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 plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities. All agencies, regardless of size, must complete this Part of the MD-715 report.

Section I: Efforts to Reach Regulatory Goals

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

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

a. Cluster GS-1 to GS-10 (PWD)	Yes	0	No	X
b. Cluster GS-11 to SES (PWD)	Yes	0	No	X

> The number of IWD increased from 1,153 in FY 21 to 1,168 in FY22. The participation rate of IWD increased from 15.92% in FY21 to 16.24% in FY 22 and remains well above the EEOC goal of 12%

2. Using the goal of 2% as the benchmark, does your Command/Activity 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)	Yes	0	No	X
b. Cluster GS-11 to SES (PWTD)	Yes	X	No	0

> There is a higher concentration of higher graded positions at NAVSUP HQ with a solid pipeline for PWTD up to the GS-14 level which is 1.95%.

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

> HQ: This information has not been shared with the NAVSUP HRO.
> WSS: Training with Command Advisors who service and advise NAVSUP WSS hiring managers, working with NAVSUP WSS command recruiting representatives and

individuals with disabilities and providing handouts and brochures.

BSC: Goal is communicated through Barrier Analysis Team. Current statistical data is discussed and the way forward is discussed to either improve or sustain the agency's numerical standing.

FLC-Norfolk: Numerical goals are communicated during EEO Training to supervisors/managers (hiring officials).

FLC-Jacksonville: Numerical goals are communicated during Supervisory Training and EEO Training to Supervisors and Managers.

FLC-San Diego: Communicated to Hiring Managers and recruiters at semi-annual and annual supervisory training with presentations by EEO and HR in addition to one-on-one training when requested. Further, numerical goals and data are communicated via Barrier Analysis team and HR Liaison.

FLC-Puget Sound: Communicates during Department Head meetings, EEO and Supervisory training and HRO Staff.

FLC-Pearl Harbor: Through annual supervisory training, verbally at staff meetings, and monthly Staffing Planning updates with Department Managers.

NEXCOM: The EEO Director has monthly meetings with Single Digit Codes within the organization. The Director provides updates on DON goals for hiring individuals with disabilities. The CEO supports hiring initiatives to meet the 2% and 12% goals for hiring people with disabilities and targeted disabilities. Human Resources managers provide guidance to managers when there are vacant positions within the organization. As a non-appropriated fund Enterprise, NEXCOM maintains the Hiring People with Disabilities Program, which simulates Schedule A Hiring Authority, to recruit and place individuals with disabilities and targeted disabilities. Managers and supervisors are encouraged to use the Program when there are opportunities to fill vacant funded positions within the organization.

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 Command/Activity has in place.

A. Plan to Provide Sufficient & Competent Staffing for the Disability Program

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

Yes   0   No   X

Efforts are underway to fill the DDEEO and EEO Specialist positions servicing FLC San Diego, FLC Puget Sound, FLC Pearl Harbor and FLC Yokosuka

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

Disability Program Task	# of FTE Staff by Employment Status			Responsible Official (Name, Title, Office, Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	X			Joyce Murray (Deputy Director, EEO servicing FLC-San Diego, FLC-Puget Sound, FLC-Pearl Harbor, FLC-Yokosuka) Charlene Pierson-Lassiter (Deputy Director, EEO servicing FLC-Norfolk, FLC-Jacksonville, FLC-Sigonella, and FLC-Bahrain) Amanda Brown (Deputy Director, EEO servicing NAVSUP Headquarters, Business Systems Center, and Weapon Systems Support) Chenita Lashley (NEXCOM Disability Program Manager)
Answering questions from the public about hiring authorities that take disability into account	X			Elayne Price, NAVSUP Enterprise Disability Program Manager Chenita Lashley, NEXCOM Disability Program Manager
Processing reasonable accommodation requests from	x			Elayne Price, Disability Program Manager, Alexander Wolfe, Shana Blaney, Dan Droddy, Tamara Wilson, EEO Specialist

applicants and employees				
Section 508 Compliance	X			Ryan Celesnik, NAVSUP Deputy Chief Information Officer
Architectural Barriers Act Compliance	X			Keith Scott, NAVSUP Director of Facilities and Security
Special Emphasis Program for PWD and PWTD	X			Elayne Price, Disability Program Manager

