

Affirmative Action 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

Based on the utilization analysis of the DEA workforce by disability grouping, PWDs are participating at a rate of 18.28% percent in the GS-1 to GS-10 grades, and a rate of 5% percent in the GS-11 to SES grade cluster. An analysis of the SF-256 data identified an undercounting of Veterans 30% or more disabled in the permanent workforce of 426 PWD. These Veterans 30% or more disabled were not reflected in the B Tables used to prepare the FY '22 MD-715. When these 426 employees are factored into the total PWD, the actual workforce is comprised of 12% PWD (absent grade/cluster.)

*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

Based on the utilization analysis of the DEA workforce by disability grouping, PWTDs (IWTD) are participating at a rate of 3% in the GS-1 to GS-10 grades, and at a rate of 0.01% percent in the GS-11 to SES grade clusters.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical Goal	--	12%		2%	
Grades GS-1 to GS-10	1286	174	13.53	32	2.49
Grades GS-11 to SES	7671	371	4.84	79	1.03

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

Annual hiring goals for individuals with disabilities and targeted disabilities are formally announced on an annual basis from the DEA Administrator to all Executive Staff; the DEA HR Department to all Hiring Officials as well as by the DEA EEO Unit to all DEA Components during annual mandatory training events. The goals are further communicated to the DEA Diversity Council and

DEA Affinity Groups as well as employees who touch the hiring process.

Section II: Model Disability Program

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

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

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

Answer Yes

DEA’s Equal Employment Opportunity Unit has a full-time Disability Employment Program Manager (DEPM) who is responsible for implementing, monitoring and maturing the DEA Disability Employment Program. Also each DEA regional office nationally and internationally has one or more staff member’s assigned collateral duties to support the Selective Placement Program, Disability Employment Program, Reasonable Accommodation Program, and the Operations Warfighter Program.

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	0	0	0	Susan Gearhart-Marshall Section Chief
Processing reasonable accommodation requests from applicants and employees	0	0	1	John Christie RA Program Manager
Section 508 Compliance	0	0	1	Mildred Tyler 508 Compliance Coordinator
Special Emphasis Program for PWD and PWTD	1	0	0	Derek K. Orr Disability Employment Program Manager
Answering questions from the public about hiring authorities that take disability into account	0	0	10	Tamara Wasson HR Specialists
Architectural Barriers Act Compliance	0	0	1	Jeff Rashap Deputy Director of Operations

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

Answer Yes

The Disability Employment Program Manager, as well as several staff from the EEO Special Emphasis Program and the EEO Complaints Unit attended both local and national training events to enhance and expand their knowledge and understanding of

emerging trends in the area of the employment of people with disabilities (to include those with targeted disabilities) as well as identified areas of “best practice.” In FY '22 attendance at training programs included the LULAC National Training Conference; EEOC sponsored training programs; and DEA sponsored events.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer Yes

Section III: Program Deficiencies In The Disability Program

Section IV: 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.

DEA participates in hiring fairs and outreach activities; uses the USASTAFF Talent Portal; attends Veterans hiring fairs; receives resumes through Selective Placement Programs; and maintains contact with Disability Program Managers throughout DOJ to find qualified Schedule A candidates. DEA also participates in the Wounded Warriors/Operation Warfighter programs from which it hires PWD and PWTD.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

DEA uses Schedule A(u) for PWD and PWTD and the Veterans 30% or more disabled hiring authorities to recruit and hire for positions in the permanent workforce.

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.

(1) The Recruitment, Staffing and Placement Section in HR reviews a candidate’s Schedule A letter submitted with resume; reviews Veterans documentation that designate preference eligibility and disability status. (2) After confirming that the individual meets the minimum qualifications for a position, HR forwards resume by email to hiring official with explanation that individual may be appointed outside competitive process.

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

Training is required every two years of all individuals involved in the hiring process on the use of special hiring authorities for individuals with disabilities, Veterans, and Veterans with disabilities. Training modules include: USERRA; Veterans Employment Training for Federal Hiring Managers; Guidance for Fair Employment Opportunities; Effective Interviewing and Hiring Strategies; Merit System Principles and Prohibited Personnel Practices; Putting the Hiring Back in Hiring People with Disabilities. New Senior Executives and new supervisors receive training in the first year of their appointment on Schedule A hiring authority for people with disabilities. Field Administrative Officers receive training annually on special hiring authorities and reasonable accommodations. Recruiters receive training annually on special hiring authorities and reasonable accommodations in the hiring process.

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.

