Part J: Special Program Plan for the Recruitment, Hiring, Advancement, and Retention of Individuals with Disabilities

MD-715 PART J	*U.S. Equal Employment Opportunity Commission* **FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

To capture agencies' affirmative action plans for PWD and PWTD, EEOC regulations (29 CFR. § 1614.203(e)) and MD-715 require agencies to describe how their 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 reportable and 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)	Yes		No	X
b. Cluster GS-11 to SES (PWD)	Yes		No	X

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 (PTWD)	Yes		No	X
b. Cluster GS-11 to SES (PTWD)	Yes		No	X

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

> Across IMCOM, EEO officials coordinate with CPAC on a routine basis to monitor hiring and employment rates of PWD and PWTD to ensure that they are being considered under veterans' preference and/or special and excepted hiring authorities (Schedule A). These are used consistently and routinely in the recruitment and hiring process in an effort to increase PWD and PWTD representation. HR Specialists provide information on various hiring options to the hiring official routinely.

Section II: Model Disability Program

Pursuant to 29 CFR. §1614.203(d)(1), agencies must ensure sufficient staff, training, and resources to recruit and hire Individuals with Disabilities and Individuals 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.

Yes		No	X

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		54		Servicing Civilian Personnel Advisory Center (CPAC)
Answering questions from the public about hiring authorities that take disability into account			56	EEO Directors and Staff
Processing RA requests from applicants and employees			56	EEO Directors and Staff
Section 508 Compliance			53	IMCOM Garrison EEO Office in coordination with IT Dept
Architectural Barriers Act (ABA) Compliance			53	IMCOM Garrison EEO Office in coordination with DPW
Special Emphasis Program (SEP) for PWD/PWTD			53	IMCOM Garrison EEO Office

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.

Yes	X	No	

Those serving as DPM attend the Disability Program Managers Course at the Defense Equal Opportunity Management Institute (DEOMI). This course is offered twice a year and is funded using ACTEDS or organizational Funds. Also the Federal Dispute Resolution (FDR) Training Conference and Examining Conflicts in Law (EXCEL) Training Conference provided focused sessions on individuals with disabilities and reasonable accommodation.

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.

Yes		X	No	

Funding is available as needed. There have been no RA denials for lack of funding.

Section III: Plan to Recruit and Hire Individuals with Disabilities

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

A. Plan to Identify Job Applicants with Disabilities

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

EEO Offices monitor various aspects of employment for individuals with disabilities, to include disabled veterans. All IMCOM job announcements are posted on USAJOBS and contain information concerning non-competitive hiring authorities and eligibility requirements such as Veterans Recruitment Appointment, Veterans Employment Opportunity Act 30% or More Compensable Disability Program, Schedule A and Workforce Recruitment Program. Vacancy announcements indicate IMCOM hires persons with disabilities and will provide reasonable accommodation when necessary.

2. Pursuant to 29 CFR. § 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.

a. Non-competitive Placement: non-competitive placement consideration is given to veterans using the Veteran's Recruitment Appointment (VRA) Authority. Veterans are given competitive service appointment. Or excepted service appointment for a period of 2 years. After 2 years of continuous service and satisfactory performance, the veterans are converted to a competitive service appointment. If hired under a temporary or term appointment, the veteran will not be converted competitive service appointment.

b. VEOA. Veterans compete for positions under merit promotion procedures. Veterans who are selected are given a career or career conditional appointment.

c. Schedule A is another non-competitive or excepted service appointment. This appointment is for individuals with disabilities. This includes veterans who are 30% or more disabled. This authority is much like the VRA authority in that after 2 years of continuous service under a non-temporary appointment, satisfactory performance, the veterans can be converted to a competitive service appointment. The difference is that conversion to a career or career-conditional appointment is not mandatory/guaranteed under Schedule A.