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

Yes X   No

On the job training, Virtual/Classroom Training, ongoing on-on-one training with Specialists. Specialists participate in the IWD Work Group calls monthly (DON). Training from the DON OEEO staff on occasion. Subject Matter Experts at all sites. Reasonable Accommodation, NEAT Database Trainings, and various Webinar trainings. Training to include following policies and instructions, templates, etc.

B. Plan to Ensure Sufficient Funding for the Disability Program

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

Yes   No X

Processing RA Requests from applicants and employees with disabilities

> EEO will recommend to leadership the need for additional personnel to process reasonable accommodations.

Special Emphasis Program for PWD and PWTD

> NAVSUP Disability Program Manager serves in this role.

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 Command/Activity's recruitment program plan for PWD and PWTD.

A. Plan to Identify Job Applicants with Disabilities

1. Which of the following programs/resources does the Command/Activity use to identify job applicants with disabilities, including Individuals with Targeted Disabilities:

Workforce Recruitment Program	Yes X	No
OPM Shared List of People with Disabilities ("Bender List")	Yes X	No
Wounded Warrior Program	Yes X	No
Job Fairs dedicated to PWD/PWTD	Yes X	No
Schools primarily enrolling PWD/PWTD	Yes X	No
Other schools with programs dedicated to PWD/PWTD	Yes	No X
State Vocational Rehabilitation Offices	Yes X	No
Other (describe below)	Yes X	No

2. Pursuant to 29 C.F.R. § 1614.203(a)(3), describe the Command/Activity'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.

> WSS: Uses various sources for PWD and PWTD to increase participation in the workforce. Sources include recruiting events at schools for PWTDs (RIT National Technical Institute for the Deaf), reaching out to certain affinity groups at local colleges and universities, as well as using WRP to recruit both summer interns and full time employees. Hiring managers

routinely seek veteran candidates which are received from county Career Link offices, OCHR, and NAVSUP vet lists, or by VRA, VEOA, and DVAAP hiring authorities.

BSC: Disability and Veteran candidate sources are canvassed before any other recruitment method.

FLC-Jacksonville: Schedule A as well as WRP are being used as hiring authorities on all recruitments to accommodate individuals with targeted disabilities. Even though PWTD percentages are well above the goal, FLC-J still continue to focus on hiring qualified candidates with targeted disabilities.

FLC-San Diego: Able Disabled Advocacy.

FLC-Pearl Harbor: works with the American Job Center which is open to the public. They communicate the potential vacancies they have coming up so they can pre-screen potential candidates and refer them to FLC-PH. The command is aggressive with using Schedule A, and 30% Veterans as viable Area of Consideration (AOC) options (Recruit Fill Form) during the recruitment process.

3. How many Schedule A(u) employees were hired to permanent positions during the reporting cycle?

The number of IWD increased from 1,153 in FY21 to 1,168 in FY22. The participation rate of IWD increased from 15.92% in FY21 to 16.24% in FY22 and remains well above the EEOC goal of 12%.

4. Describe your Command/Activity's use of programs to recruit PWD and PWTD for temporary positions (e.g. internships):

Not many temporary position. WRP is used for temporary positions.

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

The command has advisors to management. Documentation is reviewed to see if that individual has the appropriate Schedule A Letter and is suitable for the position at hand. The Office of Civilian Human Resources has the final jurisdiction on whether an individual is eligible for the appointment.

6. Has the Command/Activity 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 Command/Activity's plan to provide this training.

