

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

PART A Department or Agency Identifying Information	1. Agency	1. DOD Defense Contract Audit Agency		
	1.a 2nd level reporting component	Department of Defense		
	2. Address	2. 8725 John J. Kingman Road		
	3. City, State, Zip Code	3. Fort Belvoir, VA 22060-6219		
	4. Agency Code 5. FIPS code(s)	4. DD10	5. 8840	

PART B Total Employment	1. Enter total number of permanent full-time and part-time employees	1. 3985
	2. Enter total number of temporary employees	2. 56
	3. TOTAL EMPLOYMENT [add lines B 1 through 2]	4. 4041

PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	Title Type	Name	Title
	Head of Agency	Terri L. Dilly	Director
	Principal EEO Director/Official	Rafael J. Reyes Serra	EEO Director
	Affirmative Employment Program Manager	Debbie Cruz	AEP & Compliance Branch Chief
	Complaint Processing Program Manager	Benjamin Nidus	EEO Manager
	Complaint Processing Program Manager	Patricia Obey	Complaints & ADR Branch Chief
	Reasonable Accommodation Program Manager	Roxanne M. McHugh	EEO Manager
	Anti-Harassment Program Manager	Anne Money	EEO Manager
	Other EEO Staff	Kathryn Fields	EEO Assistant

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PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	Country	Agency Code
	DOD Defense Contract Audit Agency McLean, VA	United States	DD00
	DOD Defense Contract Audit Agency Lowell, MA	United States	DD00
	DOD Defense Contract Audit Agency Fort Worth, TX	United States	DD00
	DOD Defense Contract Audit Agency Hazelwood, MO	United States	DD00
	DOD Defense Contract Audit Agency Smyrna, GA	United States	DD00
	DOD Defense Contract Audit Agency La Palma, CA	United States	DD00
	DOD Defense Contract Audit Agency Irving, TX	United States	DD00
	DOD Defense Contract Audit Agency Reston, VA	United States	DD00

EEOC FORMS and Documents	Required	Uploaded	
Anti-Harassment Policy and Procedures	Y	Y	
Organization Chart	Y	Y	
Reasonable Accommodation Procedure	Y	Y	
Alternative Dispute Resolution Procedures	Y	Y	
EEO Policy Statement	Y	Y	
Agency Strategic Plan	Y	Y	
Personal Assistance Services Procedures	Y	Y	
Federal Equal Opportunity Recruitment Program (FEORP) Report	N	N	
Results from most recent Federal Employee Viewpoint Survey or Annual Employee Survey	N	N	
EEO Strategic Plan	N	N	
Human Capital Strategic Plan	N	N	
Disabled Veterans Affirmative Action Program (DVAAP) Report	N	N	
Diversity Policy Statement	N	N	

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EXECUTIVE SUMMARY: MISSION

Organization Information

The Defense Contract Audit Agency (DCAA) is a Federal Agency within the Department of Defense (DoD). DCAA's mission is to perform contract audits for the DoD and provide accounting and financial advisory services. This includes contracts and subcontracts to all DoD components responsible for procurement and contract administration. These services are provided in connection with negotiation, administration, and settlement of contracts and subcontracts. DCAA also provides contract audit services to other Government agencies, as appropriate.

DCAA has offices and employees geographically dispersed throughout the continental United States and a few employees located overseas. Consequently, our employees are in numerous Federal Information Processing Standards (FIPS) codes. The FIPS code used for this report is 8840 (Washington, DC; Northern Virginia, Maryland, and Eastern West Virginia) because there is no "national" FIPS code and DCAA Headquarters is located in this FIPS area.

DCAA has a workforce consisting of 4,041 employees. Auditors are the primary occupational group totaling 3,549 employees or 88% of the total workforce. Auditors include two of the Federal Sector (FedSec) nine major occupational categories, Officials and Managers as well as Professionals. All other employees total 492 and occupy three of the FedSec occupational categories Officials and Managers, Professionals, and Administrative Support Workers. These consist of a variety of positions to include: Secretaries, Office Automation Assistants, Management Analysts, Human Resources Specialists, Information Technology Specialists, Budget and Accounting Analysts, Human Resources Assistants, Security Specialists, Equal Employment Opportunity Specialists, and Attorneys.

Database Information

The data for this year's MD 715 Report was obtained from the Defense Finance and Accounting Service (DFAS), DCAA's serving HR provider, using the Defense Civilian Personnel Data System (DCPDS). DCPDS is the personnel database for all of DoD. The employment category within this report is Permanent Appropriated Fund employees. The workforce data tables used are included at the end of this report. Data contained in this report was compared to Occupational Civilian Labor Force (OCLF). The OCLF reviewed is for the Accountant/Auditor category in the Civilian Labor Force. This is due to 88% of the Agency's workforce falling under this category. Using the OCLF provides DCAA with a more accurate representation of its workforce when compared to the national representation of personnel in the Accounting/Auditing fields based on U.S. Census Data.

The following data is taken from the 2010 U.S. Census. The data reflects the total number of accountants and auditors identified in the national workforce.

OCCUPATIONAL CIVILIAN LABOR FORCE FOR ACCOUNTANTS AND AUDITORS

Occupational Civilian Labor Force for Accountants and Auditors is comprised of 1,878,185 members.

- Males represent 39.0%.
- Females represent 61.0%.
- White males represent 29.7%.
- White females represent 42.9%.
- Hispanic males represent 2.7%.
- Hispanic females represent 5.1%.
- Black males represent 2.7%.
- Black females represent 5.7%.
- Asian males represent 3.1%.
- Asian females represent 5.7%.
- Native Hawaiian/Pacific Islander males represent 0.0%.
- Native Hawaiian/Pacific Islander females represent 0.1%.
- American Indian/Alaska Native males represent 0.1%.
- American Indian/Alaska Native females represent 0.3%.
- Two or more races males represent 0.6%.
- Two or more races females represent 1.1%.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

Rafael J. Reyes-Serra, Director, Office of Equal Employment, GS-0260-14

am the

(Insert Name Above)

(Insert official
title/series/grade above)

Principal EEO Director/Official for the Defense Contract Audit Agency

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report in Compliance with EEO MD-715.



Signature of Agency Head or Agency Head Designee

14 May 2024



Date

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Agency Self-Assessment Checklist



Essential Element: A Demonstrated Commitment From agency Leadership

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.1. The agency issues an effective, up-to-date EEO policy statement.				
	A.1.a. Does the agency annually issue a signed and dated EEO policy statement on agency letterhead that clearly communicates the agency's commitment to EEO for all employees and applicants? If "Yes", please provide the annual issuance date in the comments column. [see MD-715, II(A)]	X			Updated EEO policy statement signed on 03/11/2024 by Agency Director. 3/11/2024
	A.1.b. Does the EEO policy statement address all protected bases (age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion, and reprisal) contained in the laws EEOC enforces? [see 29 CFR § 1614.101(a)] If the EEO policy statement covers any additional bases (e.g., marital status, veteran status and political affiliation), please list them in the comments column.	X			

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	A.2. The agency has communicated EEO policies and procedures to all employees.				
A.2.a. Does the agency disseminate the following policies and procedures to all employees:					
	A.2.a.1. Anti-harassment policy? [see MD 715, II(A)]	X			
	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]	X			
A.2.b. Does the agency prominently post the following information throughout the workplace and on its public website:					
	A.2.b.1. The business contact information for its EEO Counselors, EEO Officers, Special Emphasis Program Managers, and EEO Director? [see 29 C.F.R § 1614.102(b)(7)]	X			
	A.2.b.2. Written materials concerning the EEO program, laws, policy statements, and the operation of the EEO complaint process? [see 29 CFR §1614.102(b)(5)]	X			
	A.2.b.3. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)(i)] If so, please provide the internet address in the comments column.	X			https://www.dcaa.mil/Portals/88/Reasonable_Accorver=2019-10-15-1
A.2.c. Does the agency inform its employees about the following topics:					
	A.2.c.1. EEO complaint process? [see 29 CFR §§ 1614.102(a)(12) and 1614.102(b)(5)] If "yes", please provide how often and the means by which such training is delivered.	X			Training is provided in person and online every two years.
	A.2.c.2. ADR process? [see MD-110, Ch. 3(II)(C)] If "yes", please provide how often.	X			Training is provided in person and online every two years.
	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If "yes", please provide how often.	X			Training is provided in person and online once two years.
	A.2.c.4. Anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1] If "yes", please provide how often.	X			Training is provided in person and online every two years.
	A.2.c.5. Behaviors that are inappropriate in the workplace and could result in disciplinary action? [5 CFR §2635.101(b)] If "yes", please provide how often.	X			Training is provided in person and online every two years.

