

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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

*This data below included the total permanent workforce of General Schedule employees (146): The participation rate for PWD was (5) at the GS-1 to GS-10 grade cluster is 6.94% in FY 2020, which falls below the 12% goal. The participation rate for PWD was (3) at the GS-11 to SES grade cluster is 4.05% in FY 2020, which falls below the 12% goal. *This data below included the total permanent workforce of Alternative Pay Plan Conversion of our MDA AcqDemo and DCIPs employees (2,458): The participation rate for PWD (11) at the NH-2 conversion for the cluster (GS-1 to GS-10) is 12.22% in FY 2020, which is above the 12% goal. (no response) The participation rate for PWD (334) at the GG-13&15, NH-3&4, and NK-3 conversion for the cluster (GS-11 to GS-SES) is 14.10% in FY 2020, which is above the 12% goal. (no response) • Note: The EEOC generate tables within the Part J has a system glitch that is causing a disconnect between the analysis and the underlying data tables populated by the EEOC. EEOC is currently working this issue.

*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.

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

*This data below included the total permanent workforce of General Schedule employees (146): The participation rate for PWTD was zero at the GS-1 to GS-10 grade cluster is 0.00% in FY 2020, which falls below the 2% goal. The participation rate for PWTD was zero at the GS-11 to SES grade cluster is 0.00% in FY 2020, which falls below the 2% goal. *This data below included the total permanent workforce of Alternative Pay Plan Conversion of our MDA AcqDemo and DCIPs employees (2,458): The participation rate for PWTD (3) at the NH-2 conversion for the cluster (GS-1 to GS-10) is 3.33% in FY 2020, which is above the 2% goal. (no response) The participation rate for PWTD (71) at the GG 13&15, NH-3&4, and NK-3 conversion for the cluster (GS-11 to GS-SES) is 2.99% in FY 2020, which is above the 2% goal. (no response) • Note: The EEOC generate tables within this document has a system glitch that EEOC is currently working.

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

MDA expressed its commitment to increasing the numerical goals of PWDs and PWTs to hiring managers through various methods, to include discussions during Personnel Management Board meetings, supervisory EEO and diversity briefings, Diversity Wellness and Morale Council (DWMAC) meetings, recruitment events, and one-on-one advisory sessions for PWDs and PWTs. MDA encourage hiring managers to consider using Schedule A and special hiring authorities when they have vacant positions. MDA established a campaign to increase the agency's use of special hiring authorities for person with disabilities through HR Staffing & Recruitment efforts and Manpower assessment. Directorate of Human Resources (DOH) Staffing, DWMAC, and Recruitment Team convey disability awareness to management and hiring officials, and the workforce, about utilizing disability status as a positive factor in hiring, promotion, and assignment decisions to the extent permitted by law.

Section II: Model Disability Program

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

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

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

Answer Yes

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Elizabeth D. Bavis Supervisory HR Specialist elizabeth.bavis@mda.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	William S. Hayes Disability Program Manager william.hayes@mda.mil
Architectural Barriers Act Compliance	1	0	0	Darryl Jones Safety and Occupational Health Specialist darryl.jones@mda.mil
Special Emphasis Program for PWD and PWTD	1	0	0	William S. Hayes Disability Program Manager william.hayes@mda.mil
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Katherine Stowe Human Resources Specialist katherine.stowe@mda.mil
Section 508 Compliance	1	0	0	Pamela Whitehead IT Specialist pamela.whitehead@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 that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

During FY 2020, disability program staff attended Equal Employment Opportunity Commission's (EEOC) virtual Disability Program Manager (DPM) training and the following online courses provided by the Computer/Electronic Accommodations Program (CAP): Providing Reasonable Accommodations (RA) Solutions; Schedule A Process and Recognizing A Disability; Providing accommodations for People with Dexterity & Cognitive Disabilities; and Providing RA Solutions for Wounded Service Members. The DPM also completed the following refresher courses through MDA's Cloud Learning Management System (LMS): Applicants Schedule A Disabilities; Hiring People with Disabilities (PWD) and People with Targeted Disabilities (PWTD); Hiring & Retaining PWD; and Applicants with Schedule A Disabilities.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: 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.