Yes   X   No   0   N/A   0

New employee orientation, onboarding/indoctrination and quarterly training to managers and supervisors. Other courses as needed/requested. NAVSUP provides new and refresher training to supervisors on a quarterly basis each year. All NAVSUP supervisors are required to complete supervisory training annually, with face to face training every three years. Training includes information on staffing, hiring authorities and reasonable accommodations. The training is offered throughout the year at various CONUS sites, as well as through VTC. Hiring managers and supervisors receive Hiring Authority training through the initial supervisor training and refresher training the Workforce Development Office has a new tracking tool for supervisors training that they began using late in FY21, which allows the office to pull more frequent reports and send more frequent reminders to supervisory personnel.

B. Plan to Establish Contacts with Disability Employment Organizations

Describe the Command/Activity's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

HQ: WRP and Schedule A recruitment efforts

WSS: NAVSUP supervisors are required to complete supervisory training annually, with face to face training every three years. Training includes information on staffing, hiring authorities, and reasonable accommodations. The training is offered throughout the year at various CONUS sites, as well as through VTC. The face to face training is held in Mechanicsburg and Philadelphia sites annually. Further, the Workforce Planning Department provides ad hoc guidance to hiring managers as questions arise, as do the HR Command Advisors. Specific training includes classes such as DON EEO Training and Merit System Principle Basics for Hiring Managers, which is required prior to selection before hiring.

BSC: WRP, Recruitment Activities, Recruitment efforts with the VA, Direct Hire Authorities, Vocational Rehab Facilities. The Command maintains contacts with the VA and vocational rehab facilities as well as considered WRP efforts and opportunities.

FLC-Norfolk: NAVSUP SUPO3 annually arranges job fairs which includes Galudet University (PWTD) and other schools. The applications collected become part of our resume pool.

FLC-Jacksonville: In the past we have hired wounded warriors and employees from WRP.

FLC-San Diego: The command works in partnership with Able-Disabled Advocacy; attends quarterly meetings helping with mentorship, resume writing, and command advocacy, currently working with the Workforce Development Manager on recruitment.

FLC-Puget Sound: We maintain contract with Silverdale OCHR Wounded Warrior Program. We have also reached out to Joint Base Lewis McChord (JBLM) Warrior Transition Program. We ensure both programs have our current position openings. This is done with twice weekly emails.

FLC Pearl Harbor: FLCPH has a close relationship with the Department of Vocational Rehabilitation (DVR). We are active members of the Hawaii Business Leadership Network which is an organization of employers and government officials working to hire people with disabilities. As a viable partner, we collectively planned 3 job fairs (2 on sight and 2 virtual), however due to the COVID-19 pandemic, they were postponed and deferred to a later date.

NEXCOM: When assisting employees during the reasonable accommodation process, agencies such as State Vocational Rehabilitation Services are solicited when other efforts for accommodating individuals with disabilities are exhausted. In addition, the Disability Program has created a partnership with local higher education and State Vocational Rehabilitation resources. This partnership enables NEXCOM to provide work experience to disabled college students needing hands-on experience to satisfy academic requirements. Contact has been made with State Vocational Rehabilitation resources to establish programs strengthening outreach to PWD and PWTD in our Southeast District.

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)   Yes   0 No X
b. New Hires for Permanent Workforce (PWTD)   Yes   0 No X

 The number of IWD increased from 1,153 in FY21 to 1,168 in FY22, remaining well above the EEOC goal of 12%.

The number of IWTD decreased from 241 in FY21 to 235 in FY22, but remaining above the 2% EEOC goal.

