

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 |

a. No. PWD in GS-1 to GS-10 is 16.68%. b. Yes. PWD in GS-11 to SES is 9.08%; 2.92% below the benchmark.

*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 |

a. No. PWTD in GS-1 to GS-10 is 5.16%. b. No. PWTD in GS-11 to SES is 2.24%

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

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

The agency holds bimonthly training sessions for first line supervisors and their designees. The training sessions include agency goals, current statistics, historical legislation, and a portion to advocate for program usage.

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

Yes. The agency currently employs a program manager. The program manager provides oversight and advocacy for the program. The agency also employees 35+ human resources specialists who serve as points of contact to hiring managers for questions regarding program use.

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	
Architectural Barriers Act Compliance	1	0	0	Deirdre Jones Chief Administrative Officer, OCAO
Processing applications from PWD and PWTD	1	0	35	Kiana Campbell Disability Program Manager, Human Resources
Answering questions from the public about hiring authorities that take disability into account	1	0	35	Kiana Campbell Disability Program Manager, Human Resources
Processing reasonable accommodation requests from applicants and employees	2	0	0	Debbie.a.ferrera@noaa.gov
Section 508 Compliance	1	0	0	Jennifer Coletta IT Specialist, OCIO
Special Emphasis Program for PWD and PWTD	2	0	35	Kiana.D.Campbell@noaa.g

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 program manager has received training from several outlets including USDA Graduate School, ASKEARN Training Center, and the Disability Management Employer Coalition.

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

Yes. To ensure the program’s success, funding has been designated for outreach and recruitment.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	C.2.a.6. Do the agency’s training materials on its anti-harassment policy include examples of disability-based harassment? [see 29 CFR §1614.203(d)(2)]		
Objective	Review and update all anti-harassment training materials to include examples of disability-based harassment.		
Target Date	Jun 1, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Apr 1, 2019		Inform all training partners that Anti-harassment training materials must include examples of disability-based harassment.
	Jun 1, 2019		Review and update all Anti-harassment training materials.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Initiated the purchase of new computer-based training on the prevention of harassment that includes examples of disability-based harassment.	

Brief Description of Program Deficiency	C.2.b.5. Does the agency process all initial accommodation requests, excluding ongoing interpretative services, within the time frame set forth in its reasonable accommodation procedures? [see MD-715, II(C)] If “no”, please provide the percentage of timely-processed requests, excluding ongoing interpretative services, in the comments column.		
Objective	Process all accommodation requests within the timeframe set forth in the reasonable accommodation procedures.		
Target Date	Sep 1, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 1, 2019		Reasonable Accommodation Coordinators (RACs) will continue conducting reasonable accommodation webinars for supervisor and track participation.
	Sep 1, 2019		Disseminate a broadcast message to supervisors and managers requesting that they take the online training on reasonable accommodation and the interactive process.
	Mar 31, 2020		Highlight reasonable accommodation training on a quarterly basis in the Learning Opportunities for Supervisors e-blasts.
	Apr 30, 2020		Implement a RA Program tracking system to monitor request and provide accurate data.
	Sep 1, 2020		RACs will develop and conduct webinar for employees to inform them of the interactive process.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	To assist in improving overall timeliness, over 80 managers were trained on their roles in the reasonable accommodation interactive process.	

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.

Currently the agency uses outreach to vocational rehabilitation centers, veteran organizations and the resume mining feature from USAJOBS to search for applicants with disabilities. We have also encouraged managers to use the Workforce Recruitment Program database to identify applicants to fill positions. Several of the line and staff offices have incorporated diversity and plans to hire individuals with disabilities in management performance plans. In addition, the agency holds an annual Hiring Event for Veterans and PWDs.

- 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 encourages managers to use Schedule A to fill vacant positions whenever possible. We have also used 30% or more disabled veterans to fill positions. Our outreach to vocational rehabilitation centers and disabled veterans organizations encourages eligible applicants to make resumes searchable in USAJOBS and to submit resumes to NOAA via a specific email address.

- 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.

If an applicant applies for a position outside of the competitive process, the human resources specialist will review qualifications and eligibility for appointments. Once an applicant meets both criteria, the specialist will use a secure file to forward the applicant’s resume to the hiring manager for review.

- 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

Yes. The agency offers bimonthly in person or webinar training to hiring managers. The agency also provides an online training to managers.

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.

Currently, the agency has a representative to visit vocational rehabilitation centers near cities where NOAA has a large presence and offer assistance to PWD and PWTD including training on how to understand and apply for federal positions.