MDA established a vigorous workforce campaign to collaborate and identify programs and resources to recruit job applicants with disabilities and targeted disabilities. In FY 2020, the campaign consisted of collaborating with The American Job Centers, Centers for Independent Living, and Employment Network Service to assist in recruitment of applicants with disabilities. In addition, MDA collaborates with the Rochester Institute of Technology for the Deaf. DOH Staffing and DPM partnered with the Workforce Recruitment Program (WRP). WRP is a premier resource of qualified college students and recent graduates with disabilities from more than (380) colleges and universities nationwide. Candidates represent a wide variety of academic majors and career interests including business, law, and STEM. Every candidate is Schedule A eligible, and the database is composed of veterans with disabilities. MDA participated in virtual recruitment events, conferences, job fairs, Department of Labor WRP Training, and Alabama Department of Rehabilitation Services annual job summit to recruit PWDs & PWTDs. DOH collaborates with the Wounded Warrior Program in an effort to identify qualified applicants with disabilities. MDA plan is to continue outreach and recruitment efforts, training, internships, and mentoring programs for PWDs and PWTDs.

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

MDA uses Schedule A hiring and Veteran hiring authorities for non-competitively appointment of PWD and PWTD, and veterans with service connected disability rating of 30% or more. Applicants may apply directly to the Special Placement Program Coordinator (SPPC) to be considered for jobs under Schedule A authority. The SPPC can be reached at SelectivePlacementProgram@mda.mil. MDA sends various communications to the workforce through a Communication Round Table, DOH weekly and the Director's newsletter, emails and internal virtual platforms. There are online training sessions accessible through the internal training portal, (Cloud LMS) to all supervisors, managers, and the workforce on the different use of special hiring authorities.

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.

The SPPC reviews all resumes and paperwork to ensure the applicant has met the eligibility for a Schedule A appointment and all basic qualifications for the position. The applicant must be able to perform the essential functions of the job. The SPPC send the hiring official the resume with an explanation of the Schedule A appointing authority. Managers have the option to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (e.g. Merit Promotion, Non-Competitive, and VRA).

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

MDA offers Schedule A Hiring authority informational sessions to hiring officials through briefings and supervisory training. The DOH emphasize EEOC’s regulatory goals of 12% for PWD and 2% for PWTD with hiring officials prior to recruitment events, with an emphasis on Schedule A and Veterans appointments. Managers and supervisors are required to complete online courses related to disability and veteran’s employment training mandated by Executive Order 13518 Veterans Employment Initiative (VEI) through (Cloud LMS).

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.

MDA continues to maintain, cultivate, and strengthen relationships with local and state vocational rehabilitation organizations and institutions that place an emphasis on preparing and retaining PWD and PWTD for employment in the federal workplace. The agency established a partnership with American Job Centers; Centers for Independent Living, and Employment Network Service providers, the Computer/Electronic Accommodation Program (CAP) and Joint Accommodation Network (JAN) in support service PWD and PWTD accommodation request. MDA will continue to enhance its outreach efforts with DoD Workforce Recruitment and Alabama Rehabilitation Services, by participating in career fairs and training events serving the interest of PWDs and PWTDs. MDA collaborate with Workforce Recruitment Program (WRP) which is a recruitment and referral program that connects potential candidates in a career paths into the federal sector. Lastly, MDA will continue to collaborate with these organizations to solicit their services and training through lectures, conferences, and on-site & virtual symposiums to assist PWDs and PWTDs in the workplace.

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 2020 reporting period, 323 new hires entered into MDA’s permanent workforce. Of the 323 new hires, 25 (7.74%) were PWD, which falls short of the 12% hiring goal for PWDs, and two (0.62%) were PWTD, which falls short of the 2% goal hiring goal for PWTDs. • Note: The EEOC generate tables within this document has a system glitch that EEOC is currently working.