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

a. New Hires for MCO (PWD)   Yes   0 No   X
b. New Hires for MCO (PWTD)   Yes   0 No   X

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

a. Qualified Applicants for MCO (PWD)   Yes   0   No   X
b. Qualified Applicants for MCO (PWTD)   Yes   0   No   X

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

a. Promotions for MCO (PWD)   Yes   0   No   X
b. Promotions for MCO (PWTD)   Yes   0   No   X

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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 Command/Activity's plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

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    HQ: All internal advancement opportunities are posted on USAJOBs.gov for all
    employees.
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WSS: Most NAVSUP WSS jobs are career development positions and have non-competitive promotion potential to the GS-11 or GS-12 level, and the positions into which PWTD and disabled veteran candidates are placed are no different. We offer developmental, training, and leadership opportunities, rotational programs to all. WSS offers a Command Wide Voluntary Mentor Program. HQHR can offer assistance with resume writing and interviewing techniques available to the PWTD and disabled veteran candidates when they are ready to compete for higher graded positions. NAVSUP WSS's efforts are communicated to senior leadership and deputy directors through the Board of Directors meetings and Supervisory Forums. By employing full time staff sign language interpreters, NAVSUP WSS provides constant communications with Deaf/HoH employees. We also maintain a contract for supplemental interpreter services, in the event that our staff interpreter cannot meet the scheduling requirements for our Deaf/HoH employees.

 BSC: NAVSUP BSC regularly hires employees into career ladder positions which offer opportunity for advancement. The barrier analysis team reviewed the number of PWD and PWTD in career ladder positions at Table B10 and the number increased so additional PWD and PWTD were hired into promotion potential positions.
FLC-Norfolk: FLC Norfolk has 1 PWTD and 25 PWD (10 Other Disabilities and 15 Not Identified) on career ladder positions.
FLC-Jacksonville: Disabilities are not a barrier to advancement within Fleet Logistics Center Jacksonville. All employees have the same opportunity for advancement within the organization based on being the most qualified regardless of disabilities.
FLC-San Diego: We are in compliance with the Merit Systems Protection Principles that all employees have equal opportunities for advancement.
FLC-Puget Sound: Disabled veterans received the same advancement opportunities, career development and reasonable accommodations as any other employee at FLCPS. FLCPS also has a mentorship program that all employees may use. Our training manager provides numerous training opportunities for our employees throughout the year. The challenge is that we face self-identification which is significant in the true count of PWD's and PWTD's.
FLC-Pearl Harbor: All of our employees (to include PWD and PWTD) are provided opportunities for advancement. Team members are provided Resume and Interview Skills Training. The Command Workforce Manager provides courtesy reviews of resumes and provides mock interviews. The Command provides mentorship in the areas of Interpersonal relationships, Job Skill, and Time Management. The Command also provides Crucial Conversations Training, and Excel Training.
NEXCOM: Developing a contact list of organizations that assist PWD and PWTD. Develop a resource group to brainstorm activities, speakers, and topics to include awareness-building efforts. Development of a Disability Mentoring Day to promote career development through hands-on programs, job shadowing and ongoing mentoring. Lunch and Learn Series about disability issues Incorporated into

onboarding for new associates; and disability inclusion disability displays using various mediums.

B. Career Development Opportunities

1. Please describe the career development opportunities that the Command/Activity provides to its employees.

HQ: Multiple career development options to include: Leadership Cumberland, Leadership Harrisburg, Life Cycle Executive Leadership Program, Navy Capitol Hill Workshop, Navy Senior Leader Seminar, Presidential Management Council Interagency Rotation Program, NAVSUP Leadership Development 3 Tier Program, Advanced Management Program, Advanced Program in Logistics and Technology, Bridging the Gap Leadership Development Program, Defense Civilian Emerging Leaders Program, Defense Senior Leader Development Program, Dwight D. Eisenhower School for National Security and Resource Strategy, Emerging HR Leaders Forum, Executive Master of Business Administration, Federal Executive Institute, Graduate School USA Aspiring Leader Program, IT Leaders Program.

