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

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

Section I: Efforts to Reach Regulatory Goals

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

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

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

The participation rate of PWDs in the GS-1 to GS10 cluster is 4.26%. The participation rate of PWDs in the GS-11 to SES cluster is 13.22%.

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

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

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

A conspicuous absence exists for PWTD in the GS-1 to GS-10. The participation rate of PWDs in the GS-11 to SES cluster is 1.32%. MDA falls short of PWD and PWTD at 2.0%.

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

Goals are communicated in the following manner: Personnel Management Board meetings; Diversity, Wellness, and Morale Advisory Council meetings; supervisory EEO and Diversity training; 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 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	
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
Special Emphasis Program for PWD and PWTD	1	0	0	William S. Hayes Disability Program Manager william.hayes@mda.mil
Processing reasonable accommodation requests from applicants and employees	1	0	0	William S. Hayes Disability Program Manager william.hayes@mda.mil
Section 508 Compliance	1	0	0	Pamela Whitehead IT Specialist Pamela.whitehead@mda.mil
Processing applications from PWD and PWTD	0	1	0	Elizabeth D. Bavis Supervisory HR Specialist elizabeth.bavis@mda.mil
Architectural Barriers Act Compliance	1	0	0	William S. Hayes Disability Program Manager william.hayes@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

Hands on training with the EEO Director; OSD monthly Disability Program Manager meetings; Purchase of educational/resource material from government and private vendors; and Hiring Applicants under Schedule A

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.

The EEO Office works collaboratively with Human Resources to identify programs and resources to recruit job applicants with disabilities. HR conducted an on-site recruitment campaign of over 33 colleges and universities in an effort to recruit students with disabilities. HR has identified the Rochester Institute of Technology for the Deaf as a recruiting resource and will work to vamp up recruiting strategies for students. EEO manager participation in the Workforce Recruitment Program (WRP) supporting centrally funded interns. MDA participated in the Alabama Rehabilitation Services career fair for PWD & PWTD.

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 use Schedule A hiring and Veteran hiring authorities. Applicants may apply directly to the Special Placement Program Coordinator (SPPC) to be considered for jobs under the Schedule A authority. The SPPC can be reached at SelectivePlacementProgram@mda.mil. 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.

> The SPPC review all resumes and paperwork to ensure the applicant meet 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 send the hiring official the resume with an explanation of the Schedule A appointing authority.

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   No

> MDA plans to offer Schedule A Hiring authority informational sessions to hiring officials through Brown Bag sessions.

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 solicits 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 DOD Workforce Recruitment and Alabama Rehabilitation Services, 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

> The B8 table reveals that during the FY19 reporting period there was a total of 386 new hires into the MDA permanent workforce. Also, of the 386 new hires 20 or (5.18%) were PWDs in FY19. The percentage for the PWD (5.18%) short of the benchmark of 12% and thus the agency identifies a trigger for the PWD group in new hires. Of the 386 new hires 2 or (0.52%) were PWTD, which falls short of the benchmark of 2% for PWTD.

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

| • An analysis of data table B7 reveals of the 74 qualified applicants that a trigger exist for PWD among new hires in mission critical occupation series. • There were 135 candidates deemed qualified for the series 0343 (Program Management) with (0) vacancy/ies in FY19. Of that number, only 28 or (6.70%) identified with having a disability (Code 06-98) and 13 or (3.11%) identified having a targeted disability. Of that number zero (0.00%) applicants were selected. A further investigation is required to determine why a selection was not made. • There were 150 applicants of the critical occupation series 0560 (Budget Analysis with (0) vacancy/ies in FY19. Of that number, 14 or 4.07 identified having a disability (Code 06-98) and 3 or (2.00%) were individuals with a Targeted Disabilities. One of the 39 or (6.79%) candidates identified as having a disability and zero (0.00%) was selected for the vacancy. A further investigation is required to determine why a selection was not made. • There were 1207 candidates deemed qualified for the series 0801 (General Engineering) with (0) vacancy/ies in FY19. Of that number, only 51 or 2.94% identified with having a disability (Code 06-98) and 34 or (1.96%) identified having a targeted disability. Of that number zero (0.00%) applicants were selected. A further investigation is required to determine why a selection was not made. • There were 25 candidates deemed qualified for the 1102 (Contract Specialist) with (0) vacancy/ies in FY19. Of the total number, only 1 or (4.00%) identified having a disability (Code 06-98). Seven 7 or (41.18%) of the candidates identified were considered for the vacancies. Of that number; 0 none were selected. A further investigation is required to determine why a selection was not made. • There were 153 candidates deemed qualified for the 1515 (Operations Research Specialist) (0 vacancy/ies in FY19. Of that number, only 5 or (3.27%) identified with having a disability (Code 06-98) and 2 or (1.31%) identified having a targeted disability. Of that number zero (0.00%) applicants were selected. A further investigation is required to determine why a selection was not made. • There were 146 candidates deemed qualified for the 2210 (Information Technology Specialist) (0) vacancies in FY19. Of that number, only 6 or (4.11%) identified with having a disability (Code 06-98) and 7 or (4.79%) identified having a targeted disability. Of that number zero (0.00%) applicants were selected. A further investigation is required to determine why a selection was not made. | |

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	No
b. Qualified Applicants for MCO (PWTD)	Answer	No

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	No
b. Promotions for MCO (PWTD)	Answer	No

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.