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

FY 2020 Hires Qualified vs. Hires Qualified vs. Hires 0343 (9) Hires: PWD: 4.7% - 11.11% PWTD: 4.71% - 11.11% 0560 (5) Hires: PWD: 2.75% - 0.00% PWTD: 2.75% - 0.00% 0801 (5) Hires: PWD: 3.14% - 0.00% PWTD: 3.14% - 0.00% 1102 (2) Hires: PWD: 3.03% - 0.00% PWTD: 3.03% - 0.00% 1515 (4) Hires: PWD: 2.27% - 0.00% PWTD: 2.77% - 0.00% 2210 (7) Hires: PWD: 3.77% - 0.00% PWTD: 3.77% - 0.00% During FY2020, MDA experienced a limited number of new hires in the MCO positions. Moving forward, MDA will continue to monitor all participation rates for MCOs to ensure appropriate plans are developed to eliminate any identified barriers. • The source of the data was USAStaffing, representing all applicants to external job postings between 1 Oct 2019 and 30 Sept 2020. • Note: The EEOC generate tables within this document has a system glitch that EEOC is currently working.

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

FY 2020 Hires Applicants vs. Qualified Applicants vs. Qualified 0343 (0) Hires: PWD: N/A PWTD: N/A 0560 (2) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 0801 (7) Hires: PWD: 2.80% - 0.00% PWTD: 2.80% - 0.00% 1102 (0) Hires: PWD: N/A PWTD: N/A 1515 (0) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 2210 (0) Hires: PWD: 16.67% - 0.00% PWTD: 16.67% - 0.00% During FY2020, MDA experienced a limited number of new hires. Moving forward, MDA will continue to monitor all participation rates for MCOs to ensure appropriate plans are developed to eliminate any identified barriers. There was limited participation due to individuals with disabilities not applying for series (0560) and (1515) positions. The remaining MCOs are non-applicable.

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 Yes
- b. Promotions for MCO (PWTD) Answer Yes

FY 2020 Hires Qualified vs. Promotions Qualified vs. Promotions 0343 (0) Hires: PWD: N/A PWTD: N/A 0560 (2) Hires: PWD: 0.00% - 0.00% PWTD: 0.00% - 0.00% 0801 (7) Hires: PWD: 2.80% - 0.00% PWTD: 2.80% - 0.00% 1102 (0) Hires: PWD: N/A PWTD: N/A 1515 (0) Hires: PWD: N/A PWTD: N/A 2210 (0) Hires: PWD: 16.67% - 0.00% PWTD: 16.67% - 0.00% During FY2020, MDA experienced a limited number of PWDs and PWTDs new hires for Mission Critical Occupations (MCO) in the 0560 and 0801 series. The remaining MCOs are Non-applicable. Moving forward, MDA will continue to monitor all participation rates for MCOs to ensure appropriate plans are developed to eliminate any identified barriers.

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

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

A. ADVANCEMENT PROGRAM PLAN

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

All MDA Federal civilian employees in acquisition-coded positions are required to participate in acquisition training and to secure Diversity and Welfare, DAWIA certifications. Additionally, MDA offers the option for Agency's employees, PWD, and PWTDS to participate in rotational and detail assignments that are available within the Department of Defense. All employees are required to develop an Individualized Development Plan (IDP), which assist with career developing needs. MDA also sponsors an MDA Scholarship Program (MSP) in which employees can receive funds for long-term, full-time (LTFT) training to pursue masters and/or doctorate degrees directly related to MDA mission requirements. MDA provides to its civilian employees, tuition assistance for selected schools that are accredited by a nationally recognized accrediting organization to provide a curriculum of post-secondary education for the selected degree. The MDA Executive Mentorship Program provides face-to-face mentoring sessions for Agency's employees with MDA Senior Leaders. Leadership development opportunities exist for all qualified GS-12 to SES employees through programs; such as, Leadership Succession Review, Executive Readiness (XR), and Career Development Program (CDP). MDA also encourage all employees to include PWDs and PWTDS to participate in management, leadership and career development programs through employee resource groups and the variety of other communication venues throughout the agency. Hiring Managers are reminded to consider permanently assigned PWDs and PWTDS for career development opportunities as part of their Individual Development Planning process. Developmental opportunities are broadly communicated through the Agency internal newsletters and website for its entire workforce.