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	A.3. The agency assesses and ensures EEO principles are part of its culture.				
	A.3.a. Does the agency provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment in equal employment opportunity? [see 29 CFR § 1614.102(a)(9)] If "yes", provide one or two examples in the comments section. .	X			The Agency has the Outstanding Employee with a Disability Award and "Excellence in EEO Award" to recognize superior accomplishment in EEO.
	A.3.b. Does the agency utilize the Federal Employee Viewpoint Survey or other climate assessment tools to monitor the perception of EEO principles within the workforce? [see 5 CFR Part 250]	X			

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Agency Self-Assessment Checklist



Essential Element: B Integration of EEO into the agency's Strategic Mission

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.1. The reporting structure for the EEO program provides the principal EEO official with appropriate authority and resources to effectively carry out a successful EEO program.				
	B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.a.1. If the EEO Director does not report to the agency head, does the EEO Director report to the same agency head designee as the mission-related programmatic offices? If "yes," please provide the title of the agency head designee in the comments.	X			For FY 2023, The EEO Director did not report to the agency head. This was changed in November 2023 (FY 24). Newly hired EEO Director is now reporting to the Agency Head/ Director. Agency Director: Ms. Terri L. Dilly.
	B.1.a.2. Does the agency's organizational chart clearly define the reporting structure for the EEO office? [see 29 CFR §1614.102(b)(4)]	X			
	B.1.b. Does the EEO Director have a regular and effective means of advising the agency head and other senior management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program? [see 29 CFR §1614.102(c)(1); MD-715 Instructions, Sec. I]	X			
	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.		X		Agency did not certify FY 22 MD-715.
	B.1.d. Does the EEO Director regularly participate in senior-level staff meetings concerning personnel, budget, technology, and other workforce issues? [see MD-715, II(B)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.2. The EEO Director controls all aspects of the EEO program.				

B.2.a. Is the EEO Director responsible for the implementation of a continuing affirmative employment program to promote EEO and to identify and eliminate discriminatory policies, procedures, and practices? [see MD-110, Ch. 1(III)(A); 29 CFR §1614.102(c)] If not, identify the office with this authority in the comments column.

X

B.2.b. Is the EEO Director responsible for overseeing the completion of EEO counseling? [see 29 CFR §1614.102(c)(4)]

X

B.2.c. Is the EEO Director responsible for overseeing the fair and thorough investigation of EEO complaints? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]

X

B.2.d. Is the EEO Director responsible for overseeing the timely issuance of final agency decisions? [see 29 CFR §1614.102(c)(5)] [This question may not be applicable for certain subordinate level components.]

X

B.2.e. Is the EEO Director responsible for ensuring compliance with EEOC orders? [see 29 CFR §§ 1614.102(e); 1614.502]



X

B.2.f. Is the EEO Director responsible for periodically evaluating the entire EEO program and providing recommendations for improvement to the agency head? [see 29 CFR §1614.102(c)(2)]

X

B.2.g. If the agency has subordinate level components, does the EEO Director provide effective guidance and coordination for the components? [see 29 CFR §§ 1614.102(c)(2); (c)(3)]

X

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	B.3. The EEO Director and other EEO professional staff are involved in, and consulted on, management/personnel actions.				

B.3.a. Do EEO program officials participate in agency meetings regarding workforce changes that might impact EEO issues, including strategic planning, recruitment strategies, vacancy projections, succession planning, and selections for training/career development opportunities? [see MD-715, II(B)]

X

B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.



X

FY 2024 Strategic Plan - Goal #2: Cultivate a Premier and Diverse Workforce

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.4. The agency has sufficient budget and staffing to support the success of its EEO program.				
B.4.a. Pursuant to 29 CFR §1614.102(a)(1), has the agency allocated sufficient funding and qualified staffing to successfully implement the EEO program, for the following areas:					
	B.4.a.1. to conduct a self-assessment of the agency for possible program deficiencies? [see MD-715, II(D)]	X			
	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]	X			
	B.4.a.11. to ensure timely and complete compliance with EEOC orders? [see MD-715, II(E)]	X			
	B.4.a.2. to enable the agency to conduct a thorough barrier analysis of its workforce? [see MD-715, II(B)]	X			
	B.4.a.3. to timely, thoroughly, and fairly process EEO complaints, including EEO counseling, investigations, final agency decisions, and legal sufficiency reviews? [see 29 CFR §§ 1614.102(c)(5); 1614.105(b) – (f); MD-110, Ch. 1(IV)(D) & 5(IV); MD-715, II(E)]	X			
	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.	X			
	B.4.a.5. to conduct thorough, accurate, and effective field audits of the EEO programs in components and the field offices, if applicable? [see 29 CFR §1614.102(c)(2)]	X			
	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]	X			
	B.4.a.7. to maintain accurate data collection and tracking systems for the following types of data: complaint tracking, workforce demographics, and applicant flow data? [see MD-715, II(E)] If not, please identify the systems with insufficient funding in the comments section.	X			
	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]	X			
	B.4.a.9. to effectively manage its anti-harassment program? [see MD-715 Instructions, Sec. I; EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	B.4.b. Does the EEO office have a budget that is separate from other offices within the agency? [see 29 CFR § 1614.102(a)(1)]	X			
	B.4.c. Are the duties and responsibilities of EEO officials clearly defined? [see MD-110, Ch. 1(III)(A), 2(III), & 6(III)]	X			
	B.4.d. Does the agency ensure that all new counselors and investigators, including contractors and collateral duty employees, receive the required 32 hours of training, pursuant to Ch. 2(II) (A) of MD-110?	X			
	B.4.e. Does the agency ensure that all experienced counselors and investigators, including contractors and collateral duty employees, receive the required 8 hours of annual refresher training, pursuant to Ch. 2(II)(C) of MD-110?	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.5. The agency recruits, hires, develops, and retains supervisors and managers who have effective managerial, communications, and interpersonal skills				

B.5.a. Pursuant to 29 CFR §1614.102(a)(5), have all managers and supervisors received orientation, training, and advice on their responsibilities under the following areas under the agency EEO program:

B.5.a.1. EEO complaint process? [see MD-715(II)(B)]	X			
B.5.a.2. Reasonable Accommodation Procedures? [see 29 CFR § 1614.102(d)(3)]	X			
B.5.a.3. Anti-harassment policy? [see MD-715(II)(B)]	X			
B.5.a.4. Supervisory, managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications? [see MD-715, II(B)]	X			
B.5.a.5. ADR, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR? [see MD-715(II)(E)]	X			

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	B.6. The agency involves managers in the implementation of its EEO program.				



B.6.a. Are senior managers involved in the implementation of Special Emphasis Programs? [see MD-715 Instructions, Sec. I]	X			
B.6.b. Do senior managers participate in the barrier analysis process? [see MD-715 Instructions, Sec. I]	X			
B.6.c. When barriers are identified, do senior managers assist in developing agency EEO action plans (Part I, Part J, or the Executive Summary)? [see MD-715 Instructions, Sec. I]	X			
B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]		X		Agency Director has updated Agency's the strategic plan to include EEO diversity, equity, inclusion, accessibility objectives.

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Essential Element: C Management and Program Accountability

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.1. The agency conducts regular internal audits of its component and field offices.			N/A	
C.1.a. Does the agency regularly assess its component and field offices for possible EEO program deficiencies? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	DCAA has a centralized EEO Program.
C.1.b. Does the agency regularly assess its component and field offices on their efforts to remove barriers from the workplace? [see 29 CFR §1614.102(c)(2)] If "yes", please provide the schedule for conducting audits in the comments section.				X	DCAA has a centralized EEO Program.
C.1.c. Do the component and field offices make reasonable efforts to comply with the recommendations of the field audit? [see MD-715, II(C)]				X	DCAA has a centralized EEO Program.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.2. The agency has established procedures to prevent all forms of EEO discrimination.				
	C.2.a. Has the agency established comprehensive anti-harassment policy and procedures that comply with EEOC's enforcement guidance? [see MD-715, II(C); Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			
	C.2.a.1. Does the anti-harassment policy require corrective action to prevent or eliminate conduct before it rises to the level of unlawful harassment? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.1]	X			
	C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]		X		The Anti-Harassment Coordinator is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. The EEO Director is the direct supervisor of the Anti-Harassment Coordinator. It is separate from the EEO Complaints Branch. As of May 1, 2024, the Anti-Harassment Program will be moved to the Human Resources Division. EEO Director will not be the Anti-Harassment Coordinator's supervisor.
	C.2.a.3. Does the agency have a separate procedure (outside the EEO complaint process) to address harassment allegations? [see Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (Enforcement Guidance), EEOC No. 915.002, § V.C.1 (June 18, 1999)]	X			The Agency has an Anti-Harassment Coordinator who ensures that all allegations of harassment, including non-EEO related, are addressed.
	C.2.a.4. Does the agency ensure that the EEO office informs the anti-harassment program of all EEO counseling activity alleging harassment? [See Enforcement Guidance, V.C.]	X			