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

a. No. New hires for PWDs was 16.00% b. No. New hires for PWTDs was 2.47%

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	0				

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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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

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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.

1) Engage Employee Resource Groups meetings to discuss career development program opportunities. April 2020 2) Develop & present briefings on Individual Development Plans, Leadership Competencies Development Program (LCDP) & other career development programs. July 2020

B. CAREER DEVELOPMENT OPPORTUNITES

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

• Leadership Competencies Development Program (LCDP) - a competitive, 18-month program that provides a series of training and developmental experiences for a cadre of NOAA individuals, GS-13-15, who have high potential for assuming leadership responsibilities. • The NOAA Leadership Seminar (NLS) is a 4+ day residential training program for employees from all NOAA Line and Staff Offices, all occupations, from both the field and headquarters. • The NOAA Rotational Assignment Program (NRAP) provides developmental assignments for employees at all grade levels to broaden their skills, gain knowledge, and enhance their personal and professional growth.

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						
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Training Programs						
Detail Programs						
Other Career Development Programs	113	32	0.88%	0%	0.88%	0%

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

plan to provide the data in the text box.

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

Insufficient data prevented a thorough analysis of Career Development Programs. Planned activities for FY 2020 will be initiated.

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

Insufficient data prevented a thorough analysis of Career Development Programs. Planned activities for FY 2020 will be initiated.

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 Yes
- b. Awards, Bonuses, & Incentives (PWTD) Answer Yes

a. Yes. Cash Awards \$1000-\$1999 for PWD was 7.42% as compared to the inclusion rate of 9.78%; Cash Awards \$2000-\$2999 was 6.73%; Cash Awards \$3000-3999 was 3.97%; Cash Awards \$4000-\$4999 was 6.42%; Cash Awards \$5000+ was 3.90%. Time-off Awards (11+hours) was 8.53%; Time-off Awards (1-10 hours) was 8.82%. b. Yes. Cash Awards \$1000-\$1999 for PWTD was 2.28% as compared to the inclusion rate of 2.48%; Cash Awards \$2000-\$2999 was 2.12%; Cash Awards \$3000-3999 was 1.43%; Cash Awards \$4000-\$4999 was 0.92%; Cash Awards \$5000+ was 0.00%. Time-off Awards (11+ hours) for PWTD was 1.85%; Time-off Awards (1-10 hours) was 2.24%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards					

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

a. No. QSIs for PWD was 9.57% compared to the inclusion rate of 9.78%. b. No. QSIs for PWTD was 3.48% compared to the inclusion rate of 2.48%.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Performance Based Pay Increase	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 N/A
- b. Other Types of Recognition (PWTD) Answer N/A

N/A

D. PROMOTIONS

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

- a. SES
 - i. Qualified Internal Applicants (PWD) Answer N/A
 - ii. Internal Selections (PWD) Answer N/A
- b. Grade GS-15
 - i. Qualified Internal Applicants (PWD) Answer 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

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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 N/A
 - ii. Internal Selections (PWTD) Answer N/A

- b. Grade GS-15
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- c. Grade GS-14
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A
- d. Grade GS-13
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer N/A

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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

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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

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Monster, and NFC) to address these issues.

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

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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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics,

Monster, and NFC) to address these issues.

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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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

Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19. The data tables contain multiple inconsistencies when analyzing internal selections, interviewed applicants, internal applications, and others. DOC/OCR is working with relevant stakeholders (Data Analytics, Monster, and NFC) to address these issues.

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

Yes; the agency has converted or will convert all eligible employees with two years of satisfactory service.

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 Yes
- b. Involuntary Separations (PWD) Answer Yes

a. Yes. PWDs Voluntary Separations were 11.81%; 2.03% above the benchmark. b. No. PWDs Involuntary Separations were 0.54%; as compared to 2.48%.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
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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 Yes

b. Involuntary Separations (PWTD) Answer Yes

a. Yes. PWTD Voluntary Separations were 3.84%; 1.36% above the benchmark. b. No. PWTD Involuntary Separations were 0.36%, as compared to 2.48%.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
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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.

Exit Interview Results related to the recruitment, hiring, inclusion, retention and advancement of PWDs were insignificant. Efforts to increase individual feedback will be addressed in FY 2020.

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.

<http://www.noaa.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.

<http://www.noaa.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 NOAA Web Committee frequently provides advice and training for individuals across NOAA in the proper development and presentation of accessible electronic information. The Committee has a Section 508 working group that meets monthly with open membership to address specific regulatory requirements and implementation concerns and maintains an internal website which provides training materials, tools and other resource for developers and managers.

