

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

The percentage of PWD in GS-10 was 9.82%. The percentage of PWD in the SES grades was 10.75%.

*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 | Yes |
| b. Cluster GS-11 to SES (PWTD) | Answer | Yes |

The percentage of PWTD in GS-8 was .89% and in GS-10 was .52%, which is below the 2% benchmark. While the percentage of PWTD has increased in GS levels 11 to SES from FY18, the percentage of PWTD declines as the grade/level increases.

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numerical 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 AF DPM communicated numerical goals to all Civilian Personnel Officers at the 2019 Civilian Personnel Training Summit and to all installation DPMS throughout the year during quarterly DPM All Calls. Sub-components reported communicating through meetings, briefings, telecons, supervisory forums, emails and newsletters; providing information to supervisors when a Schedule A application is referred; and communicating to managers/ supervisors during the advisory stage of the recruitment process or via teleconference training or dedicated workshops.

Section II: Model Disability Program

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

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

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

Answer No

Air Force Instruction (AFI) 36-205 encourages installations to establish full-time DPMs. 100% of MAJCOMS and 86% (12) of installations had a dedicated DPM. Only 3% (3) of installation DPMs were full-time while 97% (85) were collateral duty. Subcomponents report two primary challenges with collateral duty DPMs; inability to effectively execute DPM duties due to performing full-time jobs and inability to fill vacant DPM positions.

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	
Section 508 Compliance	0	0	1	Mia Day, Force Information Collections Officer and Section 508 Compliance Coordinator, SAF/CIO
Architectural Barriers Act Compliance	1	0	0	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity,
Special Emphasis Program for PWD and PWTB	1	0	85	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity,
Processing applications from PWD and PWTB	0	0	85	Gloria De La Fuentes, Air Force Selective Placement Program Coordinator, AFPC/EO AEPs, Civilian Personnel Sections
Answering questions from the public about hiring authorities that take disability into account	0	0	85	Gloria De La Fuentes, Air Force Selective Placement Program Coordinator, AFPC/EO AEPs, Civilian Personnel Sections
Processing reasonable accommodation requests from applicants and employees	0	0	85	Kendra Shock, Air Force Disability Program Manager, Equal Opportunity, kendra.shock@us.af.mil Employee Relations Specialists, Civilian Personnel Sections

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

planned for the upcoming year.

Answer No

AF engaged in activities to increase the knowledge and skills of DPMs. The AF DPM conducted three DPM All Calls to disseminate information regarding reasonable accommodation (RA) procedures and timelines, reporting and tracking RA requests and use of the Schedule A hiring authority. Additional in-person training was provided upon request. Two tri-fold brochures outlining AF RA procedures for employees and managers/supervisors were also developed and disseminated. The AF DPM also created a MilSuite Sharepoint site to disseminate training materials, templates and resources. DPMs were required to submit completed RA tracking spreadsheets on a quarterly basis. Subcomponents reported lack of training from the Defense Equal Opportunity Management Institute (DEOMI), due to the limited number of course offerings, limited number of DEOMI AF allocations and high DPM turnover.

B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

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

Answer No

AF continues to reinforce the obligation to fund RAs for employees with disabilities to installation commanders, managers and supervisors. The AF DPM provided training outlining procedures for tracking expenses related to providing RAs and reiterating that funding shortfalls at the unit-level are not a valid basis for denial of RA. AF also continues to centrally fund RAs required for employees with disabilities to participate in training and career development courses. The AF DPM will continue to engage with AF leadership to develop centralized funding for all RAs. Sub-components reported difficulty or inability to perform DPM duties as a collateral/ additional duty and difficulty with receiving DEOMI DPM training due to limited classes and quotas.

Section III: Program Deficiencies In The Disability Program

Brief Description of Program Deficiency	A.2.a.2. Reasonable accommodation procedures? [see 29 CFR § 1614.203(d)(3)]		
Objective	Update and publish RA policy and procedures.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 1, 2019		Establish plan for installations to communicate information regarding RA programs.
	Sep 30, 2019		Publish updated RA policy and guidance
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	A MyPers message was distributed 16 May 2019 to the civilian workforce to encourage update of their disability code and to provide a link to disability employment information including RA.	

Brief Description of Program Deficiency	A.2.c.3. Reasonable accommodation program? [see 29 CFR § 1614.203(d)(7)(ii)(C)] If “yes”, please provide how often.		
Objective	Train supervisors and managers about RA policy and procedures.		
Target Date	Jul 1, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 1, 2019		Establish plan for installations to communicate information regarding RA programs.
	Sep 30, 2019		Publish updated RA policy guidance.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Installation DPMs were trained June 2019 on the AF RA policy and procedures and were instructed to train local managers and supervisors.	
	2019	The AF DPM developed and distributed RA fact sheets for supervisors and employees with disabilities detailing the AF RA process.	

Brief Description of Program Deficiency	B.4.a.10. to effectively manage its reasonable accommodation program? [see 29 CFR §1614.203(d)(4)(ii)]		
Objective	Assess results of CPS Manpower study of DPM.		
Target Date	Feb 1, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Feb 1, 2021		Assess results of CPS Manpower study of DPM.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	One CPS function requires further assessment which impacts finalizing the manpower study.	
	2018	The Air Force Manpower Agency (AFMA) conducts a manpower study of Civilian Personnel activities. Alignment of AEP not clearly defined in AF policy therefore workload associated with AEP Manager (AEPM) and DPM included and assessed 30 July–1 August 2018.	

