 0 or 0.0% were selected for the internal promotions. (Table B11).

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3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

       a. New Hires to SES (PWD)   Answer: No

       b. New Hires to GS-15 (PWD)   Answer: Yes

       c. New Hires to GS-14 (PWD)   Answer: Yes

       d. New Hires to GS-13 (PWD)   Answer: No

An analysis of Data Table B8 – New Hires By Type of Appointment was used to evaluate MDA's status. Data Table B8 does not identify new hires by grade level and therefore this information is not available for reporting. Although that is the case, since approximately 92% of the MDA total workforce is comprised of SES/ST and GS13-GS15 equivalent, utilization of Data Table B8 for this purpose is appropriate. There were a total of 234 new hires reported in Data Table B8. Of that number, 12 or 5.13%

were identified as an individual with a disability (Code 06-98). There were 0 or 0.0% identified as an individual with a targeted disability. Since the 5.13% of people with disabilities is substantially lower than their representation in the workforce (16%), it is determined that a trigger exists.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box.

      a. New Hires to SES (PWTD)   Answer: No

      b. New Hires to GS-15 (PWTD)   Answer: Yes

      c. New Hires to GS-14 (PWTD)   Answer: Yes

      d. New Hires to GS-13 (PWTD)   Answer: No

An analysis of Data Table B8 – New Hires By Type of Appointment was used to evaluate MDA's status. Data Table B8 does not identify new hires by grade level and therefore this information is not available for reporting. Although that is the case, since approximately 92% of the MDA total workforce is comprised of SES/ST and GS13-GS15 equivalent, utilization of Data Table B8 for this purpose is appropriate. There were a total of 234 new hires reported in Data Table B8. Of that number, 0 or 0.0% were identified as an individual with a targeted disability, as such it is determined that a trigger exists.

5. Does your agency have a trigger involving PWD among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

    a. Executives

        i. Qualified Internal Applicants (PWD)   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

MDA currently only tracks Selections for Internal Competitive Promotions for Major Occupations and not by supervisory status.

6. Does your agency have a trigger involving <u>PWTD</u> among the qualified *internal* applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If "yes", describe the trigger(s) in the text box.

   a. Executives

       i. Qualified Internal Applicants (PWTD)   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

> MDA currently only tracks Selections for Internal Competitive Promotions for Major Occupations and not by supervisory status.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

   a. New Hires for Executives (PWD)   Answer: No

   b. New Hires for Managers (PWD)   Answer: No

   c. New Hires for Supervisors (PWD)   Answer: No

> MDA currently only tracks Selections for Internal Competitive Promotions for Major Occupations and not by supervisory status.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving <u>PWTD</u> among the selectees for new hires to supervisory positions? If "yes", describe the trigger(s) in the text box.

   a. New Hires for Executives (PWTD)   Answer: No

   b. New Hires for Managers (PWTD)   Answer: No

   c. New Hires for Supervisors (PWTD)   Answer: No

> MDA currently only tracks Selections for Internal Competitive Promotions for Major Occupations and not by supervisory status.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

                             Answer: Yes

Yes, all Schedule A employees were converted.

2. Using the inclusion rate as the benchmark, did the percentage of <u>PWD</u> 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

N/A

3. Using the inclusion rate as the benchmark, did the percentage of <u>PWTD</u> 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

N/A

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.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The web address for the MDA Public Website is https://www.mda.mil/. Additionally, there is a link to an MDA mailbox that is monitored and managed by MDA personnel. The site contains the required Accessibility/Section 508 link, http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx , which serves as the Section 508 Notice to MDA Public Website Users. The site contains a link to the DoD Section 508 Issues, Complaints and Concerns Form, which can be completed by any site user to register a disability-related issue or concern.

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.

MDA has the "Architectural Barriers Act" policy located on our public website, which can be found at: https://mko.mda.mil/sites/ds/sgs/directives/MDA Directives/Facility Management.pdf
This instruction establishes policy and assigns roles and responsibilities for MDA facility management, including services supporting the MDA workforce. The policy covers various areas and activities, such as: Facility Designs, Facility Management, MDA Space Management, Space Allocation and Utilization, Reasonable Accommodation and etc.