d. 30% or More Disabled Veteran. Veterans can be appointed to a competitive service appointment with a 30% or more service-connected disability. This authority can be used to make temporary (at least 60 days but not to exceed 1 year) or term (more than 1 year, but not more than 4) appointments in the competitive service, which can be converted to a permanent appointment at management's discretion. When the authority is used to meet a time-limited need, there is no conversion to a permanent appointment.

e. Pathways Program and the Workforce Recruitment Program (WRP) for college students or recent graduates with disabilities, including disabled veterans for temporary positions and permanent positions.

f. Civilian Human Resources Agency (CHRA) Expedited Resume Inventory Database for individuals with disabilities.

g. Sending out information on employment readiness workshops and career/education fairs by the Army Community Services (ACS) office. Events focus on interviewing skills, job search strategies, resume writing, career development and networking.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority and (2) forwards the individual's application to the relevant hiring officials with an explanation of how and when the individual may be appointed.

When an individual applies for a position under a hiring authority that takes disability into account, the individual is required to provide the resume and appropriate documentation confirming eligibility such as proof of disability in the form of a Schedule A letter compliant with the OPM standard. In the case of Veterans Recruitment Appointment (VRA) or 30% or More Disabled Veteran Authority, the individual must provide a resume and disability evidence provided by the Veterans' Administration. The resume is reviewed by an HR specialist and if qualified, the HR specialist, during the strategic recruitment discussion with the hiring manager, is required to advise the hiring manager that a qualified candidate has been identified. The hiring manager is advised that he/she has the option to review the resume and interview the candidate and hire the candidate without advertising the vacancy.

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.

Yes		No	X	N/a	

Instruction on the use of hiring authorities, including Schedule A and Veterans, are provided to supervisors during quarterly EEO Supervisory Training and the required 40 hours of training for new supervisors. Online courses are also made available and encouraged. Periodic refresher courses are available and provided to hiring officials upon request.

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.

Many of the Garrison DPMs have reached out to local universities' disability program managers and have provided information to them on the special hiring authorities in coordination with the local CPAC. Additionally, many of the Workforce Recruitment Program (WRP) candidates/employees gain their initial federal employment experience through university collaboration with the local garrison EEO Office. EEO Offices also work with other sources that provide assistive technology such as Computer/Electronic Accommodations Program, CaptionCall and Texas Technology Access Program.

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 or PWTD among the new hires in the permanent workforce? If yes, describe the triggers below.

a. New Hires for Permanent Workforce (PWD)	Yes		No	X
b. New Hires for Permanent Workforce (PTWD)	Yes		No	X

2. Using the <u>qualified applicant pool</u> as the benchmark, do triggers exist for PWD/PWTD among the new hires for any of the MCOs? If yes, describe the triggers below.

a. New Hires for MCO (PWD)	Yes		No	X
b. New Hires for MCO (PTWD)	Yes		No	X

3. Using the <u>relevant applicant</u> pool as the benchmark, do triggers exist for PWD/PWTD among the qualified internal applicants for any of the MCOs? If yes, describe the triggers below.

a. Qualified Applicants for MCO (PWD)	Yes		No	X
b. Qualified Applicants for MCO (PTWD)	Yes		No	X

4. Using the <u>qualified applicant pool</u> as the benchmark, do triggers exist for PWD/PWTD among employees promoted to any of the MCOs? If yes, describe the triggers below.

a. Promotions for MCO (PWD)	Yes		No	X
b. Promotions for MCO (PTWD)	Yes		No	X

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

Pursuant to 29 CFR §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 and PWTD have sufficient opportunities for advancement.

IMCOM incorporated the employee of the month, quarter, and year program. The local EEO office's also forwards and assists with all the DoD awards when they are announced. Frequently, when IMCOM has nominated an employee, they have won that award. The command has a formal mentoring program that benefits PWD and PWTD. There are various other command and local programs where PWD and PWTD are provided opportunities to apply for and attend competitive training opportunities. Continue affirmative steps to provide equal opportunity and promoting participation of all employees, including PWD. Ensure all employed disabled veterans were aware of the Merit Promotion Program which provides Agency policies and procedures for meeting its internal staffing needs with qualified candidates through the Civil Service employment system.