WSS: Most NAVSUP WSS jobs are career development positions and have non-competitive promotion potential to the GS-11 or GS-12 level, and the positions into which PWTD and disabled veteran candidates are placed are no different. We offer developmental, training, and leadership opportunities, rotational programs to all. WSS offers a Command Wide Voluntary Mentor Program. HQHR can offer assistance with resume writing and interviewing techniques available to the PWTD and disabled veteran candidates when they are ready to compete for higher graded positions. NAVSUP WSS's efforts are communicated to senior leadership and deputy directors through the Board of Directors meetings and Supervisory Forums. By employing full time staff sign language interpreters, NAVSUP WSS provides constant communications with Deaf/HoH employees. We also maintain a contract for supplemental interpreter services, in the event that our staff interpreter cannot meet the scheduling requirements for our Deaf/HoH employees.

BSC: All NAVSUP BSC employees are provided the same opportunity for career advancement. Every year, an email is sent to every employee at NAVSUP BSC to provide all available training opportunities. Employees request and receive approval for training via the non-mandatory training portal. The portal also provides a description about each of the training courses.

FLC-Norfolk: Career Development opportunities are available to all employees.

Defense Civilian Emerging Leader Program (DCELP), Defense Senior Leader Development Program (DSLDP), Federal Executive Institute, Corporate Management Development Program, and NAVSUP Leadership Development Program (NLDP)

FLC-Jacksonville: All levels of training, as well a Mentoring Program, are available to all employees. NAVSUP began revising its three tiered Leadership Development Program in

FY20 and it is still undergoing revision. Leadership development courses and opportunities are available in the current and revised leadership development programs for GS-07 and above employees. Other training is available to all pay grades.

FLC- San Diego: HQ NAVSUP and FLCSD during this reporting period provided the following trainings for developmental opportunities available to employees via MS Teams: (1) Accountability, (2) Coaching and Mentoring, (3) Communication, and (4) Continued Process Improvement (CPI) Green Belt. Furthermore, the Command sponsored the complete cost of a Naval Post Graduate School eMBA program; one employee graduated this year.

FLC-Puget Sound: Disabled veterans received the same advancement opportunities, career development and reasonable accommodations as any other employee at FLCPS. FLCPS also has a mentorship program that all employees may use. Our training manager provides numerous training opportunities for our employees throughout the year. The challenge is that we face self-identification which is significant in the true count of PWD's and PWTD's.

FLC-Pearl Harbor: Career opportunities are consistently provided annually. Continuous programs offered include: (1) Launching a Leadership Revolution (LLR) for employees in paygrades GS-09 and WG-08 and below, (2) Federal Executive Board Emerging Leader Program for employees in paygrades GS-09 to GS-12, (3) Command Formal Mentoring Program, and (4) Interview Skills and Resume Writing are open for the entire civilian workforce, and (5) LLR-2, for employees in the paygrades of GS-10 through GS-13, and WG-11 and higher (Non-Supervisory).

NEXCOM: Career development programs i.e., internships, mentoring assignments, and various professional growth opportunities, are available to all associates in a variety of functional areas."

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/approval to participate. [Collection begins with the FY 2018 MD-715 report, which is due on February 28, 2019.]

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs						

Fellowship Programs					
Mentoring Programs					
Coaching Programs					
Training Programs					
Detail Programs					
Other Career Development Programs					

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.

a. Applicants (PWD)   Yes   0   No   X
b. Selections (PWD)   Yes   0   No   X

  Training department does not maintain data regarding PWD applying or participating in Career Development Programs.

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

a. Applicants (PWTD)   Yes   0   No   X
b. Selections (PWTD)   Yes   0   No   X

  Training department does not maintain data regarding PWTD applying or participating in Career Development Programs.

C. Awards

1. Using the inclusion rate as the benchmark, does your Command/Activity have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If "yes", please describe the trigger(s) in the text box.

a. Awards, Bonuses, & Incentives (PWD)	Yes	0	No X
b. Awards, Bonuses, & Incentives (PWTD)	Yes	0	No X

> IWD received 16.80% of all time off awards and IWTD received 3.32% of all time off awards. The proportions exceed the goals of 12% and 2% respectively.