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

The Office of the Chief Information Officer (IC) and the Equal Opportunity and Diversity Management Office (EO) take a collaborative approach to improve accessibility for agency technology through its policies, programs and practices by effectively and efficiently providing electronic information technology (EIT) equipment and services to its disabled employee community. Existing measures include: special emphasis for the Reasonable Accommodations Program by displaying information about the services and support on digital kiosks, which are located in high-traffic areas throughout the Agency; high-visibility placement of the 508 web icon on the Unclassified Missile Defense Agency Knowledge Online (UMKO), which is the Agency's enterprise tool for information sharing and collaboration; and the utilization of high-profile banners that educate, inform and announce upcoming employee training for the Reasonable Accommodations Program on the UMKO. Ongoing measures include continued enhancements to the Reasonable Accommodations service offering listed in the Agency's IT Service Catalog, which includes an existing automated workflow that manages the request, approval, fulfillment and delivery of EIT equipment. Based on metrics and trend analysis, the request process and workflow for the service offering will be enhanced to further streamline the Reasonable Accommodations lifecycle. These measures will ensure a team

approach to implementing solutions that further strengthen the Agency's ability to quickly respond to the needs of its disabled employee community and comply with federal laws and regulations related to Section 508.

The Occupant Emergency Plan (OEP) provides MDA the means to reduce risk to personnel, property, and other assets while minimizing work disruption in the event of an emergency. The OEP can also be referred to as the Emergency Action Plan (EAP). All personnel assigned to MDA buildings or facilities are an integral part of this plan. An emergency may involve fires, bomb threats, explosions, hazardous materials (HAZMAT), demonstrations, civil disturbances, hostage situations, floods, hurricanes, winter storms, tornadoes, power failures, or earthquakes as well as other natural and human caused disasters. There are many means of communication to PWD within the agency. They are as follows:

Emergency Communications: Fire alarms with audible and visual strobes, should phone lines become inoperable, the Occupant Emergency Coordinator (OEC) will use available employees as messengers to maintain communications, emergency E-Alerts will pop-up, email, or security personnel will be dispatched to make announcements.

Occupant Emergency Organization (OEO): OEO's will be selected from organizations assigned throughout the facility and are critical to the successful implementation of the OEP. OEO will be used to support the evacuation process and area of refuge procedures.

Training: Familiarizes OEO personnel with their roles and responsibilities in support of the OEP; testing to ensure that alarms, signals, and other methods of communication are in working order; evacuation drills to test procedures assist the monitors in becoming familiar with their duties and give occupants an opportunity to experience how an evacuation will transpire.

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.)

During FY17, the agency processed reasonable accommodation requests on an average of 41 days, as compared to the time frame of 30 business days in its reasonable accommodation operating procedures. Delays can be attributed in most instances to the agency's ability to secure adequate medical documentation as well as coordination of process stakeholders to ensure sound decisions are made that consider the best interest of the employee as well as the agency.

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 MDA has effective reasonable accommodation policies and procedures in place. However, the practice of rendering a final decision for the requests often surpassed the published time frame (30 business days) in the agency's procedures. The agency experienced processing and administrative delays primarily

due unavailability of equipment and the nature/complexity of the requests.

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

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

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

The agency has developed meaningful and comprehensive procedures to implement the newly established PAS requirements. In addition to these procedures, the agency will routinely conduct training for employees, managers, and supervisors to ensure the workforce is educated on the procedures for requesting and processing PAS requests. A copy of the MDA PAS Procedures are attached to this report in "Supporting Documentation."

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

   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.

The agency did not have any findings of discrimination alleging harassment during the reporting period.

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.

The agency did not have any findings of discrimination alleging failure to provide a reasonable accommodation during the reporting period.

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: N/A

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.