B. Career Development Opportunities

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

The command provides a variety of competitive career developmental opportunities that all employees can apply for. These career developmental opportunities are expanded upon in the executive summary of the MD-715 Report:
Emerging Enterprise Leader
The Emerging Enterprise Leader (EEL) program is a Department of Army directed and certified Command funded and managed civilian leadership development program for GS-11-12 (and equivalent) employees.
Enterprise Talent Management
The Enterprise Talent Management (ETM) program provides education, development and experiential opportunities for GS-12-13 (and equivalent) employees to expand and enhance professional development.
Competitive Professional Development
The Civilian Competitive Professional Development (CPD) program provides short-term senior level professional educational and development to GS-14-15 and equivalent employees.
Senior Enterprise Talent Management
The Senior Enterprise Talent Management (SETM) program provides senior level education, development and experiential opportunities for GS-14-15 and equivalent employees to enhance professional leadership development.

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

- Internship Programs – provides students in high schools, colleges, trade schools, and other qualifying educational institutions with paid and unpaid opportunities to work in agencies and explore federal careers while completing their education. For more information, see OPM's website at https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern.

- Fellowship Programs – a sub-specialty training program that allows individuals to study and gain experience into a particular field of study. For example, OPM offers the Presidential Management Fellows Program, which is a leadership development program at the entry-level for advanced degree candidates. For more information, see OPM's website at https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern.

- Mentoring Program – a process that focuses specifically on providing guidance, direction, and career advice, which will enable individuals to achieve their full potential. Agencies can establish formal or informal mentoring programs. For more information, see OPM's website at https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Mentoring.

- Coaching Programs – a process that maximizes people's potential by working on their perceptions, self-confidence, and creative drive. For more information, see OPM's website at https://www.opm.gov/policy-data-oversight/training-and-development/career-development/#url=Coaching.

- Career Development Programs – training for promotion or placement in other positions, including SES candidate development programs. For more information, please review 5 C.F.R. §§ 410.307; 410.312.

- Detail Programs – a process that allows employees to receive a temporary reassignment which exposes them to challenges or otherwise expands their capacity to serve.

Career Development Opportunities	Total Participants (#)		PWD (%)		PWTD (%)	
	Applicants	Selectees	Applicants	Selectees	Applicants	Selectees
Internship Programs						
Detail Programs						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						

Currently there is not a system in place to gather and report this data on applicants and selections for career development opportunities. Efforts are underway to explore potential solutions.

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

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

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

a. Applicants (PTWD)	Yes		No	
b. Selections (PTWD)	Yes		No	

C. *Awards*

1. Using the <u>inclusion rate</u> as the benchmark, does your agency have a trigger involving PWD/PWTD for any level of the time-off awards, bonuses, or other incentives? If yes, describe the trigger(s).

a. Awards, Bonuses, & Incentives (PWD)	Yes		No	X
b. Awards, Bonuses, & Incentives (PTWD)	Yes		No	X

2. Using the <u>inclusion rate</u> as the benchmark, does your agency have a trigger involving PWD/PWTD for quality step increases or performance-based pay increases? If yes, describe the trigger(s).

a. Pay Increases (PWD)	Yes		No	X
b. Pay Increases (PTWD)	Yes		No	X

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

a. Other Types of Recognition (PWD)	Yes		No		N/A	X
b. Other Types of Recognition (PTWD)	Yes		No		N/A	X

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 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).

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

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).

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

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.