B. CAREER DEVELOPMENT OPPORTUNITES

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

MDA provides career development opportunities through the Key Leadership Development Program (KLDP) in partnership with the Defense Acquisition University (DAU) and the internal Missile Defense Career Development Program (MDCDP). The KLDP was designed to address the Under Secretary of Defense (USD) Acquisition, Technology, and Logistics (AT&L) Frank Kendall's memorandum with the subject "Key Leadership Positions and Qualification Criteria." 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 Missile Defense Career Development Program (MDCDP) is a select program within the Missile Defense Agency (MDA). The purpose of this program is to develop entry-level employees into fully productive workforce members within MDA. The MDCDP offers an extraordinary opportunity for those who desire to gain a head start on their professional career, acquire valuable technical and professional experience, and feel a sense of pride supporting the mission of the Missile Defense Agency. The MDCDP offers a challenging environment with opportunities to become certified in a designated career field, travel for enriching learning experiences, experience a variety of opportunities across MDA within their career fields, and exposure to senior leadership. MDA supervisors are committed to developing their employee skills and competencies to ensure effective job performance. This commitment takes into account current and future needs for administrative, technical, professional, leadership, and managerial skills. MDA leadership supports long-term training, to include college courses that develop an employee's knowledge, skills, and abilities in current positions. In addition to traditional classroom training, MDA supports and encourages members at all levels of the workforce to pursue career-broadening rotations at MDA geographic locations and within DoD component. MDA's Diversity, Wellness, and Morale Advisory Council (DWAMC) serves as liaisons for the workforce feedback, ideas, recommendations regarding diversity management, employee engagement, wellness and mentorship. DWAMC defines and communicates the tips and identifying a mentor, creating a culture, and recognizing responsibilities for mentors and mentees. MDA allows its employees to participate in the DoD Public-Private Talent Exchange Program (PPTE). PPTE is a six-month acquisition exchange program that provides a professional development to gain a better understanding of each other's business operations and share innovative best practices.

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

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)	Applicants (#)	Selectees (#)
Internship Programs	0	0	0	0	0	0
Mentoring Programs	0	0	0	0	0	0
Training Programs	0	0	0	0	0	0
Other Career Development Programs	267	26	N/A	12	N/A	0
Fellowship Programs	0	0	0	0	0	0
Coaching Programs	0	0	0	0	0	0
Detail Programs	2	2			N/A	N/A

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

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

Base on the available applicant flow data, we are unable to identify all the applicants and selectees disability status; therefore, we cannot conclusively determine at this time whether a trigger exit for PWDs in our career development programs. The plan moving forward is to meet with our internal stakeholders within HR to implement a tracking process to gather this data in the future.

4. Do triggers exist for PWTDD 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 (PWTDD) Answer No
- b. Selections (PWTDD) Answer No

Base on the available applicant flow data, we are unable to identify all the applicants and selectees disability status; therefore, we cannot conclusively determine at this time whether a trigger exit for PWTDDs in our career development programs. The plan moving forward is to meet with our internal stakeholders within HR to implement a tracking process to gather this data in the future.