Rotational and detail assignments are available in the Agency and within the Department of Defense. A structured mentoring program is offered with a mandatory mentor/protégé training requirement. Employees identify current and future planning objectives and training through Individualized Development Plans (IDP). The Missile Defense Career Development Program (MDCDP) 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 OPPORTUNITES

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

MDA provide career development opportunities through 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; participation in DoD's Science, Mathematics and Research for Transformation (SMART) Scholarship for Service Program; and 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." 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 2019 class of interns in the fall of 2019. This recruitment blitz included 8 Colleges and Universities. Detailed information was given concerning how to apply for announcements to include the Schedule A Hiring Authority. MDA supervisors are committed to developing 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 with DoD entities external to MDA.

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

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

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

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

a. Applicants (PWTD)   Answer   No
b. Selections (PWTD)   Answer   No

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: 1-10 hours. There were a total of 6 individuals that received this award. Of the 6 award recipients, five (5) or (83.33%) had no disability (Code 05) one (1) or (16.67%) with a disability (Code 06-98). The percentage of people with a disability receiving a Time Off Award (1-10 hours) during the reporting period is (16.67%) of the total number of recipients. Time Off-Awards: 11+ hours. There were a total of 70 individuals that received this award. Of the 70 award recipients, sixty (60) or (85.71%) had no disabilities (Code 05), one (1) or (1.43%) not identified, and nine (9) or (12.86%) with a Disability (Code 06-98). The percentage of people with a disability receiving a Time Off Award (11+ hours) during the reporting period is (12.86%). Cash Awards: $100 - $500. There were a total of 88 individuals that received this award. Of the 88 award recipients, 75 had no disabilities (Code 05), three (3) Not Identified (Code 01), ten (10) with a Disability (Code 06-98), and zero (0) with a targeted disability (Code 91). The percentage of people with a disability receiving a $100-$500 cash award during the reporting period is (14.77%). The percentage of people with a targeted disability receiving a $100-$500 cash award during the reporting period is (0.00%). Cash Awards: $500+. There were a total of (670) incentive awards submitted throughout the year. Even though MDA has (2574) 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 (670), $500+ cash award recipients, (104) cash awards were given to people with a disability (Code 06-98) and (8) were given to people with targeted disabilities (Code 3, 31, 40, 91, 93). The percentage of people with targeted disabilities receiving a $500+ cash award is (1.19%).

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	Yes

During the FY 2019 reporting period, the MDA gave two (2) Quality Step Increases. One (1) was given to an individual coded as having no disability (Code 05) and one (1) was given to an individual coded as having Disability Code 06-98) . The percentage of individuals with a disability given a quality step increase is one (50.00%). 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.

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

D. PROMOTIONS

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

a. SES		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Grade GS-14		

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

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

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

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	No
b. New Hires to GS-15 (PWD)	Answer	No
c. New Hires to GS-14 (PWD)	Answer	No
d. New Hires to GS-13 (PWD)	Answer	No

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If "yes", describe the trigger(s) in the text box. Select "n/a" if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWTD)	Answer	No
b. New Hires to GS-15 (PWTD)	Answer	No
c. New Hires to GS-14 (PWTD)	Answer	No
d. New Hires to GS-13 (PWTD)	Answer	No

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

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

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

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

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

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

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	No

We did not have any Schedule A employees to convert.

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If "yes", describe the trigger below.

a.Voluntary Separations (PWD)		Answer	No
b.Involuntary Separations (PWD)		Answer	No

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

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.

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 is 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.

> MDA does not have the "Architectural Barriers Act" policy located on the public website. However we have FACILITY MANAGEMENT MDA INSTRUCTION 6015.01-INS which can be found at: https://mko.mda.mil/sites/ds/sgs/directives/MDA%20Directives/Facility%20Management.pdf.

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 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 announcing upcoming employee training for the Reasonable Accommodations Program on the UMKO. Ongoing measures include enhancements to the Reasonable Accommodations IT Service Catalog. The catalog consist of an automated workflow that manages the request, approval, fulfillment and delivery of EIT equipment. Based on metrics and trend analysis, the request process and workflow is monitored to further streamline the Reasonable Accommodations lifecycle. The Occupant Emergency Plan (OEP) or Emergency Action Plan (EAP) reduce risk to personnel, property, and other assets while minimizing work disruption in the event of an emergency. 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; and 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 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.)

The average time frame was 23 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 effective Reasonable Accommodation (RA) Procedures in place; however, the agency experienced delays in rendering final decisions. Some decisions surpassed the time frame of 30 business days.

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 effective personal assistance services procedures. MDA has established a contract for PAS. MDA has successfully employed two contract employees to assist one employee while in the workplace. The two employees alternate days in their responsibilities.

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.

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.

Section VII: Identification and Removal of Barriers

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

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

Answer   Yes

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

Answer   Yes

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

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

> During the reporting period, the DPM departed the agency and the position was vacant for approximately 4 months. An HR specialist was assigned to perform the responsibilities of providing reasonable accommodations.

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

> MDA participated in a state sponsored job fair designed to offer employment opportunities for people with disabilities and targeted disabilities. The agency secured a contract with a DoD contractor to provide Personal Assistance Services (PAS) to employees with targeted disabilities requiring assistance with daily living activities.

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.

> MDA plans to provide education and training opportunities to management officials and selecting managers on the Schedule A hiring authority. MDA will survey the workforce to educate on the value of obtaining sensitive health information to assist in increasing numbers as well as providing necessary services to employees. MDA will target additional special emphasis events for individuals with disabilities.