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   No

Note: there are only 3 employees in the GS-1 to GS-10 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   No

Note: there are only 3 employees in the GS-1 to GS-10 cluster.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-11 to SES	105	12	11.43	3	2.86
Grades GS-1 to GS-10	3	0	0.00	0	0.00

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

The HRD Director will notify hiring managers yearly when the Workforce Recruitment Program (WRP) season opens, including a message reconfirming the numerical goals to hiring managers.

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.

<div align="right">Answer   Yes</div>

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

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Answering questions from the public about hiring authorities that take disability into account	3	0	0	Joseph Panteloglous, HR Director, jpanteloglous@flra.gov Alvina Brooks, HR Specialist, abrooks@flra.gov
Architectural Barriers Act Compliance	0	0	1	Erica Balkum, EEO Director, ebalkum@flra.gov
Special Emphasis Program for PWD and PWTD	3	0	0	Joseph Panteloglous, HR Director, jpanteloglous@flra.gov Alvina Brooks, HR Specialist, abrooks@flra.gov
Processing applications from PWD and PWTD	3	0	0	Joseph Panteloglous, HR Director, jpanteloglous@flra.gov Alvina Brooks, HR Specialist, abrooks@flra.gov
Processing reasonable accommodation requests from applicants and employees	3	0	0	Joseph Panteloglous, HR Director, jpanteloglous@flra.gov Alvina Brooks, HR Specialist, abrooks@flra.gov
Section 508 Compliance	0	0	1	Patrick Dullaghan, IT Specialist, pdullaghan@flra.gov Dave Fontaine, Director IRMD, dfontaine@flra.gov

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.

<div align="right">Answer   Yes</div>

The disability program staff is currently receiving ongoing training regarding use and implementation of Schedule A hiring and special emphasis hiring authorities, as well as how to successfully reach out to and interact with affinity groups regarding employment opportunities for PWD and PWTD within the FLRA. They have also received training regarding required non-discriminatory language to be utilized when posting job vacancies for the agency.

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.

The agency has implemented and utilized Schedule A hiring authorities during the reporting period. As consistent with the agency's Strategic Plan and Goals, the agency will continue to: • Ensure that hiring a diverse workforce, including hiring people with disabilities, is part of the overall recruitment strategy for each staffing action. • Conduct targeted outreach to attract qualified candidates with disabilities. Successful recruitment efforts can be built through collaboration with community-based partners such as nonprofit organizations, national and local disability organizations, and federally funded state and local employment programs that have connections to qualified candidates. Examples include vocational rehabilitation facilities, employment networks, American Job Centers and Centers for Independent Living. • Develop community linkages that will allow the establishment of on-going relationships that facilitate our ability to diversify the workforce. • Retain and review applications from people with disabilities for future openings. • Ensure the utilization of fully accessible online job applications and electronic and social media recruitment materials. Posting vacancies on job boards designed for people with disabilities, in disability-related publications and with disability organizations that will increase the diversity of the applicant pool. Examples of national job boards for people with disabilities that the agency will utilize include the Workforce Recruitment Program and the USAJobs Agency Talent Portal.

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

The agency has implemented and utilized Schedule A hiring authorities during the reporting period. As consistent with the agency's Strategic Plan and Goals, the agency will continue to: • Ensure that hiring a diverse workforce, including hiring people with disabilities, is part of the overall recruitment strategy for each staffing action. • Conduct targeted outreach to attract qualified candidates with disabilities. Successful recruitment efforts can be built through collaboration with community-based partners such as nonprofit organizations, national and local disability organizations, and federally funded state and local employment programs that have connections to qualified candidates. Examples include vocational rehabilitation facilities, employment networks, American Job Centers and Centers for Independent Living. • Develop community linkages that will allow the establishment of on-going relationships that facilitate our ability to diversify the workforce. • Retain and review applications from people with disabilities for future openings. • Ensure the utilization of fully accessible online job applications and electronic and social media recruitment materials. Posting vacancies on job boards designed for people with disabilities, in disability-related publications and with disability organizations that will increase the diversity of the applicant pool. Examples of national job boards for people with

disabilities that the agency will utilize include the Workforce Recruitment Program and the USAJobs Agency Talent Portal.

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

The Affirmative Action Director (AAD)/Human Resources Director (HRD) reviews and maintains all resumes submitted to the agency requesting consideration under special hiring authorities to include the Schedule A hiring authority. Each applicant receives direct communication from the AAD/HRD regarding their submission and the submission is specifically reviewed to determine if the candidate meets qualifications for any current agency job opportunities and the requirements for Schedule A and other special hiring authorities. If there is an open vacancy announcement applicable to the candidate's credentials, the AAD/HRD refers the candidate directly to the hiring office for consideration. If there are no applicable job opportunities available for the candidate at the time of the submission of their resume, the AAD/HRD reviews the resume file for each FLRA vacancy announcement to ensure candidates are properly considered.