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C.2.a.5. Does the agency conduct a prompt inquiry (beginning within 10 days of notification) of all harassment allegations, including those initially raised in the EEO complaint process? [see Complainant v. Dep't of Veterans Affairs, EEOC Appeal No. 0120123232 (May 21, 2015); Complainant v. Dep't of Defense (Defense Commissary Agency), EEOC Appeal No. 0120130331 (May 29, 2015)] If "no", please provide the percentage of timely-processed inquiries in the comments column.	X			
C.2.a.6. Do the agency's training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]	X			
C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]		X		New EEO Director is reviewing newly drafted Reasonable Accommodation Instruction.
C.2.b.1. Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations throughout the agency? [see 29 CFR §1614.203(d)(3)(D)]	X			
C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]		X		The RA Manager is in the Affirmative Employment Compliance Branch of the EEO Office. It is separate from the EEO Complaints Branch. However, the EEO Director is the direct supervisor of the RA Manager. DCAA believes its workforce is best served with the RA Manager in the EEO Office.
C.2.b.3. Does the agency ensure that job applicants can request and receive reasonable accommodations during the application and placement processes? [see 29 CFR §1614.203(d)(1)(ii)(B)]	X			
C.2.b.4. Do the reasonable accommodation procedures clearly state that the agency should process the request within a maximum amount of time (e.g., 20 business days), as established by the agency in its affirmative action plan? [see 29 CFR §1614.203(d)(3)(i)(M)]	X			
C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If "no", please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.	X			
C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]		X		See Part H- A revision to the Reasonable Accommodation procedures has been reviewed and approved by EEOC, to include personal assistance services (PAS). This revision is in coordination for signature by the new Agency Director.

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C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If “yes”, please provide the internet address in the comments column.		X			https://www.dcaa.mil/Portals/88/DCAA%20Person	
	Compliance Indicator				Measure Has Been Met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
	Measures	Yes	No	N/A		
C.3. The agency evaluates managers and supervisors on their efforts to ensure equal employment opportunity.						
C.3.a. Pursuant to 29 CFR §1614.102(a)(5), do all managers and supervisors have an element in their performance appraisal that evaluates their commitment to agency EEO policies and principles and their participation in the EEO program?		X				
C.3.b. Does the agency require rating officials to evaluate the performance of managers and supervisors based on the following activities:						
C.3.b.1. Resolve EEO problems/disagreements/conflicts, including the participation in ADR proceedings? [see MD-110, Ch. 3.I]		X				
C.3.b.2. Ensure full cooperation of employees under his/her supervision with EEO officials, such as counselors and investigators? [see 29 CFR §1614.102(b)(6)]		X				
C.3.b.3. Ensure a workplace that is free from all forms of discrimination, including harassment and retaliation? [see MD-715, II(C)]		X				
C.3.b.4. Ensure that subordinate supervisors have effective managerial, communication, and interpersonal skills to supervise in a workplace with diverse employees? [see MD-715 Instructions, Sec. I]		X				
C.3.b.5. Provide religious accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(7)]		X				
C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		X				
C.3.b.7. Support the EEO program in identifying and removing barriers to equal opportunity?. [see MD-715, II(C)]		X				
C.3.b.8. Support the anti-harassment program in investigating and correcting harassing conduct?. [see Enforcement Guidance, V.C.2]		X				
C.3.b.9. Comply with settlement agreements and orders issued by the agency, EEOC, and EEO-related cases from the Merit Systems Protection Board, labor arbitrators, and the Federal Labor Relations Authority? [see MD-715, II(C)]		X				
C.3.c. Does the EEO Director recommend to the agency head improvements or corrections, including remedial or disciplinary actions, for managers and supervisors who have failed in their EEO responsibilities? [see 29 CFR §1614.102(c)(2)]		X				
C.3.d. When the EEO Director recommends remedial or disciplinary actions, are the recommendations regularly implemented by the agency? [see 29 CFR §1614.102(c)(2)]		X				

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.4. The agency ensures effective coordination between its EEO program and Human Resources (HR) program.				
	C.4.a. Do the HR Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures conform to EEOC laws, instructions, and management directives? [see 29 CFR §1614.102(a)(2)]	X			
	C.4.b. Has the agency established timetables/schedules to review at regular intervals its merit promotion program, employee recognition awards program, employee development/training programs, and management/personnel policies, procedures, and practices for systemic barriers that may be impeding full participation in the program by all EEO groups? [see MD-715 Instructions, Sec. I]	X			
	C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]		X		
	C.4.d. Does the HR office timely provide the EEO office with access to other data (e.g., exit interview data, climate assessment surveys, and grievance data), upon request? [see MD-715, II(C)]	X			
	C.4.e. Pursuant to Section II(C) of MD-715, does the EEO office collaborate with the HR office to:				
	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]	X			
	C.4.e.2. Develop and/or conduct outreach and recruiting initiatives? [see MD-715, II(C)]	X			
	C.4.e.3. Develop and/or provide training for managers and employees? [see MD-715, II(C)]	X			
	C.4.e.4. Identify and remove barriers to equal opportunity in the workplace? [see MD-715, II(C)]	X			
	C.4.e.5. Assist in preparing the MD-715 report? [see MD-715, II(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
	C.5.a. Does the agency have a disciplinary policy and/or table of penalties that covers discriminatory conduct? [see 29 CFR §1614.102(a)(6); see also Douglas v. Veterans Administration, 5 MSPR 280 (1981)]	X			
	C.5.b. When appropriate, does the agency discipline or sanction managers and employees for discriminatory conduct? [see 29 CFR §1614.102(a)(6)] If "yes", please state the number of disciplined/sanctioned individuals during this reporting period in the comments.	X			There were none in FY 23.
	C.5.c. If the agency has a finding of discrimination (or settles cases in which a finding was likely), does the agency inform managers and supervisors about the discriminatory conduct (e.g., post mortem to discuss lessons learned)? [see MD-715, II(C)]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	C.6. The EEO office advises managers/supervisors on EEO matters.			N/A	
	C.6.a. Does the EEO office provide management/supervisory officials with regular EEO updates on at least an annual basis, including EEO complaints, workforce demographics and data summaries, legal updates, barrier analysis plans, and special emphasis updates? [see MD-715 Instructions, Sec. I] If "yes", please identify the frequency of the EEO updates in the comments column.	X			The EEO Director meets with Regional and Corporate Audit Directors on a monthly basis to provide updates.
	C.6.b. Are EEO officials readily available to answer managers' and supervisors' questions or concerns? [see MD-715 Instructions, Sec. I]	X			

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Essential Element: D Proactive Prevention

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.1. The agency conducts a reasonable assessment to monitor progress towards achieving equal employment opportunity throughout the year.			N/A	
	D.1.a. Does the agency have a process for identifying triggers in the workplace? [see MD-715 Instructions, Sec. I]	X			
	D.1.b. Does the agency regularly use the following sources of information for trigger identification: workforce data; complaint/grievance data; exit surveys; employee climate surveys; focus groups; affinity groups; union; program evaluations; special emphasis programs; and/or external special interest groups? [see MD-715 Instructions, Sec. I]	X			
	D.1.c. Does the agency conduct exit interviews or surveys that include questions on how the agency could improve the recruitment, hiring, inclusion, retention and advancement of individuals with disabilities? [see 29 CFR §1614.203(d)(1)(iii)(C)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.2. The agency identifies areas where barriers may exclude EEO groups (reasonable basis to act.)	Yes	No	N/A	
	D.2.a. Does the agency have a process for analyzing the identified triggers to find possible barriers? [see MD-715, (II)(B)]	X			
	D.2.b. Does the agency regularly examine the impact of management/personnel policies, procedures, and practices by race, national origin, sex, and disability? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.c. Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions, such as re-organizations and realignments? [see 29 CFR §1614.102(a)(3)]	X			
	D.2.d. Does the agency regularly review the following sources of information to find barriers: complaint/grievance data, exit surveys, employee climate surveys, focus groups, affinity groups, union, program evaluations, anti-harassment program, special emphasis programs, and/or external special interest groups? [see MD-715 Instructions, Sec. I] If "yes", please identify the data sources in the comments column.	X			Complaint/Grievances, Federal Viewpoint Survey, Reasonable Accommodation Program, Anti-Harassment Program.