DEA HR Staff as well as other staff that engage in outreach and recruitment efforts participate in the WRP (Workforce Recruitment Program)

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD 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 No
- b. New Hires for Permanent Workforce (PWTD) Answer Yes

In FY '22, DEA recruitment and hiring for PWTD was .33%.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	0				
% of Qualified Applicants	0				
% of New Hires	304	3.29	0.00	0.33	0.00

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 N/A
- b. New Hires for MCO (PWTD) Answer N/A

The data is inconclusive due to irregularities in the output from the multiple systems. With regard to 1811s, there is no data available.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability	Targetable Disability
		New Hires (%)	New Hires (%)
Numerical Goal	--	12%	2%
0132 INTELLIGENCE ANALYST	58	5.17	1.72
1320 CHEMIST	5	0.00	0.00
1801 DIVERSION INVESTIGATOR	33	3.03	0.00
1811 CRIMINAL INVESTIGATOR	208	2.88	0.00

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 N/A
- b. Qualified Applicants for MCO (PWTD) Answer N/A

The data is inconclusive due to irregularities in the output from the multiple systems. With regard to 1811s, there is no data available.

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 N/A
- b. Promotions for MCO (PWTD) Answer N/A

The data is inconclusive due to irregularities in the output from the multiple systems. With regard to 1811s, there is no data available.

Section V: 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 DEA employees are eligible to participate in career advancement opportunities, including PWD and PWTD. At DEA Headquarters, PWD are encouraged to attend career development training programs such as resume writing, interviewing skills and "flashmob" style mentoring events are held several times a year. DEA publicizes the availability of accommodations to attend such programs. PWD and PWTD attend courses at the DEA’s training academy and participate in training opportunities at HQ in the field divisions. DEA has a mentoring program for new Special Agents.

B. CAREER DEVELOPMENT OPPORTUNITIES

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

DEA offers internships; training programs (HQ, Field Divisions, DEA Academy, online, outside entities, such as USDA Grad School and Treasury Executive Institute); coaching via the Treasury Executive Institute; and mentoring for new Special Agents.

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

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

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

- a. Applicants (PWD) Answer N/A
- b. Selections (PWD) Answer N/A

DEA does not track applicants or selectees for career development programs by disability (or any other EEO status). Despite this, to the extent most structured career development opportunities are geared toward MCO (especially Special Agents), the lower representation of PWD in these occupations may result in few PWDs overall being included in career development programs.

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

- a. Applicants (PWTD) Answer N/A
- b. Selections (PWTD) Answer N/A

DEA does not track applicants or selectees for career development programs by disability (or any other EEO status). Despite this, to the extent most structured career development opportunities are geared toward MCO (especially Special Agents), the lower representation of PWTD in these occupations may result in few PWTDs overall being included in career development programs.

C. AWARDS

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

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

For PWTB a trigger exists at the "Cash Award" level of \$5,000 and more.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	41	0.37	0.44	0.00	0.46
Time-Off Awards 1 - 10 Hours: Total Hours	327	2.93	3.50	0.00	3.69
Time-Off Awards 1 - 10 Hours: Average Hours	7.98	1.47	0.10	0.00	1.84
Time-Off Awards 11 - 20 hours: Awards Given	85	1.65	0.94	0.89	1.84
Time-Off Awards 11 - 20 Hours: Total Hours	1402	26.01	15.62	16.07	28.57
Time-Off Awards 11 - 20 Hours: Average Hours	16.49	2.89	0.21	16.07	-0.51
Time-Off Awards 21 - 30 hours: Awards Given	130	0.92	1.43	0.00	1.15
Time-Off Awards 21 - 30 Hours: Total Hours	3136	21.98	34.55	0.00	27.65
Time-Off Awards 21 - 30 Hours: Average Hours	24.12	4.40	0.30	0.00	5.53
Time-Off Awards 31 - 40 hours: Awards Given	736	10.81	7.85	8.93	11.29
Time-Off Awards 31 - 40 Hours: Total Hours	29024	414.65	310.26	342.86	433.18
Time-Off Awards 31 - 40 Hours: Average Hours	39.43	7.03	0.50	34.29	-0.01
Time-Off Awards 41 or more Hours: Awards Given	100	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	738	10.26	8.09	10.71	10.14
Cash Awards: \$501 - \$999: Total Amount	540903.85	7629.95	5925.24	7779.48	7591.36
Cash Awards: \$501 - \$999: Average Amount	732.93	136.25	9.20	648.29	4.11
Cash Awards: \$1000 - \$1999: Awards Given	2339	28.02	25.90	28.57	27.88
Cash Awards: \$1000 - \$1999: Total Amount	2680051.49	32356.81	29628.10	33185.97	32142.83
Cash Awards: \$1000 - \$1999: Average Amount	1145.81	211.48	14.36	1037.06	-1.57
Cash Awards: \$2000 - \$2999: Awards Given	1249	12.09	14.06	15.18	11.29
Cash Awards: \$2000 - \$2999: Total Amount	2854935.35	27277.47	32190.21	34285.71	25468.89
Cash Awards: \$2000 - \$2999: Average Amount	2285.78	413.29	28.74	2016.80	-0.51
Cash Awards: \$3000 - \$3999: Awards Given	1681	15.93	19.26	22.32	14.29