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.

<div align="center">Answer   No</div>

No, however, training will be provided in FY 24 to hiring managers on the use of hiring authorities that take disability into account .

B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS

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

The Affirmative Action Director/Human Resources Director established direct contact with organizations that assist PWD and PWTD in securing employment including America Job Centers, state vocational rehabilitation agencies, the Veterans' Vocational rehabilitation and Employment Program, Centers for Independent Living, and employment network service providers. The agency now receives direct communication from these entities to ensure that all of our job opportunity announcements are posted on the requisite websites or job portals to advertise to PWD and PWTD communities. These partnerships have been critical in obtaining high quality candidates for consideration for our FY 2023 recruitment efforts.

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   No

New Hires	Total	Reportable Disability		Targeted Disability	
		Permanent Workforce	Temporary Workforce	Permanent Workforce	Temporary Workforce
	(#)	(%)	(%)	(%)	(%)
% of Total Applicants					

% of Qualified Applicants					
% of New Hires					

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

n/a

New Hires to Mission-Critical Occupations	Total	Reportable Disability	Targetable Disability
		New Hires	New Hires
	(#)	(%)	(%)
Numerical Goal	--	12%	2%

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

N/A

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

N/A

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.

FLRA is a small agency, therefore PWD and PWTD are afforded the same career development programs as persons without disabilities within the agency.

B. CAREER DEVELOPMENT OPPORTUNITES

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

Due to FLRA's agency size and staffing levels, we do not currently employ any career development programs apart from the normal career-ladder progression of each position. The agency currently utilizes a team concept to implement its strategic plan goals, which affords all agency employees the opportunity to volunteer for various teams that address diversity and inclusion, learning and development, performance management, etc.. The teams are charged with developing recommendations to present to agency leadership for the betterment of the agency overall.

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 (%)
Coaching Programs						
Mentoring Programs						
Other Career Development Programs						
Fellowship Programs						
Detail Programs						
Internship Programs						
Training 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. 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

As there are no such programs, there are no triggers.

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

As there are no such programs, there are no triggers.

C. AWARDS

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

       a. Awards, Bonuses, & Incentives (PWD)   Answer   No

b. Awards, Bonuses, & Incentives (PWTD) Answer No

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	109	116.67	98.80	133.33	111.11
Time-Off Awards 1 - 10 Hours: Total Hours	1024	1100.00	936.14	1600.00	933.33
Time-Off Awards 1 - 10 Hours: Average Hours	9	75.00	10.84	400.00	-33.33
Time-Off Awards 11 - 20 hours: Awards Given	14	8.33	13.25	0.00	11.11
Time-Off Awards 11 - 20 Hours: Total Hours	248	133.33	245.78	0.00	177.78
Time-Off Awards 11 - 20 Hours: Average Hours	17	133.33	21.69	0.00	177.78
Time-Off Awards 21 - 30 hours: Awards Given	4	8.33	2.41	0.00	11.11
Time-Off Awards 21 - 30 Hours: Total Hours	96	200.00	57.83	0.00	266.67
Time-Off Awards 21 - 30 Hours: Average Hours	24	200.00	28.92	0.00	266.67
Time-Off Awards 31 - 40 hours: Awards Given	11	8.33	9.64	0.00	11.11
Time-Off Awards 31 - 40 Hours: Total Hours	392	333.33	337.35	0.00	444.44
Time-Off Awards 31 - 40 Hours: Average Hours	35	333.33	42.17	0.00	444.44
Time-Off Awards 41 or more Hours: Awards Given	0	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	2	0.00	2.41	0.00	0.00
Cash Awards: $501 - $999: Total Amount	1672	0.00	2014.46	0.00	0.00
Cash Awards: $501 - $999: Average Amount	836	0.00	1007.23	0.00	0.00
Cash Awards: $1000 - $1999: Awards Given	16	25.00	12.05	0.00	33.33
Cash Awards: $1000 - $1999: Total Amount	25334	35150.00	19359.04	0.00	46866.67
Cash Awards: $1000 - $1999: Average Amount	1583	11716.67	1934.94	0.00	15622.22
Cash Awards: $2000 - $2999: Awards Given	23	33.33	19.28	33.33	33.33
Cash Awards: $2000 - $2999: Total Amount	57050	78066.67	48155.42	77166.67	78366.67
Cash Awards: $2000 - $2999: Average Amount	2480	19516.67	3009.64	77166.67	300.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: $3000 - $3999: Awards Given	29	33.33	28.92	0.00	44.44
Cash Awards: $3000 - $3999: Total Amount	98266	109958.33	98073.49	0.00	146611.11
Cash Awards: $3000 - $3999: Average Amount	3388	27483.33	4085.54	0.00	36644.44
Cash Awards: $4000 - $4999: Awards Given	20	16.67	18.07	33.33	11.11
Cash Awards: $4000 - $4999: Total Amount	86078	74608.33	77477.11	150733.33	49233.33
Cash Awards: $4000 - $4999: Average Amount	4303	37300.00	5165.06	150733.33	-511.11
Cash Awards: $5000 or more: Awards Given	21	0.00	22.89	0.00	0.00
Cash Awards: $5000 or more: Total Amount	224707	0.00	247955.42	0.00	0.00
Cash Awards: $5000 or more: Average Amount	10700	0.00	13049.40	0.00	0.00