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	D.3. The agency establishes appropriate action plans to remove identified barriers.	Yes	No	N/A	
	D.3.a. Does the agency effectively tailor action plans to address the identified barriers, in particular policies, procedures, or practices? [see 29 CFR §1614.102(a)(3)]	X			
	D.3.b. If the agency identified one or more barriers during the reporting period, did the agency implement a plan in Part I, including meeting the target dates for the planned activities? [see MD-715, II(D)]	X			
	D.3.c. Does the agency periodically review the effectiveness of the plans? [see MD-715, II(D)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	D.4. The agency has an affirmative action plan for people with disabilities, including those with targeted disabilities.	Yes	No	N/A	
	D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.		X		FY 2022 MD-715 Report was not certified by the Agency.
	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]	X			
	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]	X			
	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]	X			

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Agency Self-Assessment Checklist

Essential Element: E Efficiency

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Agency Self-Assessment Checklist

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.1. The agency maintains an efficient, fair, and impartial complaint resolution process.				
E.1.a. Does the agency timely provide EEO counseling, pursuant to 29 CFR §1614.105?		X			
E.1.b. Does the agency provide written notification of rights and responsibilities in the EEO process during the initial counseling session, pursuant to 29 CFR §1614.105(b)(1)?		X			
E.1.c. Does the agency issue acknowledgment letters immediately upon receipt of a formal complaint, pursuant to MD-110, Ch. 5(I)?		X			
E.1.d. Does the agency issue acceptance letters/dismissal decisions within a reasonable time (e.g., 60 days) after receipt of the written EEO Counselor report, pursuant to MD-110, Ch. 5(I)? If so, please provide the average processing time in the comments.		X			The Agency has an average timeframe of 28 days for issuing acceptance/dismissal decisions.
E.1.e. Does the agency ensure that all employees fully cooperate with EEO counselors and EEO personnel in the EEO process, including granting routine access to personnel records related to an investigation, pursuant to 29 CFR §1614.102(b)(6)?		X			
E.1.f. Does the agency timely complete investigations, pursuant to 29 CFR §1614.108?		X			
E.1.g. If the agency does not timely complete investigations, does the agency notify complainants of the date by which the investigation will be completed and of their right to request a hearing or file a lawsuit, pursuant to 29 CFR §1614.108(g)?		X			
E.1.h. When the complainant did not request a hearing, does the agency timely issue the final agency decision, pursuant to 29 CFR §1614.110(b)?		X			
E.1.i. Does the agency timely issue final actions following receipt of the hearing file and the administrative judge's decision, pursuant to 29 CFR §1614.110(a)?		X			
E.1.j. If the agency uses contractors to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays? [See MD-110, Ch. 5(V)(A)] If "yes", please describe how in the comments column.		X			The Contractor (for Counseling Services) has internal controls where they review all reports prior to issuance. The Agency's EEO Managers also review EEO Counselor Reports to ensure that they contain appropriate information. If work product is deemed deficient or untimely through no fault of the Agency, the Agency may reduce payment to contractor.

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E.1.k. If the agency uses employees to implement any stage of the EEO complaint process, does the agency hold them accountable for poor work product and/or delays during performance review? [See MD-110, Ch. 5(V)(A)]		X			
E.1.l. Does the agency submit complaint files and other documents in the proper format to EEOC through the Federal Sector EEO Portal (FedSEP)? [See 29 CFR § 1614.403(g)]		X			
 Compliance Indicator	E.2. The agency has a neutral EEO process.	Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	N/A	
E.2.a. Has the agency established a clear separation between its EEO complaint program and its defensive function? [see MD-110, Ch. 1(IV)(D)] If "yes", please explain.		X			The attorney advising the EEO Office resides in the General Counsel's Office however she does not represent the Agency in EEO matters.
E.2.b. When seeking legal sufficiency reviews, does the EEO office have access to sufficient legal resources separate from the agency representative? [see MD-110, Ch. 1(IV)(D)] If "yes", please identify the source/location of the attorney who conducts the legal sufficiency review in the comments column.		X			EEO Office Attorney Advisor performing Legal Sufficiency Review does not represent the Agency in Litigation.
E.2.c. If the EEO office relies on the agency's defensive function to conduct the legal sufficiency review, is there a firewall between the reviewing attorney and the agency representative? [see MD-110, Ch. 1(IV)(D)]				X	EEO Office Attorney Advisor performing Legal Sufficiency Review does not represent the Agency in Litigation.
E.2.d. Does the agency ensure that its agency representative does not intrude upon EEO counseling, investigations, and final agency decisions? [see MD-110, Ch. 1(IV)(D)]		X			
E.2.e. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints? [see EEOC Report, Attaining a Model Agency Program: Efficiency (Dec. 1, 2004)]		X			



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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.3. The agency has established and encouraged the widespread use of a fair alternative dispute resolution (ADR) program.				

E.3.a. Has the agency established an ADR program for use during both the pre-complaint and formal complaint stages of the EEO process? [see 29 CFR §1614.102(b)(2)]	X			
E.3.b. Does the agency require managers and supervisors to participate in ADR once it has been offered? [see MD-715, II(A)(1)]	X			
E.3.c. Does the Agency encourage all employees to use ADR, where ADR is appropriate? [See MD-110, Ch. 3(IV)(C)]	X			
E.3.d. Does the agency ensure a management official with settlement authority is accessible during the dispute resolution process? [see MD-110, Ch. 3(III)(A)(9)]	X			
E.3.e. Does the agency prohibit the responsible management official named in the dispute from having settlement authority? [see MD-110, Ch. 3(I)]	X			
E.3.f. Does the agency annually evaluate the effectiveness of its ADR program? [see MD-110, Ch. 3(II)(D)]	X			



 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.4. The agency has effective and accurate data collection systems in place to evaluate its EEO program.				

E.4.a. Does the agency have systems in place to accurately collect, monitor, and analyze the following data:				
E.4.a.1. Complaint activity, including the issues and bases of the complaints, the aggrieved individuals/complainants, and the involved management official? [see MD-715, II(E)]	X			
E.4.a.2. The race, national origin, sex, and disability status of agency employees? [see 29 CFR §1614.601(a)]	X			
E.4.a.3. Recruitment activities? [see MD-715, II(E)]	X			
E.4.a.4. External and internal applicant flow data concerning the applicants' race, national origin, sex, and disability status? [see MD-715, II(E)]	X			
E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]	X			
E.4.a.6. The processing of complaints for the anti-harassment program? [see EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (1999), § V.C.2]	X			
E.4.b. Does the agency have a system in place to re-survey the workforce on a regular basis? [MD-715 Instructions, Sec. I]	X			

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 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	E.5. The agency identifies and disseminates significant trends and best practices in its EEO program.				
E.5.a. Does the agency monitor trends in its EEO program to determine whether the agency is meeting its obligations under the statutes EEOC enforces? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			Agency continues to monitor timeliness of EEO Complaint Process. This is a performance standard for EEO Managers.
E.5.b. Does the agency review other agencies' best practices and adopt them, where appropriate, to improve the effectiveness of its EEO program? [see MD-715, II(E)] If "yes", provide an example in the comments.		X			EEO Director meets quarterly with other DoD EEO Directors to share best practices.
E.5.c. Does the agency compare its performance in the EEO process to other federal agencies of similar size? [see MD-715, II(E)]		X			

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Essential Element: F Responsiveness and Legal Compliance

 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
 Measures	F.1. The agency has processes in place to ensure timely and full compliance with EEOC orders and settlement agreements.	Yes	No	N/A	
	F.1.a. Does the agency have a system of management controls to ensure that its officials timely comply with EEOC orders/directives and final agency actions? [see 29 CFR §1614.102(e); MD-715, II(F)]	X			
	F.1.b. Does the agency have a system of management controls to ensure the timely, accurate, and complete compliance with resolutions/settlement agreements? [see MD-715, II(F)]	X			
	F.1.c. Are there procedures in place to ensure the timely and predictable processing of ordered monetary relief? [see MD-715, II(F)]	X			
	F.1.d. Are procedures in place to process other forms of ordered relief promptly? [see MD-715, II(F)]	X			
	F.1.e. When EEOC issues an order requiring compliance by the agency, does the agency hold its compliance officer(s) accountable for poor work product and/or delays during performance review? [see MD-110, Ch. 9(IX)(H)]	X			
 Compliance Indicator		Measure Has Been Met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures	F.2. The agency complies with the law, including EEOC regulations, management directives, orders, and other written instructions.	Yes	No	N/A	
	F.2.a. Does the agency timely respond and fully comply with EEOC orders? [see 29 CFR §1614.502; MD-715, II(E)]	X			
	F.2.a.1. When a complainant requests a hearing, does the agency timely forward the investigative file to the appropriate EEOC hearing office? [see 29 CFR §1614.108(g)]	X			
	F.2.a.2. When there is a finding of discrimination that is not the subject of an appeal by the agency, does the agency ensure timely compliance with the orders of relief? [see 29 CFR §1614.501]	X			
	F.2.a.3. When a complainant files an appeal, does the agency timely forward the investigative file to EEOC's Office of Federal Operations? [see 29 CFR §1614.403(e)]	X			
	F.2.a.4. Pursuant to 29 CFR §1614.502, does the agency promptly provide EEOC with the required documentation for completing compliance?	X			

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 Compliance Indicator		Measure Has Been Met			
 Measures		Yes	No	N/A	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
F.3.a. Does the agency timely submit to EEOC an accurate and complete No FEAR Act report? [Public Law 107-174 (May 15, 2002), §203(a)]				X	DCAA submits No Fear Act Report to DoD.
F.3.b. Does the agency timely post on its public webpage its quarterly No FEAR Act data? [see 29 CFR §1614.703(d)]		X			

Essential Element: Other

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Plan to Attain Essential Elements

PART H.1

Brief Description of Program Deficiency: B.1.a. Is the agency head the immediate supervisor of the person ("EEO Director") who has day-to-day control over the EEO office? [see 29 CFR §1614.102(b)(4)]

EEO Director not under the direct supervision of the Agency Head.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/16/2023	12/31/2023		11/30/2023	EEO Director under direct supervision of Agency Director. Reporting structure change.