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 time frame for processing is 9.9 days.

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.

NOAA follows the DAO-215-10, which outlines the policies and procedures for providing RA to disabled employees. Periodic monitoring, from both the manager and the employee is recommended to ensure the accommodation continues to be effective. RA training webinars are available (previous recorded) in the Commerce Learning Center (CLC) for managers and employees. In FY19, NOAA provided RA training for 81 managers.

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 PAS policy was developed by the Department of Commerce in FY 2018. There are no current requests for PAS.

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 Yes

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

Answer Yes

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

Compensatory Damages, Disciplinary Action Rescinded, Personnel File Purged of Adverse Material, AWOL switched to LWOP, and Training.

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 Yes

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 Yes

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.

Compensatory Damages, Disciplinary Action Rescinded, Personnel File Purged of Adverse Material, AWOL switched to LWOP, and Training.

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

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Several Mission Critical Occupations with low selection rate vs. qualified among new hires for PWD/PWTD.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Possible low use of Schedule A hiring authority for MCO positions.</p>							
<p>Objective</p>	<p>Increase hiring manager's awareness and use of Schedule A hiring authorities for MCO positions. Conduct more in-depth barrier analysis.</p> <table border="1" data-bbox="483 991 776 1129"> <tr> <td>Date Objective Initiated</td> <td>Apr 30, 2018</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Jul 30, 2018</td> </tr> </table>				Date Objective Initiated	Apr 30, 2018	Target Date For Completion Of Objective	Jul 30, 2018
Date Objective Initiated	Apr 30, 2018							
Target Date For Completion Of Objective	Jul 30, 2018							
<p>Responsible Officials</p>	<p>Kenneth Bailey OICR Director</p> <p>Kimberlyn Bauhs Director, Workforce Management Office</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>04/30/2018</p>	<p>Coordinate with Disability Program Manager to present manager briefings on barriers and various hiring authorities for PWD/PWTD/Veterans.</p>	<p>Yes</p>		<p>04/30/2018</p>				
<p>06/30/2018</p>	<p>Hold Lunch & Learn on hiring authorities for hiring managers.</p>	<p>Yes</p>		<p>06/30/2018</p>				
<p>06/30/2018</p>	<p>Conduct workforce briefings w/senior managers on barriers to seek solutions.</p>	<p>Yes</p>		<p>06/30/2018</p>				
<p>07/30/2018</p>	<p>Conduct in-depth analysis to determine barrier.</p>	<p>Yes</p>	<p>07/30/2019</p>					
<p>Fiscal Year</p>	<p>Accomplishments</p> <p>2018 Held a Diversity Hiring Event designed to fill positions using special hiring authorities that target PWD/PWTD, students and veterans.</p> <p>2018 Launched NOAA-wide mentoring program.</p> <p>2018 In support of the D&I Action Plan, invited employees to participate in Hiring Panels.</p> <p>2018 Held "Mandatory Veterans Employment & Disability Road Map" Training</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Cash Awards \$1000-\$1999 for PWTB was 2.28% as compared to their participation rate of 2.48%; Cash Awards \$2000-\$2999 was 2.12%; Cash Awards \$3000-3999 was 1.43%; Cash Awards \$4000-\$4999 was 0.92%; Cash Awards \$5000+ was 0.00%. Time-off Awards (11+ hours) for PWTB was 1.85%; Time-off Awards (1-10 hours) was 2.24%.</p>											
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Targeted Disabilities</p>											
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>												
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Possible lack of employee/manager awareness of agency Incentive Award Programs</p>											
<p>Objective</p>	<p>Increase employee and manager awareness and use of award programs to incentivize high performance.</p> <table border="1" data-bbox="440 936 1495 1087"> <tr> <td data-bbox="440 936 646 993"> <p>Date Objective Initiated</p> </td> <td colspan="3" data-bbox="646 936 1495 993"> <p>Apr 30, 2018</p> </td> </tr> <tr> <td data-bbox="440 999 646 1087"> <p>Target Date For Completion Of Objective</p> </td> <td colspan="3" data-bbox="646 999 1495 1087"> <p>Aug 30, 2018</p> </td> </tr> </table>				<p>Date Objective Initiated</p>	<p>Apr 30, 2018</p>			<p>Target Date For Completion Of Objective</p>	<p>Aug 30, 2018</p>		
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<p>Responsible Officials</p>	<p>Kimberlyn Bauhs Director, Workforce Management Office</p>											
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>								
<p>08/30/2018</p>	<p>Hold Lunch & Learn on Incentive Award Program</p>	<p>Yes</p>	<p>08/30/2020</p>									
<p>04/30/2018</p>	<p>Coordinate with Disability Program Manager to create briefings on Incentive Award Programs</p>	<p>Yes</p>	<p>04/30/2020</p>									
<p>Fiscal Year</p>	<p>Accomplishments</p>											
<p>2019</p>	<p>The OICR Director is present during Performance Management Awards Committee meetings.</p>											