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

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

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

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 <u>relevant applicant pool</u> for qualified internal applicants and the <u>qualified applicant pool</u> for selectees.) If yes, describe the trigger(s) in the text box.

a. **Executives**				
i. Qualified Internal Applicants (PWD)	Yes		No	X
II. Internal Selections (PWD)	Yes		No	X
b. **Managers**				
i. Qualified Internal Applicants (PWD)	Yes		No	X
II. Internal Selections (PWD)	Yes		No	X
c. **Supervisors**				
Qualified Internal Applicants (PWD)	Yes		No	X
II. Internal Selections (PWD)	Yes		No	X

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 <u>relevant applicant pool </u>for qualified internal applicants and the <u>qualified applicant</u> pool for selectees.) If yes, describe the trigger(s) in the text box.

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

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

a. New Hires for Executives (PWD)	Yes	X	No	
b. New Hires for Managers (PWD)	Yes	X	No	
c. New Hires for Supervisors (PWD)	Yes	X	No	

Please see below for a snipit of Worksheet B18: New Hires for Management Positions by Disability. The data reveals that PWD and PWTD are not applying at the same rate as their counterparts who do not have a disability. Therefore, the selection pool for PWD and PWTD are a lot lower and affects the ability to hire PWD and PWTD. While this is concerning, it is important to note that enterprise wide we are above the 501 goals of 12% for PWD and 2% for PWTD. Furthermore, as indicated above overall the data has shown PWD and PWTD being well represented in the various categories.

8. Using the <u>qualified applicant pool</u> 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).

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

Please see below for a snipit of Worksheet B18: New Hires for Management Positions by Disability. The data reveals that PWD and PWTD are not applying at the same rate as their counterparts who do not have a disability. Therefore, the selection pool for PWD and PWTD are a lot lower and affects the ability to hire PWD and PWTD. While this is concerning, it is important to note that enterprise wide we are above the 501 goals of 12% for PWD and 2% for PWTD. Furthermore, as indicated above overall the data has shown PWD and PWTD being well represented in the various categories.

New Hires for Management Positions	Total	Detail by Disability Status				D...
		No Disability (05)	Not Identified (01)	Disability (02–03, 06–99)	Persons With Targeted Disability	D... D...
Executives						
Vacancy Announcements #	1					
Voluntarily Identified Applicants #	37	34	0	3	2	
Voluntarily Identified Applicants %	100.00%	91.89%	0.00%	8.10%	5.40%	
Qualified External Applicants #	32	30	0	2	1	
Qualified External Applicants %	100.00%	93.75%	0.00%	6.25%	3.12%	
Referred Applicants #	9	9	0	0	0	
Referred Applicants %	100.00%	100.00%	0.00%	0.00%	0.00%	
External Selections #	1	1	0	0	0	
External Selections %	100.00%	100.00%	0.00%	0.00%	0.00%	
Managers						
Vacancy Announcements #	54					
Voluntarily Identified Applicants #	1,056	967	28	61	36	
Voluntarily Identified Applicants %	100.00%	91.57%	2.65%	5.77%	3.40%	
Qualified External Applicants #	675	614	20	41	21	
Qualified External Applicants %	100.00%	90.96%	2.96%	6.07%	3.11%	
Referred Applicants #	612	558	19	35	18	
Referred Applicants %	100.00%	91.17%	3.10%	5.71%	2.94%	
External Selections #	39	35	1	3	1	
External Selections %	100.00%	89.74%	2.56%	7.69%	2.56%	
Supervisors						
Vacancy Announcements #	85					
Voluntarily Identified Applicants #	1,256	1,128	64	64	32	
Voluntarily Identified Applicants %	100.00%	89.80%	5.09%	5.09%	2.54%	
Qualified External Applicants #	760	689	36	35	17	
Qualified External Applicants %	100.00%	90.65%	4.73%	4.60%	2.23%	
Referred Applicants #	660	596	33	31	13	
Referred Applicants %	100.00%	90.30%	5.00%	4.69%	1.96%	
External Selections #	66	61	5	0	0	
External Selections %	100.00%	92.42%	7.57%	0.00%	0.00%	