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$3000 - \$3999: Total Amount	5407086.7	51690.26	61943.74	70918.57	46728.11
Cash Awards: \$3000 - \$3999: Average Amount	3216.59	594.14	40.38	2836.74	15.41
Cash Awards: \$4000 - \$4999: Awards Given	920	5.68	10.76	5.36	5.76
Cash Awards: \$4000 - \$4999: Total Amount	3839635.5	23653.85	44902.52	22321.43	23997.70
Cash Awards: \$4000 - \$4999: Average Amount	4173.52	763.03	52.39	3720.24	-0.12
Cash Awards: \$5000 or more: Awards Given	1518	9.16	18.00	8.93	9.22
Cash Awards: \$5000 or more: Total Amount	9588597.35	52222.71	114425.13	52232.14	52220.28
Cash Awards: \$5000 or more: Average Amount	6316.6	1044.45	79.79	5223.21	-33.94

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

a. Pay Increases (PWD) Answer Yes

b. Pay Increases (PWTD) Answer Yes

There are triggers for both PWD and PWTD.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

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

a. Other Types of Recognition (PWD) Answer No

b. Other Types of Recognition (PWTD) Answer Yes

For PWTD a trigger exists across several categories with regards "Time Off Awards".

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	N/A
ii. Internal Selections (PWD)	Answer	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	N/A
ii. Internal Selections (PWD)	Answer	N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions.

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	N/A
ii. Internal Selections (PWTB)	Answer	N/A
c. Grade GS-14		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A
d. Grade GS-13		
i. Qualified Internal Applicants (PWTB)	Answer	N/A
ii. Internal Selections (PWTB)	Answer	N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions.

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	N/A
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 | N/A |

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool.

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 | N/A |
| b. New Hires to GS-15 (PWTD) | Answer | N/A |
| c. New Hires to GS-14 (PWTD) | Answer | N/A |
| d. New Hires to GS-13 (PWTD) | Answer | N/A |

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool.

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 | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| b. Managers | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |
| c. Supervisors | | |
| i. Qualified Internal Applicants (PWD) | Answer | N/A |
| ii. Internal Selections (PWD) | Answer | N/A |

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool. However, the overall participation rates of PWD among supervisors (4.11%), managers (2.65%) and executives (4.11%) suggests that there may be a trigger for PWD in supervisory positions.

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 N/A

ii. Internal Selections (PWTD) Answer N/A

b. Managers

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer N/A

ii. Internal Selections (PWTD) Answer N/A

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool. However, the overall participation rates of PWTD among supervisors (1.37%), managers (0.96%) and executives (0.92%) suggests that there may be a trigger for PWTD in supervisory positions.

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 N/A

b. New Hires for Managers (PWD) Answer N/A

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

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool. However, the overall rates of New Hires for PWD among supervisors (0%), managers (60.0%) and executives (12.5%) is inconclusive because new hires in those categories was very small.

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 N/A

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

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

DEA does collect applicant flow data through the USA Staffing system. Since the data provided is voluntary and therefore contains a significant number of non-responses, it is difficult to sufficiently and accurately answer these questions. Because this data is incomplete, we cannot obtain benchmark values for the qualified applicant pool.

Section VI: 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 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

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

N/A

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	13	0.00	0.15
Permanent Workforce: Resignation	109	1.44	1.20
Permanent Workforce: Retirement	480	2.88	5.49
Permanent Workforce: Other Separations	111	1.80	1.20
Permanent Workforce: Total Separations	713	6.12	8.03

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

N/A

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	13	0.00	0.15
Permanent Workforce: Resignation	109	0.86	1.21
Permanent Workforce: Retirement	480	2.59	5.36
Permanent Workforce: Other Separations	111	1.72	1.23
Permanent Workforce: Total Separations	713	5.17	7.95

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.dea.gov/divisions/equal-opportunity-employer>

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.dea.gov/divisions/equal-opportunity-employer>

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.