Responsible Officials

Title	Name	Standards Address the Plan?
Agency Director	Terri L. Dilly	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
02/28/2023	Notify Chief of Staff, current EEO Director's supervisor, of the deficiency.	Yes		02/22/2023

Accomplishments

Fiscal Year	Accomplishment
2024	EEO Director notified of change to organizational structure on 11/20/2023. EEO Director is now reporting to Agency Head.

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Plan to Attain Essential Elements

PART H.2

Brief Description of Program Deficiency: B.3.b. Does the agency's current strategic plan reference EEO / diversity and inclusion principles? [see MD-715, II(B)] If "yes", please identify the EEO principles in the strategic plan in the comments column.
Update Agency strategic plan to address EEO/diversity and inclusion principles.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/16/2023	12/30/2023		03/14/2024	Strategic plan to reference EEO/ Diversity and Inclusion principles.

Responsible Officials

Title	Name	Standards Address the Plan?
Agency Director	Terri L. Dilly	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
2024	Agency issued new Strategic plan on 03/14/2024. Goal #2- Cultivate a Premier and Diverse Workforce.

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Plan to Attain Essential Elements

PART H.3

Brief Description of Program Deficiency:	B.1.c. During this reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process? [see MD-715 Instructions, Sec. I] If "yes", please provide the date of the briefing in the comments column.
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During the reporting period, did the EEO Director present to the head of the agency, and other senior management officials, the "State of the Agency" briefing covering the six essential elements of the model EEO program and the status of the barrier analysis process?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
04/01/2024	05/31/2024			Brief Agency Director on the "State of the Agency."

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Rafael J. Reyes Serra	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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Plan to Attain Essential Elements

PART H.4

Brief Description of Program Deficiency:	B.6.d. Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans? [29 CFR §1614.102(a)(5)]
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Senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into Agency strategic plans.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/16/2023	09/30/2024			Incorporation and implementation of EEO Action Plans Objectives into Agency strategic plan.

Responsible Officials

Title	Name	Standards Address the Plan?
Agency Director	Terri L. Dilly	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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Plan to Attain Essential Elements

PART H.5

Brief Description of Program Deficiency: C.2.b. Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance? [see 29 CFR §1614.203(d)(3)]

Has the agency established disability reasonable accommodation procedures that comply with EEOC's regulations and guidance?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/12/2018	10/31/2019	07/01/2024		Revise Reasonable Accommodation Instruction to be fully compliant with EEOC regulations.

Responsible Officials

Title	Name	Standards Address the Plan?
Agency Director	Terri L. Dilly	Yes
EEO Director	Rafael J. Reyes Serra	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
09/30/2018	EEO updates draft Reasonable Accommodation Instruction revision which includes required language from the Affirmative Action for Individuals with Disabilities EEOC Final Rule.	Yes	10/31/2020	05/11/2021
11/01/2020	Final coordination prior to issuance.	Yes	12/31/2023	
05/01/2024	Under new EEO Director, Agency to send newly updated draft instruction to EEOC for review for compliance.	Yes		

Accomplishments

Fiscal Year	Accomplishment
2020	EEO updated Record Schedule for maintaining medical documentation.
2021	EEOC feedback letter dated 09/09/2021 found DCAA's revised draft Reasonable Accommodation Procedures complied with EEOC regulations.
2024	RA draft instruction reviewed and updated by the Agency's new EEO Director. EEO Director to have newly updated draft RA instruction reviewed by EEOC for compliance prior to final coordination with the Agency.

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.6

Brief Description of Program Deficiency: C.2.c.1. Does the agency post its procedures for processing requests for Personal Assistance Services on its public website? [see 29 CFR §1614.203(d)(5)(v)] If "yes", please provide the internet address in the comments column.

Does the agency post its procedures for processing requests for Personal Assistance Services on its public website?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/30/2020	12/31/2021	12/31/2023		Update public website with updated instruction as soon as final Agency coordination is completed.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Philip Hepperle	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/01/2024	DCAA Reasonable Accommodation Request Procedures currently under review. DCAA PAS procedures will be uploaded into the FedSEP Portal as part of the mandatory supporting data files as well as posted in our external website at Defense Contract Audit Agency - Home (dcaa.mil).	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	EEOC feedback letter dated 09/09/2021 found DCAA's revised draft Reasonable Accommodation Procedures complied with EEOC regulations. Personal Assistance Services is included as part of this instruction/procedures.
2021	Reasonable Accommodation draft instruction has been submitted to EEOC for preliminary review prior to final Agency coordination.

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.7

Brief Description of Program Deficiency: C.2.a.2. Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director? [see EEOC Report, Model EEO Program Must Have an Effective Anti-Harassment Program (2006)]

Has the agency established a firewall between the Anti-Harassment Coordinator and the EEO Director?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
10/01/2020	10/01/2020	09/30/2024	05/01/2024	FY 2023- The Anti-Harassment Program Coordinator is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. It is separate from the EEO Complaint Branch. However, the EEO Director is the direct supervisor of the Anti-Harassment Program Coordinator. FY 2024- Agency Director made decision to move the Anti-Harassment Program to Human Resources.

Responsible Officials

Title	Name	Standards Address the Plan?
Agency Director	Terri L. Dilly	Yes
EEO Director	Rafael J. Reyes Serra	Yes
HR Director	Ayanna C. Sears	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
05/01/2024	Transfer Anti-Harassment Program to Human Resources. Anti-Harassment Program Coordinator will not be reporting to the EEO Director.	Yes		05/01/2024

Accomplishments

Fiscal Year	Accomplishment
2024	The EEO Office is no longer responsible for the Anti-Harassment Program. The Anti-Harassment Program Coordinator does not report to the EEO Director.

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.8

Brief Description of Program Deficiency: C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]

Has the Agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
09/10/2020	09/10/2020		09/10/2020	The RA Program Manager is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. It is separate from the EEO Complaint Branch. However the EEO Director is the direct supervisor of the RA Manager. DCAA believes its workforce is best served with the RA Manager in the EEO Office.

Responsible Officials

Title	Name	Standards Address the Plan?
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Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
2020	The RA Program Manager is in the Affirmative Employment Compliance Branch of the DCAA EEO Office. It is separate from the EEO Complaint Branch. However the EEO Director is the direct supervisor of the RA Manager. DCAA believes its workforce is best served with the RA Manager located in the EEO Office.
2024	Keeping the Reasonable Accommodation Manger under the EEO Director is indeed a decision that involves balancing risks and benefits. Some of the benefits include: 1) Streamlined communications and coordination to ensure that accommodation requests are promptly addressed and aligned with DCAA's overall strategy; 2) the EEO Director possesses expertise in EEO matters that directly relate to RA. While there are benefits, we recognize the risks such as the listed firewall and the potential conflict of interest. DCAA is developing mitigating strategies such as our on-going efforts to review the 2016 RA procedures to establish clear guidelines and protocols for handling RA requests, providing RA training to the workforce, and realigning the current reporting structure. Our efforts will be closely coordinated with the EEOC to include the review of the new RA procedures currently under revision.

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.9

Brief Description of Program Deficiency: C.2.c. Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance, and standards? [see 29 CFR §1614.203(d)(6)]

Has the agency established procedures for processing requests for personal assistance services that comply with EEOC's regulations, enforcement guidance, and other applicable executive orders, guidance and standards?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
01/01/2018	10/31/2019	07/30/2023	02/29/2024	To set procedures in place for processing requests for personal assistance services.

Responsible Officials

Title	Name	Standards Address the Plan?
Agency Director	Terri L. Dilly	Yes
EEO Director	Rafael J. Reyes Serra	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
07/30/2023	Reasonable Accommodation procedures are currently revised.	Yes	07/30/2024	
07/30/2024	Agency's Reasonable Accommodation instruction is currently under review. DCAA DPAS procedures will be uploaded into FedSEP Portal as part of the mandatory supporting data files as well as posted in our external website Defense Contract Audit Agency - https://www.dcaa.mil/ .	Yes		

Accomplishments

Fiscal Year	Accomplishment
2021	EEOC feedback letter dated 09/09/2021 found DCAA's revised draft Reasonable Accommodation Procedures complied with EEOC regulations. Personal Assistance Services is included as part of this instruction/procedures.
2021	Reasonable Accommodation draft instruction has been submitted to EEOC for preliminary review prior to final Agency coordination.
2024	DCAA PAS procedures are aligned under the DCAA Reasonable Accommodation Request Procedures currently under review. DCAA PAS procedures will be uploaded into the FedSEP Portal as part of the mandatory supporting data files as well as posted in our external website at Defense Contract Audit Agency - Home (dcaa.mil).