2. Using the inclusion rate as the benchmark, does your Command/Activity have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If "yes", please describe the trigger(s) in the text box.

a. Pay Increases (PWD)	Yes	0	No X
b. Pay Increases (PWTD)	Yes	0	No X

> IWD received 15.09% and IWTD received 2.64% of all QSI's. The proportions exceed the goals of 12% and 2% respectively.

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

a. Other Types of Recognition (PWD)	Yes	0	No	0	N/A	X
b. Other Types of Recognition (PWTD)	Yes	0	No	0	N/A	X

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D. Promotions

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

a. SES

i. Qualified Internal Applicants (PWD)	Yes	X	No 0
ii. Internal Selections (PWD)	Yes	X	No 0

b. Grade GS-15

i. Qualified Internal Applicants (PWD)   Yes   X   No   0
ii. Internal Selections (PWD)   Yes   X   No   0

c. Grade GS-14

i. Qualified Internal Applicants (PWD)   Yes   X   No   0
ii. Internal Selections (PWD)   Yes   X   No   0

d. Grade GS-13

i. Qualified Internal Applicants (PWD)   Yes   0   No   0
ii. Internal Selections (PWD)   Yes   0   No   0

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

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

a. SES

i. Qualified Internal Applicants (PWTD)   Yes   X   No   0
ii. Internal Selections (PWTD)   Yes   X   No   0

b. Grade GS-15

i. Qualified Internal Applicants (PWTD)   Yes   X   No   0
ii. Internal Selections (PWTD)   Yes   X   No   0

c. Grade GS-14

i. Qualified Internal Applicants (PWTD)   Yes   X   No   0
ii. Internal Selections (PWTD)   Yes   X   No   0

d. Grade GS-13

i. Qualified Internal Applicants (PWTD)   Yes   X   No   0
ii. Internal Selections (PWTD)   Yes   X   No   0

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

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

a. New Hires to SES (PWD)   Yes   X   No   0

b. New Hires to GS-15 (PWD)   Yes   X   No   0

c. New Hires to GS-14 (PWD)   Yes   X   No   0

d. New Hires to GS-13 (PWD)   Yes   X   No   0

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

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

a. New Hires to SES (PWTD)   Yes   X   No   0

b. New Hires to GS-15 (PWTD)   Yes   X   No   0

c. New Hires to GS-14 (PWTD)   Yes   X   No   0

d. New Hires to GS-13 (PWTD)   Yes   X   No   0

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

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

a. Executives

i. Qualified Internal Applicants (PWD)   Yes   X   No   0

ii. Internal Selections (PWD)   Yes   X   No   0

b. Managers

i. Qualified Internal Applicants (PWD)   Yes   X   No   0

ii. Internal Selections (PWD)   Yes   X   No   0

c. Supervisors

i. Qualified Internal Applicants (PWD)   Yes   0   No   X

ii. Internal Selections (PWD)   Yes   0   No   X

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

6. Does your Command/Activity 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.

a. Executives

i. Qualified Internal Applicants (PWTD)   Yes   X   No   0
ii. Internal Selections (PWTD)   Yes   X   No   0

b. Managers

i. Qualified Internal Applicants (PWTD)   Yes   X   No   0
ii. Internal Selections (PWTD)   Yes   X   No   0

c. Supervisors

i. Qualified Internal Applicants (PWTD)   Yes   0   No   X
ii. Internal Selections (PWTD)   Yes   0   No   X

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

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

a. New Hires for Executives (PWD)   Yes   X   No   0
b. New Hires for Managers (PWD)   Yes   X   No   0
c. New Hires for Supervisors (PWD)   Yes   0   No   X

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

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

a. New Hires for Executives (PWTD)   Yes   X   No   0
b. New Hires for Managers (PWTD)   Yes   X   No   0
c. New Hires for Supervisors (PWTD)   Yes   0   No   X

> There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.