Section V: Plan to Improve Retention of Individuals with Disabilities

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

A. Voluntary and Involuntary Separations

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

Yes	X	No	

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

a. Voluntary Separations (PWD)	Yes		No	X
b. Involuntary Separations (PWD)	Yes		No	X

3. Using the <u>inclusion rate</u> as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If yes, describe trigger below.

a. Voluntary Separations (PWTD)	Yes		No	X
b. Involuntary Separations (PWTD)	Yes		No	X

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 (ABA) 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 Web site for its notice explaining employees' and applicants' rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

https://home.army.mil/imcom/

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

https://home.army.mil/imcom/

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

The HQ IMCOM EEO DPM and the DASA-EI DPM have worked together to help streamline the process for initiating 504/508 complaints from the Garrisons. This information has been published on the HQ IMCOM EEO SharePoint Page to ensure the complaining parties as well as other EEO Professionals are aware of the process and the case depending on the issues can be sent to the appropriate Agency** for further processing.

**The U.S. Access Board (AB), https://www.access-board.gov/enforcement

The Department of Justice (DOJ) (Section 504), https://www.justice.gov/action-center/report-crime-or-submit-complaint#complaint

The DoD Chief Information Office (Section 508), https://dodcio.defense.gov/DoDSection508/Section-508-Form/

C. Reasonable Accommodation Program

Pursuant to 29 CFR. § 1614.203(d)(3), agencies must adopt, post on their public Web site, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average timeframe for processing initial requests for reasonable accommodations during the reporting period. (Do not include previously approved requests with repetitive accommodations, such as interpreting services.)

> The average time is 36 days.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency's reasonable accommodation program. 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.

> Department of the Army updated AR 690-12, incorporating previously standalone RA procedures. The updated regulation has helped increase the effectiveness of the RA program as the procedures are now codified in regulation. Additionally, the development and use of the online RA Tracker module in the MD-715 Reporter has standardized the way garrisons report, track and monitor RA requests across Army.

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

> In FY23, there was two (2) PAS request representing 0% of the total RA requests processed. The Command will be better able to describe effectiveness of PAS as we receive more requests of this type.

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 of 21.98%?

Yes		No	X	N/A	

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?

Yes		No	X	N/A	

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.

None.

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 an RA, as compared to the government-wide average of 14.03 percent?

Yes		No	X

2. During the last fiscal year, did any complaints alleging failure to provide RA in a finding of discrimination or a settlement agreement?

Yes		No	X

3. If the agency had one or more findings of discrimination involving the failure to provide RA during the last fiscal year, please describe the corrective measures taken by the agency.

None.

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?

Yes		No	X

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

Yes		No		N/A	X

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

MD-715 PART J	Affirmative Action Plan for Individuals with Disabilities
Triggers	N/A
Source of Trigger	
EEO Group(s) Affected	
EEO Sources Reviewed	
Status of Barrier Analysis Process	
Objective(s) for the EEO Plan	

Plan to Address Barriers/Triggers Identified				
Responsible Official(s)		Performance Standards Address the Plan? (Yes or No)		
Target Date	Planned Activities	Sufficient Staffing & Funding	Modified Date	Completion Date
	N/A			

Objective(s)	Publish Reasonable Accommodation and PAS procedures on the internal and external website			
Responsible Official(s)		Performance Standards Address the Plan?		
Disability Program Manager in collaboration with web manager				
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
	N/A			

Trigger 1	N/A			
Barrier(s)				
Objective(s)				
Responsible Official(s)		Performance Standards Address the Plan?		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
Fiscal Year	Accomplishments			

Trigger 1	N/A			
Barrier(s)				
Objective(s)				
Responsible Official(s)		**Performance Standards Address the Plan?**		
Target Date (mm/dd/yyyy)	**Planned Activities**	**Sufficient Staffing & Funding (Yes or No)**	**Modified Date (mm/dd/yyyy)**	**Completion Date (mm/dd/yyyy)**
Fiscal Year	**Accomplishments**			

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

    N/A

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

    N/A

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

    N/A