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.10

Brief Description of Program Deficiency: C.4.c. Does the EEO office have timely access to accurate and complete data (e.g., demographic data for the workforce, applicants, training programs, etc.) required to prepare the MD-715 workforce data tables? [see 29 CFR §1614.601(a)]

EEO Office timely access to accurate and complete data.

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/01/2023	09/30/2024		03/30/2024	Acquire timely access to accurate and complete data (demographic, applicants, training programs, etc.)

Responsible Officials

Title	Name	Standards Address the Plan?
HR Director	Ayanna C. Sears	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/06/2024	EEO Director to inform Agency Director of challenges in acquiring timely and accurate workforce data.	Yes	03/06/2024	03/06/2024
02/29/2024	Communicate with HR regarding EEO Office acquiring access to timely and accurate data.	Yes		02/22/2024

Accomplishments

Fiscal Year	Accomplishment
2024	Human Resources created a SharePoint dashboard to allow EEO access to timely data throughout the year.

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Attain Essential Elements

PART H.11

Brief Description of Program Deficiency: D.4.a. Does the agency post its affirmative action plan on its public website? [see 29 CFR §1614.203(d)(4)] If yes, please provide the internet address in the comments.

Does the agency post its affirmative action plan on its public website?

Objectives for EEO Plan

Date Initiated	Target Date	Date Modified	Date Completed	Objective Description
02/01/2024	05/31/2024			Post Affirmative action plan on public website.

Responsible Officials

Title	Name	Standards Address the Plan?
EEO Director	Rafael J. Reyes	Yes

Planned Activities

Target Date	Planned Activity	Sufficient Staffing & Funding?	Modified Date	Completion Date
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Accomplishments

Fiscal Year	Accomplishment
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DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Eliminate Identified Barriers

PART I.1

Source of the Trigger:	Workforce Data (if so identify the table)	
Specific Workforce Data Table:	Workforce Data Table - A6	
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 overall representation of white women in the mission critical occupation (MCO) of Accountants/Auditors (31.8%) falls below their availability (42.9%) in the Occupational Civilian Labor Force (OCLF).	
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> White Females	
Barrier Analysis Process Completed?:	N	
Barrier(s) Identified?:	N	
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 Not Identified	Description of Policy, Procedure, or Practice Not Identified

Objective(s) and Dates for EEO Plan

Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
08/01/2020	09/30/2020	Yes		08/27/2020	Review and analyze entrance and exit surveys.
05/14/2019	09/30/2019	Yes		09/30/2019	Review and analyze applicant flow data as it relates to New Hires.
05/14/2019	08/30/2019	Yes		09/30/2019	To ensure accuracy of data provided.

Responsible Official(s)

Title	Name	Standards Address The Plan?
HR Director	Ayanna C. Sears	Yes
EEO Director	Rafael J. Reyes Serra	Yes

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Eliminate Identified Barriers

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
03/01/2021	Meet with Human Resources quarterly to review and analyze updated entrance and exit surveys.	Yes	06/30/2021	

Report of Accomplishments

Fiscal Year	Accomplishments
2019	White women composed 30% of all new hires. (See Table A8)
2019	Worked with Human Resources to revise entrance and exit survey.
2019	The representation of white women in the MCO workforce increased from 26.4% to 28.5%. Overall females represent 55% of the total MCO workforce. Additionally, Hispanic females represent 11% of the Agency's MCO workforce as compared to their availability of 4% in the OCLF. Black females represent 8% of the Agency's MCO workforce as compared to their availability of 6% in the OCLF. This is an indication of the Agency's diversity in its MCO female workforce.
2020	The representation of white women in the MCO workforce went from 28.5% to 28.3%. Overall females represent 55% of the total MCO workforce. Additionally, Hispanic females represent 11% of the Agency's MCO workforce as compared to their availability of 4% in the OCLF. Black females represent 8% of the Agency's MCO workforce as compared to their availability of 6% in the OCLF. This is an indication of the Agency's diversity in its MCO female workforce.
2021	The representation of white women in the MCO workforce went from 28.3% to 28.4%. Overall females represent 56.3% of the total MCO workforce. Additionally, Hispanic females represent 10.5% of the Agency's MCO workforce as compared to their availability of 4% in the OCLF. Black females represent 8% of the Agency's MCO workforce as compared to their availability of 8.9% in the OCLF. This is an indication of the Agency's diversity in its MCO female workforce.
2023	The representation of white women in the MCO workforce is 28%. Overall females represent 42.9% of the total MCO workforce. Additionally, Hispanic females represent 9.6% of the Agency's MCO workforce as compared to their availability of 5.1% in the OCLF. Black females represent 9.7% of the Agency's MCO workforce as compared to their availability of 5.7% in the OCLF. This is an indication of the Agency's diversity in its MCO female workforce.

DOD Defense Contract Audit Agency

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Plan to Eliminate Identified Barriers

PART I.2

Source of the Trigger:	Workforce Data (if so identify the table)				
Specific Workforce Data Table:	Workforce Data Table - A6				
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 representation of white males in Mission Critical Occupation positions at DCAA is 26%. OCLF is 29.7.				
STATEMENT OF BARRIER GROUPS:	<i>Barrier Group</i> White Males				
Barrier Analysis Process Completed?:	N				
Barrier(s) Identified?:	N				
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.	<table border="1"> <thead> <tr> <th>Barrier Name</th> <th>Description of Policy, Procedure, or Practice</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Barrier Name	Description of Policy, Procedure, or Practice		
Barrier Name	Description of Policy, Procedure, or Practice				

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?	
HR Director		Ayanna C. Sears		Yes	
EEO Director		Rafael J. Reyes Serra		Yes	

Planned Activities Toward Completion of Objective

Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date

DOD Defense Contract Audit Agency

For period covering October 1, 2022 to September 30, 2023

Plan to Eliminate Identified Barriers

Report of Accomplishments

Fiscal Year	Accomplishments
2023	The representation of White Males in MCO positions is 26%. OCLF is 29.7. The representation of Black Males in MCO positions is 5.8% and the OCLF is 2.7%. The representation of Asian males in MCO positions is 4.7% and the OCLF is 3.1%. The representation of Hispanic Males in MCO positions is 7.11% and the OCLF is 2.7%. This is an indication of the Agency's diversity in its MCO male workforce.

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

For grade levels GS 1-10 (PWD) represented 12.4% of total workforce. For grade levels GS 11-SES (PWD) represented 8.0% of total workforce. DCAA needs to resurvey the workforce on an on-going basis to ensure accurateness in system data. See Table B4P.

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

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

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

For grade levels GS 1-10 (PWTD), they represented 3.5% of total workforce. For grade levels GS 11-SES (PWTD), they represented 1.5% of total workforce. DCAA needs to resurvey the workforce on an on-going basis to ensure accurateness in system data. See Table B4P.

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

The numerical goals are communicated to Agency hiring officials during EEO for Managers training provided by the EEO Office. Senior management officials, including the Regional and Corporate Audit Directors, discuss annual hiring goals at both Executive Steering Committee (ESC) meetings and yearly Strategic Workforce Resource Initiative (SWRI). The yearly SWRI results are submitted to Manpower for budget analysis and then provided to HR for hiring needs. Senior Management Officials further communicate these goals to their organizational managers and supervisors simultaneously.

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 No

New EEO Director hired at the beginning of FY 2024 (11/2023). EEO Director to request additional staffing in order to support this effort.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Special Emphasis Program for PWD and PWTD	0	0	2	Roxanne McHugh, Reasonable Accommodation Manager, Anne.S.Money.civ@mail.mil Roxanne.M.McHugh.civ@mail.mil Debbie.Cruz2.civ@mail.mil
Section 508 Compliance	0	0	1	Anthony Miklos, Software Developer OIT, Anthony.M.Miklos.civ@mail.mil
Architectural Barriers Act Compliance	0	0	1	Ryan Stephenson, Facilities & Space Management Branch Chief, Ryan.T.Stephenson4.@mail.mil
Processing applications from PWD and PWTD	0	0	2	Ann Parker, Recruitment Program Manager, AnnMarie.Parker2.civ@mail.mil, (Schedule A 213.3012 (u)) (Workforce Recruitment Program)
Processing reasonable accommodation requests from applicants and employees	1	0	0	Roxanne McHugh, Reasonable Accommodation Manager, Anne.S.Money.civ@mail.mil Roxanne.M.McHugh.civ@mail.mil
Answering questions from the public about hiring authorities that take disability into account	0	0	2	Ann Parker, Recruitment Program Manager, AnnMarie.Parker2.civ@mail.mil Darlene Washington, Human Resources Specialist, Darlene.T.Washington.civ@mail.mil

3. Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If "yes", describe the training that disability program staff have received. If "no", describe the training planned for the upcoming year.