Section V: Plan to Improve Retention of Persons with Disabilities

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

A. Voluntary and Involuntary Separations

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

Yes X   No

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

 PWD 17.44% of separation vs 16.28% of workforce. IWD made up a larger proportion of Voluntary separations than their respective participation rates in the workforce.

PWTD 4.07% of separations vs. 3.33% of workforce. IWTD make up a larger proportion of voluntary separation than their respective participation rates in the workforce.

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

PWD 17.44% of separation vs 16.28% of workforce. IWD made up a larger proportion of Voluntary separations than their respective participation rates in the workforce.

PWTD 35.71% of removal vs. 16.28 of workforce. IWTD make up a larger proportion of the 14 total involuntary separation (removals) than their respective participation rates in the workforce.

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

> The command uses exits surveys, however, it does not track disability data. Exit survey/interviews do not gather data regarding disability status

B. Accessibility of Technology and Facilities

Pursuant to 29 C.F.R. § 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 Command/Activity technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of Command/Activity 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 Command/Activity'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.navsup.navy.mil/

2. Please provide the internet address on the Command/Activity'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.navsup.navy.mil/

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

> Working to implement ASL sign language interpreters involved in web based training videos.

C. Reasonable Accommodation Program

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

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

> The average accommodation request is processed within the 45 day time frame, minus the time to receive medical documentation.

2. Describe the effectiveness of the policies, procedures, or practices to implement the Command/Activity'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 DPM is working towards to establish and maintain an effective program to include timely processing request, timely approval of accommodations, providing training and monitoring accommodation request for trends.

3. How many reasonable accommodation requests have taken more than 30 days to process?

Include (1) all requests processed during the reporting cycle, including those initiated in the previous cycle, that took more than 30 days to process and (2) all requests that have not yet been processed, but are more than 30 days past their request date. Do not include previously-approved requests associated with repetitive accommodations, such as Interpreter services.

The number of accommodation that appear to be beyond 30 days is the result of NEXCOM not having access to the NEAT system until August 2022. Once access was granted, the RA coordinators were entering requests from the beginning of FY 2022.

4. What was the greatest number of days it took to process a reasonable accommodation request during the FY? If the longest request has yet been processed, calculate days from the request date to the present.

70 days to process a request from an applicant.

D. Personal Assistance Services Allowing Employees to Participate in the Workplace

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

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.

Have not received any request for PAS

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?

Yes   No   X   N/A

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

Yes   X   No   N/A

3. If the Command/Activity 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 Command/Activity.

> No finding of discrimination as both cases were resolved in a mutually agreed upon settlement agreement.

B. EEO Complaint Data involving Reasonable Accommodation

1. 1. Did disability status fall within the top three bases alleged in the command's EEO counseling activity during the last fiscal year?

Yes   0   No   X   N/A   0

2. Did disability status fall within the top three bases alleged in the command's formal complaints during the last fiscal year?

Yes   0   No   X   N/A   0

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

Yes   X   No   N/A

4. If the Command/Activity 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 Command/Activity.

> N/A no findings

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 Command/Activity identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

    Yes   X   No   0

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

    Yes   X   No   0   N/A   0

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

Trigger 1	There is an overall lack of minority group representation at higher grade levels, especially at the GS-14, GS-15, and SES levels.
Barrier(s)	No barrier identified.
Objective(s)	In accordance with the NAVSUP Human Capital Strategy Initiatives, a DEI Committee at NAVSUP HQ will be established once the Enterprise-wide instruction is issued.

Responsible Official(s)	Performance Standards Address the Plan? (Yes or No)

Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
FY23	Held Barrier analysis team meetings and reviewed data. Held Focus Groups.	Yes		As soon as possible

Fiscal Year	Accomplishments			

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

None noted

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

Establishment of guidance to establish DEI Committees enterprise wide

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

Establish an Enterprise wide instruction