C. AWARDS

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

Table: Time Off Awards: The inclusion rate for PWTDD (0.00%) fell below the inclusion rate for employees with no disability (0.18%) for time-off awards between 1 - 10 hours. The inclusion rate for PWD (1.13%) and PWTDD (1.35%) fell slightly below the inclusion rate for employees with no disability (1.39%) for time-off awards of between 11 - 20 hours. The inclusion rate for PWTDD (0.00%) fell below the inclusion rate for employees with no disability (1.63%) for time-off awards of between 21 - 30 hours. The inclusion rate for PWD (0.00%) and PWTDD (0.00%) fell below the inclusion rate for employees with no disability (0.27%) for time-off awards of between 31 - 40 hours. Cash Awards: The inclusion rate for PWD (3.11%) and PWTDD (1.35%) in cash awards \$500 or less fell below the inclusion rate for employees with no disability (5.73%). The inclusion rate for PWTDD (2.70%) in cash awards \$500 - \$999 fell below the inclusion rate for employees with no disability (6.24%). The inclusion rate for PWD (11.33%) and PWTDD (2.70%) in cash awards \$1000 - \$1999 fell below the inclusion rate for employees with no disability (12.39%). The inclusion rate for PWD (3.68%) and PWTDD (1.35%) in cash awards \$2000 - \$2999 fell below the inclusion rate for employees with no disability (4.93%). The inclusion rate for PWTDD (0.00%) in cash awards \$3000 - \$3999 fell below the inclusion rate for employees with no disability (0.93%). The inclusion rate for PWTDD (0.00%) in cash awards \$4000 - \$4999 fell below the inclusion rate for employees with no disability (0.32%). The inclusion rate for PWD (0.00%) and PWTDD (0.00%) in cash awards \$5000 or more fell below the inclusion rate for employees with no disability (0.23%). • Note: The EEOC generate tables within this document has a system glitch that EEOC is currently working.

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

Table: The inclusion rate for PWTDD (0.00%) in performance based pay increase was below the inclusion rate for employees with no disability (72.97%). • Note: The EEOC generate tables within this document has a system glitch that EEOC is currently working.

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.

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|--------------------------------------|--------|-----|
| a. Other Types of Recognition (PWD) | Answer | N/A |
| b. Other Types of Recognition (PWTD) | Answer | N/A |

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.

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|--|--------|-----|
| 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 | Yes |
| ii. Internal Selections (PWD) | Answer | Yes |
| 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 | Yes |

In FY 2020, the percentage of PWD among the qualified internal applicants for grade GS-15 (1.16%) and (0.00%) among the selectees for promotion fell below the benchmark. In FY 2020, the percentage of PWD among the qualified internal applicants for grade GS-13 (0.00%) fell below the benchmark.

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 | 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 | Yes |

In FY 2020, the percentage of PWTD among the qualified internal applicants for grade GS-15 (1.16%) and (0.00%) among the selectees for promotion fell below the benchmark. In FY 2020, the percentage of PWTD among the qualified internal applicants for grade GS-13 (0.00%) fell below the benchmark.

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.

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|-----------------------------|--------|----|
| 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

Not applicable.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTB 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 (PWTB) Answer No
- b. New Hires to GS-15 (PWTB) Answer Yes
- c. New Hires to GS-14 (PWTB) Answer No
- d. New Hires to GS-13 (PWTB) Answer No

In FY 2020, the percentage of PWTB among the new hires at grade GS-15 (0.00%) fell below the benchmark.

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

Not applicable.

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

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

Not applicable.

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

Not applicable.

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

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

Not applicable.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer N/A

Not applicable.

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 | Yes |
| b. Involuntary Separations (PWD) | Answer | No |

Number of Perm Employees: NO DIS – 2146 PWD – 458 VOL SEP Inclusion Rate: NO DIS – 4.93% (106) PWD – 8.07% (37) InVOL Sep Inclusion Rate: NO DIS – 0.04% (1) PWD – 0.00% (0) The inclusion rate for PWD (8.07%) exceeded the inclusion rate of persons with no disability (4.93%) for voluntary separations. Note: Other Sep Inclusion Rate: NO DIS – 4.65% (100) PWD – 4.36% (20) The B14 workforce data table was excluded by EEOC for this reporting period. • Note: The EEOC generate tables within this document has a system glitch that EEOC is currently working.

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 |

Number of Perm Employees: NO DIS – 2146 PWTD – 74 VOL SEP Inclusion Rate: NO DIS – 4.93% (106) PWTD – 2.70% (2) InVOL Sep Inclusion Rate: NO DIS – 0.04% (1) PWTD – 0.00% (0) Note: Other Sep Inclusion Rate: NO DIS – 4.65% (100) PWD – 0.00% (0) The B14 workforce data table was excluded by EEOC for this reporting period. • Note: The EEOC generate tables within this document has a system glitch that EEOC is currently working.

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.