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Cash Awards \$1000-\$1999 for PWD was 7.42% as compared to their participation rate of 9.78%; Cash Awards \$2000-\$2999 was 6.73%; Cash Awards \$3000-3999 was 3.97%; Cash Awards \$4000-\$4999 was 6.42%; Cash Awards \$5000+ was 3.90%. Time-off Awards (11+hours) was 8.53%; Time-off Awards (1-10 hours) was 8.82%.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Possible lack of employee/manager awareness of agency Incentive Award Programs.</p>							
<p>Objective</p>	<p>Increase employee and manager awareness and use of award programs to incentivize high performance.</p> <table border="1" data-bbox="440 940 1513 1087"> <tr> <td data-bbox="440 940 646 993">Date Objective Initiated</td> <td data-bbox="646 940 1513 993">Apr 30, 2018</td> </tr> <tr> <td data-bbox="440 999 646 1087">Target Date For Completion Of Objective</td> <td data-bbox="646 999 1513 1087">Aug 30, 2019</td> </tr> </table>				Date Objective Initiated	Apr 30, 2018	Target Date For Completion Of Objective	Aug 30, 2019
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<p>04/30/2018</p>	<p>Coordinate with Disability Program Manager to create briefings on Incentive Award Programs.</p>	<p>Yes</p>	<p>04/30/2020</p>					
<p>08/30/2018</p>	<p>Hold Lunch & Learn on Incentive Award Program</p>	<p>Yes</p>	<p>08/30/2020</p>					
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>There were no PWD/PWTD participants in the Leadership Competencies Development Program (LCDP).</p>											
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>											
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>												
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>NOAA does not have a formal plan to ensure advancement opportunities for PWD/PWTD.</p>											
<p>Objective</p>	<p>An effective operational/strategic plan to ensure advancement opportunities for PWD/PWTD.</p> <table border="1" data-bbox="440 955 1494 1102"> <tr> <td data-bbox="440 955 641 1018">Date Objective Initiated</td> <td colspan="3" data-bbox="641 955 1494 1018">Mar 30, 2018</td> </tr> <tr> <td data-bbox="440 1018 641 1102">Target Date For Completion Of Objective</td> <td colspan="3" data-bbox="641 1018 1494 1102">Sep 30, 2018</td> </tr> </table>				Date Objective Initiated	Mar 30, 2018			Target Date For Completion Of Objective	Sep 30, 2018		
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<p>Responsible Officials</p>	<p>Kenneth Bailey OICR Director</p> <p>Kimberlyn Bauhs Director, Workforce Management Office</p>											
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>								
03/30/2018	Initiate Employee Resource Groups meetings	Yes	04/30/2019	04/30/2019								
06/30/2018	Develop & present briefings on LCDP/IDPs & other career development programs.	Yes	07/30/2020									
09/30/2018	Track applicants/participants by RSNO/D.	Yes		07/30/2018								
06/30/2020	Draft an Operational Plan for Recruiting Hiring, and Retaining PWDs	Yes										
<p>Fiscal Year</p>	<p>Accomplishments</p>											
2019	Initiated Employee Resource Group for PWDs to assist with Affirmative Employment and D&I efforts.											

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>PWTDs voluntarily separated at 3.65%; 1.19% above the benchmark. PWTDs involuntarily separated at 3.92%; 1.46% above the benchmark.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The lack of exit interviews/surveys prevents the identification & removal of barriers to the retention of PWTDs.</p>							
<p>Objective</p>	<p>Collect and use all required data to conduct a proper barrier analysis for the separation of PWTDs.</p> <table border="1" data-bbox="440 940 1495 1087"> <tr> <td data-bbox="440 940 646 993">Date Objective Initiated</td> <td data-bbox="646 940 1495 993">Oct 30, 2018</td> </tr> <tr> <td data-bbox="440 993 646 1087">Target Date For Completion Of Objective</td> <td data-bbox="646 993 1495 1087">Sep 30, 2019</td> </tr> </table>				Date Objective Initiated	Oct 30, 2018	Target Date For Completion Of Objective	Sep 30, 2019
Date Objective Initiated	Oct 30, 2018							
Target Date For Completion Of Objective	Sep 30, 2019							
<p>Responsible Officials</p>	<p>Kenneth Bailey OICR Director Kimberlyn Bauhs Director, Workforce Management Office</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>06/30/2019</p>	<p>Continue barrier analysis process using various data sources.</p>	<p>Yes</p>						
<p>09/30/2019</p>	<p>Develop exit interview survey.</p>	<p>Yes</p>						
<p>Fiscal Year</p>	<p>Accomplishments</p>							