Trigger 1	People with Targeted Disabilities represent 1.47% of MDA's total permanent workforce. This is lower than its Department of Defense (DoD) Benchmark of 2.0%, however it is a marked improvement over the previous FY when the participation rate stood at 0.80%. Executive Order 13548 compels federal agencies to increase employment of people with disabilities and to do so by increasing its use of Schedule A excepted service hiring authority.	
Barrier(s)		
Objective(s)	Meet or exceed the DoD 2% representation Goal for People with Disabilities	
Responsible Official(s)		**Performance Standards Address the Plan?** (Yes or No)
Donna Davis, Director, Human Resources		No
Barrier Analysis Process Completed? (Yes or No)		**Barrier(s) Identified?** (Yes or No)

Barrier Analysis Process Completed? (Yes or No)		Barrier(s) Identified? (Yes or No)		
Yes		No		
Sources of Data	**Sources Reviewed? (Yes or No)**	**Identify Information Collected**		
Workforce Data Tables	Yes	DCPDS Data Tables A and B 1-14		
Complaint Data (Trends)	Yes	Informal and formal complaint data. Contacts included		
Grievance Data (Trends)	No	N/A		
Findings from Decisions (e.g., EEO, Grievance, MSPB, Anti-Harassment Processes)	Yes	EEO, MSPB, Harassment data		
Climate Assessment Survey (e.g., FEVS)	Yes	FEVS, Internal two letter organization survey data		
Exit Interview Data	Yes	Exit Interview data from HR		
Focus Groups	Yes	Hispanic Focus Groups data		
Interviews	No	N/A		
Reports (e.g., Congress, EEOC, MSPB, GAO, OPM)	Yes	Internal and external reports		
Other (Please Describe)	No	N/A		
Target Date (mm/dd/yyyy)	**Planned Activities**	**Sufficient Staffing & Funding (Yes or No)**	**Modified Date (mm/dd/yyyy)**	**Completion Date (mm/dd/yyyy)**

09/30/2019	• Incorporate barrier analysis discussions in the Agency's Personnel Matters Board (PBM) agenda items to engage senior leaders in efforts to give high level visibility to the identification and elimination of barriers to candidates with disabilities. • Establish an HR/EO/GC barrier analysis workgroup to meet regularly to conduct barrier analyses, track findings, and report to appropriate agency officials for corrective action plans. • Evaluate the background and qualifications of people with disabilities seeking employment and advancement opportunity. • Examine the recruitment of people with disabilities at all levels from entry to senior grade levels and management positions. • Conduct regular resurveys of the workforce to ensure we capture and report changes from year to year. • Investigate all phases of the merit promotion process and career development programs • Review and analyze applicant flow data to identify potential triggers/barriers. • Educate hiring officials about the effectiveness and benefits of using the Schedule Hiring Authority. • • Identify selecting officials' experiences in the hiring process to address concerns. • • Increase recruitment and outreach opportunities to attract candidates with disabilities.	Yes	09/21/2018	
Fiscal Year	**Accomplishments**			
2017	Secured the capability to collect, analyze, and report applicant flow data for People With Disabilities (B-Tables) for the first time in the FY 2017 Report submission. 2. Almost doubled the number of people with targeted disabilities over previous FY where the participation rate in FY 2016 was 19 or 0.80 compared to the participation rate of people with targeted disabilities in FY 2017 at 36 or 1.47%. 3. Expanded Career Development Program outreach and recruitment efforts to include partnership with the Rochester Institute of Technology. 4. Developed partnerships with the State of Alabama and commonwealth of Virginia Vocational Rehabilitative Services Offices 5. Successfully developed approved Personal Assistance Services (PAS) Procedures. See supporting documentation.			

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

N/A

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

1. Secured the capability to collect, analyze, and report applicant flow data for People With Disabilities (B-Tables) for the first time in the FY 2017 Report submission. 2. Almost doubled the number of people with targeted disabilities over previous FY where the participation rate in FY 2016 was 19 or 0.80 compared to the participation rate of people with targeted disabilities in FY 2017 at 36 or 1.47%. 3. Expanded Career Development Program outreach and recruitment efforts to include partnership with the Rochester Institute of Technology. 4. Developed partnerships with the State of Alabama and commonwealth of Virginia Vocational Rehabilitative Services Offices 5. Successfully developed approved Personal Assistance Services (PAS) Procedures. See supporting documentation.

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 planned activities did not correct the trigger but it significantly improved it (0.80% in FY 2016 to 1.47% in FY 2017). MDA will continue and expand planned activities where necessary and seek meaningful ways in which to develop additional viable activities that have a direct and positive impact on the overall objective.