DEA completed a major renovation to our Headquarters located in Arlington, VA. in early 2022.

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 processing time for reasonable accommodation requests in FY '22 was greater than 30 days. The reason for this increase over FY '21 was related to DEA incorporating the availability of the "Federal Occupational Health" agency as a resource for the review of submitted/requested medical data by the RA Decision Maker. Initiating and implementing the contract with FOH impacted the average processing time of RA requests.

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.

All Regional Special Agents in Charge (SAC's); supervisors; hiring officials; and basic training candidates at Quantico receive training on Reasonable Accommodation upon hire. SAC's, managers and those involved with the hiring process must receive the training every two years after appointment.

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.

In FY '22, DEA did not have any requests for PAS services.

Section VII: 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 governmentwide average?

Answer No

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

Answer No

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

N/A

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.

N/A.

Section VIII: Identification and Removal of Barriers

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

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

Answer Yes

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

Answer Yes

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

Source of the Trigger:		Workforce Data (if so identify the table)			
Specific Workforce Data Table:		Workforce Data Table - B1			
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		The participation rate of PWD increased from 5.22% in FY21 to 6.17%,in FY22, but continues to be lower than the EEOC goal of 12%. The participation rate of PWTD increased from 1.21%in FY21 to 1.29% in FY22,, but continues to be lower than the EEOC goal of 2%.			
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities			
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		Description of Policy, Procedure, or Practice	
		Lack of Numeric Targeted Recruitment and Retention Goals		Lack of a target recruitment goal for persons with targeted disabilities reduced accountability in tracking and evaluating progress towards increasing the participation rate of persons with disabilities in the workforce.	
Objective(s) and Dates for EEO Plan					
Date Initiated	Target Date	Sufficient Funding / Staffing?	Date Modified	Date Completed	Objective Description
05/05/2021	08/31/2021	Yes		08/06/2021	Establish numeric targeted recruitment and retention goals for PWTD in total workforce and core occupations.
03/31/2023	09/30/2023	Yes			Realign Reasonable Accommodation Program and Selective Placement Program back into EEO to manage these functions in alignment with the Disability Employment Program.
Responsible Official(s)					
Title		Name		Standards Address The Plan?	
Assistant Administrator for HR		Tammy Van Keuren		No	
Acting Chief Financial Officer		Diane Parks		Yes	
Chief Compliance Officer		Mary Schaefer		Yes	
EEO Officer		Lorena McElwain		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
08/31/2021	Establish numeric targeted recruitment and retention goals for PWTB in total workforce and core occupations.	Yes		08/06/2021
09/30/2021	The EEO Officer shall issue a memo to the Assistant Administrator for HR establishing numeric recruitment and retention goals.	Yes		09/07/2021
11/15/2023	Include language in mandatory supervisory EEO performance element to advance DEIA goals.	Yes		
12/31/2023	Provide training to key stake holders to advance DEIA goals and exceeding in the EEO performance element,	Yes		
06/30/2022	Develop language for mandatory supervisory EEO performance element that includes DEIA language.	Yes		05/10/2022
Report of Accomplishments				
Fiscal Year	Accomplishment			
2022	EEO partnered with the Intelligence Division to conduct a more in depth study and developed strategies for increasing the participation rate of persons with disabilities in the intelligence occupation.			
2022	- The Intelligence Analyst occupation implemented activities based on the 2022 workforce study to enhance the participation rate of persons with disabilities in the intelligence occupation, resulting in an increase from 4.84% in FY21 to 5.86% in FY23. - Released diversity dashboard providing access to workforce demographics, including trends for people with disabilities. - Developed language for mandatory supervisory EEO performance element that includes advancing DEIA goals.			

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

DEA HR Executive Management experienced personnel changes to the three (3) most senior HR management positions in FY '21. This resulted in an "Acting Assistant Administrator" for 12 months while these positions were recruited.

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

In the total workforce, the number of persons with disabilities increased from 483 (5.2%) in FY21 to 556 (6.2%) in FY22. The Number of persons with targeted disabilities increased from 112 (1.2%) in FY21 to 116 (1.3%) in FY22. The participation rate of persons with disabilities exceeded the EEOC 12% goal in the Diversion Division (15%) and increased to 11% in the Information Systems Division and in the Executive Staff level. In addition, the participation rate of persons with targeted disabilities met or exceeded the EEOC 2% goal in the professional, technical, and administrative support workers categories.

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.

Increasing the participation rate of persons with targeted disabilities in the workforce is an ongoing priority and incremental progress will lead to an eventual correction.