<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19.</p>
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<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>
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<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	
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<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Due to multiple data issues resulting from changes in the EEOC’s FY19 workforce data tables, the agency is unable to conduct applicant flow data analysis for FY19.</p>
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<p>Objective</p>	<p>Conduct meeting with OHCS and OICR to discuss data needs, identify sources, and develop delivery schedule.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Date Objective Initiated</td> <td>May 30, 2018</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Jul 30, 2018</td> </tr> </table>	Date Objective Initiated	May 30, 2018	Target Date For Completion Of Objective	Jul 30, 2018
Date Objective Initiated	May 30, 2018				
Target Date For Completion Of Objective	Jul 30, 2018				

<p>Responsible Officials</p>	<p>Kenneth Bailey OICR Director</p> <p>Kimberly Bauhs Director, Office of Human Capital Services</p>
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Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
05/30/2018	Conduct meeting with WFMO and OICR to discuss data needs, identify sources, and develop delivery schedule.	Yes	03/30/2020	
07/30/2018	Conduct barrier analysis on identified triggers	Yes	07/30/2020	

Fiscal Year	Accomplishments
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<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>PWDs voluntarily separated at 11.81%; 2.03% above the benchmark. PWTDs voluntarily separated at 3.84%; 1.36% above the benchmark.</p>							
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p> <p>People with Targeted Disabilities</p>							
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>								
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Low response rate in exit interviews/surveys prevents the identification & removal of barriers to the retention of PWD & PWTD.</p>							
<p>Objective</p>	<p>Improve efforts to encourage use of available exit survey by separating employees.</p> <table border="1" data-bbox="440 957 1513 1104"> <tr> <td>Date Objective Initiated</td> <td>Oct 30, 2018</td> </tr> <tr> <td>Target Date For Completion Of Objective</td> <td>Sep 30, 2019</td> </tr> </table>				Date Objective Initiated	Oct 30, 2018	Target Date For Completion Of Objective	Sep 30, 2019
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Target Date For Completion Of Objective	Sep 30, 2019							
<p>Responsible Officials</p>	<p>Kenneth Bailey OICR Director</p> <p>Kimberlyn Bauhs Director, Workforce Management Office</p>							
<p>Target Date (mm/dd/yyyy)</p>	<p>Planned Activities</p>	<p>Sufficient Staffing & Funding (Yes or No)</p>	<p>Modified Date (mm/dd/yyyy)</p>	<p>Completion Date (mm/dd/yyyy)</p>				
<p>06/30/2019</p>	<p>Continue barrier analysis process using various data sources.</p>	<p>Yes</p>	<p>06/30/2020</p>					
<p>09/30/2019</p>	<p>Develop exit interview survey.</p>	<p>Yes</p>		<p>07/01/2019</p>				
<p>02/28/2020</p>	<p>Review out-boarding process to determine opportunities to solicit feedback.</p>	<p>Yes</p>						
<p>04/28/2020</p>	<p>Discuss benefits of survey and encourage Line/Staff Office use.</p>	<p>Yes</p>						
<p>Fiscal Year</p> <p>2019</p>	<p>Accomplishments</p> <p>Revised current exit survey to include questions relating to recruitment, hiring, inclusion, retention and advance of individuals with disabilities.</p>							

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

The lack of exit interviews/surveys prevents the identification & removal of barriers to the retention of PWTDs. Limited data analysis prevents the identification of triggers and removal of possible barriers to employment and advancement for PWD/PWTD.

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

WFMO added the following statement to their website: "The LCDP program is open to employees with disabilities. The Federal Executive Institute training portion of the program will and can be modified to accommodate persons with disabilities." This provided an extra step towards the feeling of inclusion for PWD/PWTD, and increased participation in future LCDP cycles.

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.

Planned activities continue in 2019 towards the identified triggers and barriers.