Answer No

Reasonable Accommodation Manager and another EEO team member are scheduled to attend Disability Program Management training in June 2024.

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 No

Staffing- EEO Director has requested additional positions in order to better the disability program.

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.

DCAA uses our Outreach Recruitment Program to attract applicants with disabilities, including those with targeted disabilities. Recruiters attend numerous career fairs and networking events (in-person and virtual) which include targeting qualified persons with disabilities and targeted disabilities. These encompass but are not limited to: career fairs for Wounded Warriors including those sponsored by DCPAS, U.S. Chamber Hiring our Heroes as well as diversity-targeted recruitment events, We have forged partnerships with university career services to target outreach to qualified veteran and disabled students. We also developed and implemented our own virtual information sessions, marketed and delivered to the public which attracted a diverse set of qualified candidates. We found this effort efficacious and implemented into our routine recruitment strategy. All of DCAA's Information Sessions and In-Person Hiring Events are marketed via <https://www.usajobs.gov/notification/events> and welcome individuals with disabilities to participate.

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

DCAA uses Schedule A 213.3102(u), Direct Hire Authority for Auditors, Veteran Hiring authorities. DCAA also uses special Direct Hire Authorities granted the agency through the NDAA for the acquisition community.

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.

Human Resources Specialists (HRSs) determine applicant eligibility by using the Office of Personnel Management (OPM) qualification standards. If the applicant is deemed eligible and qualified, the HRS sends the application package (resume and transcripts for DCAA positions) to the manager or centralized hiring panels (see #4) for consideration using the appropriate hiring 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 Yes

DCAA's workforce is comprised of 88% auditors. As such, DCAA uses a centralized recruitment approach: HR refers all eligible and qualified candidates to Interview Hiring Panels. Each Interview Panel is comprised of Auditors (hiring officials) and makes multiple selections based upon hiring goals. HR assembles these panels twice a year, rotating Auditors. Twice each fiscal year, HR educates all panel members not only on the interview processes to be followed, but also on the various disability hiring authorities. In FY23, DCAA also utilized 25 Auditors as "field recruiters", nationwide. Comprehensive training was provided to these recruiters regarding all pertinent hiring authorities. DCAA's public website showcases programs for individuals with disabilities our our external website: <https://www.dcaa.mil/Careers/Specialized-Hiring/Programs-for-Individuals-with-Disabilities/>. In addition, DCAA provides a Hiring Manager's Playbook which supports the agency's commitment to a diverse workforce to include candidates/new hires with disabilities and provide OPM hiring requirements/reform guidance on the agency's internal website.

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.

DCAA has long standing relationships with many entities across the public and private sector. Agency recruiters will continue to identify and attend numerous career fairs that target persons with disabilities and targeted disabilities, which include but are not limited to: career fairs for Wounded Warriors including those sponsored by DCPAS, U.S. Chamber Hiring our Heroes as well as diversity-targeted recruitment events. We have forged partnerships with university career services to target outreach to qualified veteran and disabled students. DCAA is also a member in DoD's Recruiters consortium where we share best practices on the recruitment and retention of PWD and PWTD. By attending these career fairs and other outreach opportunities, which are identified in our overall Recruitment Strategy each year, and through our established partnerships, DCAA is very successful in maintaining solid and productive relationships with each entity.

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 |

New hires for PWD was 7.0% (40 out of 574), which is below the benchmark of 12%. New Hires for PWTD was 1.7% (10 out of 574), which is also below the benchmark of 2%. See Table B1.

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 | No |
| b. New Hires for MCO (PWTD) | Answer | No |

Using the qualified applicant pool as the benchmark, triggers do not exist for PWD and PWTD. PWD were 10.2% (67 out of 659) of Qualified External Applicants and they were 12.7% (16 out of 126) of selections. PWTD were 2.3% of Qualified External Applicants (15 out of 659) and they were 4.8% (6 out of 126) of selections. See Table B7-P.

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 |

The relevant applicant pool for internal applicants for MCO positions are GS-0511-12, 13, 14, and 15. For PWD, the relevant applicant pool is 5.8 % (205 out of 3549). The Qualified PWD Applicants for MCO positions were 5.8% (64 out of 1097), which is on par with their availability. For PWTD, the relevant applicant pool is 1.2.% (41 out of 3549). The Qualified PWTD Applicants for MCO positions were 2.4% (27 out of 1097), which is above their availability. See Table B6-P and B9-P.

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 |

Qualified PWD Applicants for MCO positions was 5.8% (64 out of 1097). PWD was 3.5% (4 out of 115) of total MCO selections, which falls below their availability in the Qualified PWD Applicants. Qualified PWTD Applicants for MCO positions was 2.5% (27 out of 1097), PWTD was .87% (1 out of 115) of total MCO selections which falls below their availability in the Qualified PWTD Applicants. See Table B9-P.

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 applicants to include PWD and PWTD, have ample opportunities for advancement. Auditors constitute 88% percent of DCAA positions. These positions include career ladder Auditors, GS-0511-07 through GS-0511-12, as well as Auditors and Supervisory Auditors, GS-0511-13 through GS-0511-15. Employees advance non-competitively through the career ladder. Once employees reach the GS-12 full performance level, they may apply for higher level opportunities through merit promotion. Announcements are posted in USAJOBS and are open to all qualified employees. DCAA also uses an internal Auditor Rotation Program which assists in the career development of the auditors. Non-auditor positions grant the same opportunities for all eligible candidates applying to agency positions. Some of those positions have room for advancement based upon the full performance level of the position. Non-auditors assigned to the agency also have an opportunity to train and become auditors as part of the DCAA Upward Mobility Program.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

DCAA provides live and computer-based technical (primarily 0511) and leadership competency-based (all occupational series) training opportunities across the assigned workforce. Training is available at both the non-supervisory and supervisory levels. Additionally, DCAA enables talent and career development through the Agency's Mentoring, Developmental Assignment, Rotation, Pathways and Succession Programs. The DCAA Director's Development Program in Leadership (DDPL) provides the Agency the means to develop senior-level civilians with the knowledge, skills, and abilities for effective managerial and executive-level leadership performance. DCAA also integrates available DoD leadership development programs on a competitive basis. The participation in the Agency's career development opportunities are captured below as Other Career Development Programs except for the Mentoring Program.

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 (%)
Training Programs	61	26	11.5	7.7	3.3	0
Other Career Development Programs	12	11	8.3	9.0	0	0
Mentoring Programs	97	96	10.3	10.4	1.0	1.0
Coaching Programs	223	223	11.7	11.7	2.7	2.7
Internship Programs	0	0	0	0	0	0
Detail Programs	0	0	0	0	0	0
Fellowship Programs	0	0	0	0	0	0

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

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

Total representation of PWD is 8.6% (348 out of 4041). PWDs represented 11.2% (44 out of 393) of all applicants for training which is above their availability in the workforce. PWDs represent 11.0% (39 out of 355) of selections for Career Development Opportunities which is above their availability. See Table B1

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

Total representation of PWTDD is 1.8% (72 out of 4041). PWTDDs represented 2.3% (9 out of 393) of all applicants for training which is above as their availability in the workforce. PWTDDs represent 2.0% (7 out of 355) of selections for Career Development Opportunities which is on par with their availability. See Table B1

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 No
- b. Awards, Bonuses, & Incentives (PWTDD) Answer No

The Inclusion Rate for PWD is 8.6% and for PWTDD is 1.8%. See Table B1. PWD Time Off Award Participation Rate: 7.3% (91 out of 1252) PWTDD Time Off Award Participation Rate: 1.6% (20 out of 1252) PWD Cash Award Participation Rate: 8.0% (353 out of 4449) PWTDD Cash Award Participation Rate: 1.4% (64 out of 4449) PWD QSI Participation Rate: 4.2% (3 out of 71) PWTDD QSI Participation Rate: 0% (0 out of 71) See Table B9-1

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 Yes
- b. Pay Increases (PWTDD) Answer Yes

PWD QSI Participation Rate: 4.2% (3 out of 71) PWTDD QSI Participation Rate: 0% (0 out of 71) Participation Rates fall below the inclusion rates for PWD and PWTDD. See Table B9-1 See Table B13.

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

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

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.