During FY 2020, there was a trigger involving the separation rates of PWDs having left at greater rate than people with no disability. The workforce data tables indicated these individuals left MDA primarily due to resignation and retirement. In the upcoming reporting period, MDA will conduct a more thorough review of the exit interview results to gather direct feedback as to why individuals chose to resign.

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

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

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

The MDA Public Website is <https://www.mda.mil/>. Section 508 link: http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx.

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

The MDA Public Website for the "Architectural Barriers Act" policy located on the public website <https://www.mda.mil/careers/diversity.html>: select the following link: <https://www.access-board.gov/enforcement>

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) continues to take a collaborative approach to improve accessibility to our facilities for agency technology through its policies, programs and practices by providing electronic information technology (EIT) equipment and services to individual with disabilities. Some of the measures include providing Reasonable Accommodations to Agency's employees and educating the workforce by displaying information about the program on Agency's kiosks; and ensuring high visibility of 508 information on the Unclassified Missile Defense Agency Knowledge Online (UMKO). In addition, announcing upcoming employee training for the Reasonable Accommodations Program on the UMKO. Ongoing measures include enhancements to the Reasonable Accommodations IT Service Catalog, which consists of an automated workflow that manages the request, approval, fulfillment and delivery of electronic or ergonomic information technology (EIT) equipment. Based on metrics and trend analysis of processing RA requests is monitored to further streamline the Reasonable Accommodations lifecycle. The Occupant Emergency Plan (OEP) or Emergency Action Plan (EAP) reduce risks of personnel, property, and other assets while minimizing work disruption in the event of an emergency. 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 communicating to PWDs within the agency, which are as follows: Emergency Communications: Fire alarms that are equipped 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 and emails, and/or security personnel will dispatched to make announcements. Occupant Emergency Organization (OEO): All occupant emergency personnel are assigned to a MDA facility to assist in an emergency, which is an integral part of this plan. These key personnel will support the evacuation process and area of refuge procedures. Training: Training is provided for OEO personnel to familiarize themselves with their roles and responsibilities in support of the OEP. Such training consists of testing alarms, signals, and other methods of communication to ensure that they are working properly, and allow personnel to practice the evacuation drills in advance.

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.)

The average timeframe for processing RA requests during the reporting period was 20 days.

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 revised and posted its Reasonable Accommodation (RA) Policy and Procedures both internal and external. The procedures were dissemination to the entire workforce via Communication Round Table Message and its HR Bulletin. In addition, MDA provided a copy of the procedures to EEOC for feedback and review. MDA revised its training modules to include examples of disability-based harassment, and the use of special hiring authorities; to include Schedule A. The agency continues to provide disability and reasonable accommodation briefing to the workforce during the new employee orientation.

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

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

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

The MDA has revised its Personal Assistance Services (PAS) Instructions for the workforce. The instruction is posted on the Agency's internal and external websites. MDA has successfully employed two contract employees to assist an Agency employee during this reporting period.

Section VI: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

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

Answer No

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

Answer No

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

Not applicable.

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 N/A

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 N/A

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.

Not applicable.

Section VII: Identification and Removal of Barriers

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

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

Answer No

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

Answer Yes

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

Source of the Trigger:		Workforce Data (if so identify the table)				
Specific Workforce Data Table:		Workforce Data Table - B1				
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		The participation rate of PWD is below the federal goal of 12 percent.				
Provide a brief narrative describing the condition at issue.						
How was the condition recognized as a potential barrier?						
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>				
		People with Disabilities				
Barrier Analysis Process Completed?:		Y				
Barrier(s) Identified?:		Y				
STATEMENT OF IDENTIFIED BARRIER:		Barrier Name		Description of Policy, Procedure, or Practice		
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		MDA lacks a targeted strategic hiring plan for PWD.		MDA lacks a targeted strategic hiring plan for PWD.		
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Director for Equal Opportunity and Diversity Management		Meltina Bynum		Yes		
Director, Human Resources		Laura Tynan		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Increase recruitment and outreach opportunities to attract candidates with disabilities.			Yes		09/30/2021
09/30/2021	Provide Schedule A training to managers and selecting officials			Yes		09/30/2021
10/01/2020	Resurvey the workforce to updated their disability status			Yes		10/30/2020
09/30/2021	Incorporate Schedule A awareness during Personnel Management Board (PMB)			Yes		09/30/2021
09/30/2021	Seek input from selecting officials' about any possible concerns related to the hiring process			Yes		09/30/2021