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

        a. Pay Increases (PWD)   Answer   No

        b. Pay Increases (PWTD)   Answer   No

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %

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   N/A

        b. Other Types of Recognition (PWTD)   Answer   N/A

The agency does not have other types of employee recognition programs.

D. PROMOTIONS

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

        a. SES

            i. Qualified Internal Applicants (PWD)   Answer   No

            ii. Internal Selections (PWD)   Answer   No

        b. Grade GS-15

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

c. Grade GS-14

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

d. Grade GS-13

        i. Qualified Internal Applicants (PWD)   Answer   No

        ii. Internal Selections (PWD)   Answer   No

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

     a. SES

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

     b. Grade GS-15

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

     c. Grade GS-14

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

     d. Grade GS-13

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

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

      a. New Hires to SES (PWD)   Answer   No

      b. New Hires to GS-15 (PWD)   Answer   No

      c. New Hires to GS-14 (PWD)   Answer   No

      d. New Hires to GS-13 (PWD)   Answer   No

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

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

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

a. Executives

i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

b. Managers

i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

c. Supervisors

i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

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

a. Executives

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

b. Managers

i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

c. Supervisors

        i. Qualified Internal Applicants (PWTD)   Answer   No

        ii. Internal Selections (PWTD)   Answer   No

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

        a. New Hires for Executives (PWD)   Answer   No

        b. New Hires for Managers (PWD)   Answer   No

        c. New Hires for Supervisors (PWD)   Answer   No

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

        a. New Hires for Executives (PWTD)   Answer   No

        b. New Hires for Managers (PWTD)   Answer   No

        c. New Hires for Supervisors (PWTD)   Answer   No

Section 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

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00

Seperations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	2	0.00	1.75
Permanent Workforce: Retirement	3	16.67	0.88
Permanent Workforce: Other Separations	2	0.00	1.75
Permanent Workforce: Total Separations	7	16.67	4.39

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

Seperations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	2	0.00	1.63
Permanent Workforce: Retirement	3	33.33	1.63
Permanent Workforce: Other Separations	2	0.00	1.63
Permanent Workforce: Total Separations	7	33.33	4.88

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.

NA

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.flra.gov/accessibility

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.flra.gov/accessibility

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

The agency contracted to have its website and IT infrastructure upgraded to be in compliance with Digital.gov's requirements for

federal digital services, which included Section 508 requirements, as well as other best practices for accessibility, design, and governance.

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.)

If all documents related to the reasonable accommodation are available, requests are processed in less than a week. However, if HR is missing any documents, the employee receives a provisional reasonable accommodation until all of the documents are received to work with the supervisor.

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 agency posts its Reasonable Accommodation Procedures (RAP), Personal Assistance Services (PAS), EEO policy, Anti-harassment (both EEO and non-EEO), EEO Policy Statement, and EEO Counselor listing on its external and internal website. The agency also provides biennial No FEAR Act and Whistleblower training (including training to all new employees and to managers and supervisors), and has been exploring options to improve its exit interview process to assess whether the agency can improve its ability to provide reasonable accommodations when requested. The agency also considers FEVS results to identify any areas of improvement in providing reasonable accommodations. The EEO Director also remains a member of the Small Agency Diversity and Inclusion Committee, which strives to inform members of best practices within small agencies.

D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

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

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

The agency finalized its PAS updates in FY 19, which were approved by the EEOC, and are posted on the agency's website. The PAS provides for timely processing of requests for PAS and timely provision of services when approved.

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?

<div align="right">Answer   N/A</div>

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?

<div align="right">Answer   N/A</div>

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   N/A

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   N/A

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   No

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

Answer   N/A

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.

Not applicable.

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

Not applicable.

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.

Not applicable.