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

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

SES positions: All SES applications are considered external. GS-15 positions: The relevant applicant pool for GS-15 positions (GS-14) is 5.2% (12 out of 229). The PWD made up 10.2% (14 out of 137) of qualified applicants. None were selected (0 out of 7). GS-14 positions: The relevant applicant pool for GS-14 positions (GS-13) is 8.4% (78 out of 927). The PWD made up 8.2% (47 out of 576) of qualified applicants. One was selected 4.8% (1 out of 21). GS-13 positions: The relevant applicant pool for Supervisor positions (GS-12) is 7.8% (141 out of 1797). The PWD made up 6.8% (76 out of 1112) of qualified applicants. PWD were 3.9% of selections (4 out of 103). See Tables B4P & B11.

2. Does your agency have a trigger involving PWTB 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 (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
b. Grade GS-15		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	Yes
c. Grade GS-14		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	Yes
d. Grade GS-13		
i. Qualified Internal Applicants (PWTB)	Answer	No
ii. Internal Selections (PWTB)	Answer	Yes

SES positions: All SES applications are considered external. GS-15 positions: The relevant applicant pool for GS-15 positions (GS-14) is 1.7% (4 out of 229). The PWTB made up 6.6% (9 out of 137) of qualified applicants. None were selected (0 out of 7). GS-14 positions: The relevant applicant pool for GS-14 positions (GS-13) is 1.3% (12 out of 927). The PWTB made up 3.0% (17 out of 576) of qualified applicants. None were selected (0 out of 21). GS-13 positions: The relevant applicant pool for Supervisor positions (GS-12) is 1.7% (30 out of 1797). The PWTB made up 2.7% (30 out of 1112) of qualified applicants. One was selected .97% (1 out of 103). See Tables B4P & B11.

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	N/A
c. New Hires to GS-14 (PWD)	Answer	N/A
d. New Hires to GS-13 (PWD)	Answer	Yes

SES positions: The relevant applicant pool for SES positions (Qualified Applicants) is 3.3% (1 out of 30). There were three external vacancy announcements. There were 50.0% PWD selected (1 out of 2). GS-15 positions: The relevant applicant pool for GS-15 positions (Qualified Applicants) is 12.5% (2 out of 16) as there was one external vacancy announcements for GS-15. There are 0 selections. GS-14 positions: The relevant applicant pool for GS-14 positions (Qualified Applicants) is 2.9% (1 out of 34). There were three external vacancy announcements. No PWD external selections 0% (0 out of 0). GS-13 positions: The relevant applicant pool for GS-13 positions (Qualified Applicants) is 6.0% (21 out of 348). There were eighteen vacancy announcements. There were no PWD external selections (0 out of 2). See Table B15.

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 | Yes |

SES positions: The relevant applicant pool for SES positions (Qualified Applicants) is 0% (0 out of 30). There were three external vacancy announcements. There were 0% PWTD selected (0 out of 2). GS-15 positions: The relevant applicant pool for GS-15 positions (Qualified Applicants) is 12.5% (2 out of 16) as there was one external vacancy announcements for GS-15. There were 0 selections. GS-14 positions: The relevant applicant pool for GS-14 positions (Qualified Applicants) is 0% (0 out of 34). There were three vacancy announcements. There were 0 selections. GS-13 positions: The relevant applicant pool for GS-13 positions (Qualified Applicants) is 1.7% (6 out of 348). There were eighteen vacancy announcements. There were 0% selected (0 out of 2). See Table B15.

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 | Yes |
| b. Managers | | |
| i. Qualified Internal Applicants (PWD) | Answer | No |
| ii. Internal Selections (PWD) | Answer | Yes |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWD) | Answer | Yes |
| ii. Internal Selections (PWD) | Answer | Yes |

Executive positions (SES & GS-15): The relevant applicant pool for PWD Executive positions is 4.5% (8 out of 177). The PWD made up 10.2% (14 out of 137) of qualified applicants. No PWD's were selected (0 out of 7). Manager positions (GS-14): The relevant applicant pool for PWD Manager positions is 6.9% (37 out of 538). The PWD made up 6.5% (41 out of 629) of qualified applicants and 2.9% of selections (2 out of 70). Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions (GS-12) is 7.8% (141 out of 1797). The PWD made up 4.3% (1 out of 23) of qualified applicants. PWD's were 0% selected (0 out of 3) . See Tables B4P, B17,B19.

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

Executive positions (SES & GS-15): The relevant applicant pool for Executive positions is 1.1% (2 out of 177). The PWTD made up 6.6% (9 out of 137) of qualified applicants. No PWTD's were selected 0% (0 out of 7). Manager positions (GS-14): The relevant applicant pool for Manager positions is 1.7% (9 out of 538). The PWTD made up 2.9% (18 out of 629) of qualified applicants. No PWTD's were selected 0% (0 out of 70). Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions is 1.7% (30 out of 1797). The PWTD made up 4.3% (1 out of 23) of qualified applicants. No PWTD's were selected (0 out of 3). See Tables B4P, B17, B19.

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	N/A
c. New Hires for Supervisors (PWD)	Answer	N/A

Executive positions (SES & GS-15): The relevant applicant pool for Executive positions (Qualified Applicants) is 6.5% (3 out of 46). There were two external selections. One was a PWD 50.0% (1 out of 2). Manager positions (GS-14): The relevant applicant pool for Manager positions (Qualified Applicants) is 5.1% (4 out of 79). There were no external selections. Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions (Qualified Applicants) is 7.2% (13 out of 180). There were no external selections for Supervisor positions. See Table B18.

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	Yes
b. New Hires for Managers (PWTD)	Answer	N/A
c. New Hires for Supervisors (PWTD)	Answer	N/A

Executive positions (SES & GS-15): The relevant applicant pool for Executive positions (Qualified Applicants) is 4.3% (2 out of 46). There were two external selections. None were PWTD. Manager positions (GS-14): The relevant applicant pool for Manager positions (Qualified Applicants) is 1.3% (1 out of 79). There were no external selections. Supervisor positions (GS-13): The relevant applicant pool for Supervisor positions (Qualified Applicants) is 2.2% (4 out of 180). There were no external selections for Supervisor positions. See Table B18.

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.

There were no Schedule A employees eligible for conversion in FY23.

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

The Inclusion Rate for PWD is 8.6% (348 out of 4041 Permanent Employees). Table B1 The Voluntary Separation Rate for PWD is 13.5% (60 out of 446). Table B1 The Involuntary Separation Rate for PWD is 15.4% (4 out of 26). The Inclusion Rate for persons without a disability is 91.4% (3693 out of 4041). Includes the Disability Not Identified. The Voluntary Separation Rate for persons without a disability is 86.5% (386 out of 446). The Involuntary Separation Rate for persons without a disability is 84.6% (22 out of 26). See Table B1.

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

The Inclusion Rate for PWTD is 1.8% (78 out of 4041). Table B1 The Voluntary Separation Rate for PWTD is 3.8% (17 out of 446). The Involuntary Separation Rate for PWTD is 3.8% (1 out of 26). The Inclusion Rate for persons without a disability is 91.4% (3693 out of 4041). Includes the Disability Not Identified. The Voluntary Separation Rate for persons without a disability is 86.5% (386 out of 446). The Involuntary Separation Rate for persons without a disability is 84.6% (22 out of 26). See Table B1.

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

N/A

B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES

Pursuant to 29 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.

<https://www.dcaa.mil> (Please see bottom links.) https://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.

<https://www.dcaa.mil/Architectural-Barriers-Act/> <https://www.access-board.gov/enforcement/file-a-complaint>

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.

DCAA Communications Office has completed the Agency's external website review for 508 compliance. The Agency continues to review newly created documents to ensure 508 compliance.

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.)

In FY 2023, the average timeframe for the processing of 132 completed reasonable accommodation requests was 53 days. It is important to note that employees are accommodated to the maximum extent possible immediately upon the Agency's receipt of their request. The average time noted does not take into consideration the amount of days an employee may take to submit medical documentation.

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 Reasonable Accommodation Manager engages with Deciding Officials as soon as a request is received (no later than 3-5 business days) to discuss the request. This engagement educates Deciding Officials on their roles and responsibilities, explores temporary and alternate accommodations, & ensures Deciding Officials make well informed & timely decisions. There is a dedicated government purchase card holder assigned to the reasonable accommodation team for the procurement of accommodations. DCAA's workforce, to include Deciding Officials, receive Reasonable Accommodation training by the Agency's subject matter experts throughout the year. An EEOC Judge, along with a team member, provide new Manager training as part of their development.

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.

DCAA PAS procedures are aligned under the DCAA Reasonable Accommodation Request Procedures currently under review. DCAA PAS procedures will be uploaded into the FedSEP Portal as part of the mandatory supporting data files as well as posted in our external website at Defense Contract Audit Agency - Home (dcaa.mil).

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 Yes

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 Yes

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

The Agency posted notice of finding as required and provided appropriate training to management officials involved.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

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

Answer No

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

Answer No

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

The Agency posted notice of finding as required and provided appropriate training to management officials involved.

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 No

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.

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