Report of Accomplishments

Fiscal Year	Accomplishments
2020	<p>MDA met the federal hiring goal for PWD (13.56%) and PWT (2.84%). Prior to 2017, MDA were using the old disability data codes when individuals were filling out the optional Self-Identification SF 256 form; however, now MDA is using the new SF 256, which caused an increase in our hiring goals for PWDs and PWTs. MDA will continue to monitor the hiring goals and continue to work on future retention strategies. MDA secured a contract to provide Personal Assistance Services (PAS) for employees with targeted disabilities requiring assistance with daily lifeactivities. MDA received approval from to secured the use of the AbilityOne/NIB Program to support a five (5) person team provide Closeout support services requirements.</p> <p>MDA HR Staffing onboard (350) PWDs through its recruitment efforts in FY 2020. MDA continues to participate in job fairs designed to increase the employment rate for PWDs and PTWDs.</p> <p>Job Fair for People with Disabilities designed to bridge the gap between employers and the disability community. The agency's participation in the job fair served as an opportunity to maintain and establish professional relationships and discuss potential job and/or internship opportunities for fair attendees.</p>

Source of the Trigger:	Workforce Data (if so identify the table)					
Specific Workforce Data Table:	Workforce Data Table - B1					
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?	The participation rate of PWTB is below the federal goal of 2 percent.					
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> People with Targeted Disabilities					
Barrier Analysis Process Completed?:	Y					
Barrier(s) Identified?:	Y					
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Barrier Name		Description of Policy, Procedure, or Practice			
	MDA lacks a targeted strategic hiring plan for PWTB.		To increase the participation rate of PWTB to the federal goal of 2 percent.			
Objective(s) and Dates for EEO Plan						
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description	
Responsible Official(s)						
Title		Name		Standards Address The Plan?		
Director, Human Resources		Laura Tynan		Yes		
Director for Equal Opportunity and Diversity Management		Meltina Bynum		Yes		
Planned Activities Toward Completion of Objective						
Target Date	Planned Activities			Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2021	Increase recruitment and outreach opportunities to attract candidates with disabilities.			Yes		09/30/2021
09/30/2021	Seek input from selecting officials' about any possible concerns related to the hiring process			Yes		09/30/2021
09/30/2021	Provide Schedule A training to managers and selecting officials			Yes		09/30/2021
09/30/2021	Incorporate Schedule A awareness during Personnel Matters Board (PMB)			Yes		09/30/2021
10/01/2020	Resurvey the workforce to updated their disability status			Yes		10/30/2020

Report of Accomplishments

Fiscal Year	Accomplishments
2020	<p>MDA met the federal hiring goal for PWD (13.56%) and PWTd (2.84%). Prior to 2017, MDA were using the old disability data codes when individuals were filling out the optional Self-Identification SF 256 form; however, now MDA is using the new SF 256, which caused an increase in our hiring goals for PWDs and PWTd. MDA will continue to monitor the hiring goals and continue to work on future retention strategies. MDA secured a contract to provide Personal Assistance Services (PAS) for employees with targeted disabilities requiring assistance with daily lifeactivities. MDA received approval from to secured the use of the AbilityOne/NIB Program to support a five (5) person team provide Closeout support services requirements.</p> <p>MDA HR Staffing onboard (350) PWDs through its recruitment efforts in FY 2020. MDA continues to participate in job fairs designed to increase the employment rate for PWDs and PTWDs.</p> <p>Job Fair for People with Disabilities designed to bridge the gap between employers and the disability community. The agency's participation in the job fair served as an opportunity to maintain and establish professional relationships and discuss potential job and/or internship opportunities for fair attendees.</p>

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

Not applicable.

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

Not applicable.

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.

Not applicable.