Brief Description of Program Deficiency	B.4.a.4. to provide all supervisors and employees with training on the EEO program, including but not limited to retaliation, harassment, religious accommodations, disability accommodations, the EEO complaint process, and ADR? [see MD-715, II(B) and III(C)] If not, please identify the type(s) of training with insufficient funding in the comments column.		
Objective	Ensure targeted and non-compliant EO Directors are trained on how to conduct virtual self-assessments of the EO program.		
Target Date	Aug 1, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Feb 1, 2020		Conduct training for non-compliant MAJCOM/installation EO offices to ensure timely, thoroughly and fairly process EEO complaints; and to cover virtual self-assessments using resources from other sources; and role and responsibilities of EO Directors and EO Practitioners.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	B.4.a.6. to publish and distribute EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures)? [see MD-715, II(B)]		
Objective	Ensure targeted and non-compliant EO Directors are trained on how to conduct virtual self-assessments of the EO program.		
Target Date	Aug 1, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Feb 1, 2020		Conduct training for non-compliant MAJCOM/installation EO offices to ensure timely, thoroughly and fairly process EEO complaints; and to cover virtual self-assessments using resources from other sources; and role and responsibilities of EO Directors and EO Practitioners.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

Brief Description of Program Deficiency	B.4.a.8. to effectively administer its special emphasis programs (such as, Federal Women's Program, Hispanic Employment Program, and People with Disabilities Program Manager)? [5 USC § 7201; 38 USC § 4214; 5 CFR § 720.204; 5 CFR § 213.3102(t) and (u); 5 CFR § 315.709]		
Objective	Assess results of CPS Manpower study of AEPM and DPM.		
Target Date	Feb 1, 2021		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 31, 2021		Assess results of CPS Manpower study of AEPM and DPM.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2017	AF EO program undergoes Business Process Reengineering (BPR) to review, analyze, redesign, and execute improved capabilities to better support the AF. Initiatives include alignment of the AEP/SEP under EO at the tactical level (installation) to bring AF in-line with regulatory requirements.	
	2018	The Air Force Manpower Agency (AFMA) conducts a manpower study of Civilian Personnel activities. Alignment of AEP not clearly defined in AF policy therefore workload associated with AEP Manager (AEPM) and DPM included and assessed 30 July–1 August 2018.	
	2019	One CPS function requires further assessment which impacts finalizing the manpower study.	

Brief Description of Program Deficiency	C.2.b.2. Has the agency established a firewall between the Reasonable Accommodation Program Manager and the EEO Director? [see MD-110, Ch. 1(IV)(A)]		
Objective	Update EO policy establishing a firewall between the RA program manager and the EEO Director.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jan 31, 2020		Update new Air Force Instruction (AFI) 36-2710 to clarify the requirement to establish a firewall between the RA program manager and the EEO Director.
	Sep 30, 2020		Update EO policy establishing a firewall between the RA program manager and the EEO Director.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	

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	Train installation DPMs on roles and responsibilities, RA timelines and RA documentation requirements.		
Target Date	Jun 15, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019		Train installation DPMs on roles and responsibilities, RA timelines and RA documentation requirements.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Training provided to installation DPMs, AEPMs and SEPMS during the AF EO World Wide Training Workshop regarding procedures for processing RA requests within required timeframes.	
	2019	Training provided during the 2019 Civilian Personnel Summit for Civilian Personnel Officers regarding hiring individuals with disabilities and RA.	

Brief Description of Program Deficiency	C.3.b.6. Provide disability accommodations when such accommodations do not cause an undue hardship? [see 29 CFR §1614.102(a)(8)]		
Objective	Accomplish training regarding roles and responsibilities associated with providing RA.		
Target Date	Jun 1, 2019		
Completion Date	Jul 26, 2019		
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020	June 14, 2019	Conduction additional training for installation DPMs on roles and responsibilities, RA timelines and RA documentation requirements.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Training provided to installation DPMs, AEPMs and SEPMS during the AF EO World Wide Training Workshop regarding procedures for processing RA requests.	
	2019	Training provided during the 2019 Civilian Personnel Summit for Civilian Personnel Officers regarding hiring individuals with disabilities and RA.	

Brief Description of Program Deficiency	C.4.e.1. Implement the Affirmative Action Plan for Individuals with Disabilities? [see 29 CFR §1614.203(d); MD-715, II(C)]		
Objective	Accomplish training regarding roles and responsibilities associated with MD 715 reporting.		
Target Date	Jul 26, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2020		Train installation on roles and responsibilities regarding RA and MD 715.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Training provided to installation DPMs, AEPMs and SEPMS during the AF EO World Wide Training Workshop regarding procedures for processing RA requests within required timeframes, BA and MD 715 reporting.	
	2019	Training provided during the 2019 Civilian Personnel Summit for Civilian Personnel Officers regarding hiring individuals with disabilities, RA and MD 715 reporting.	

Brief Description of Program Deficiency	D.4.b. Does the agency take specific steps to ensure qualified people with disabilities are aware of and encouraged to apply for job vacancies? [see 29 CFR §1614.203(d)(1)(i)]		
Objective	Incorporate an affirmative action plan for people with disabilities/targeted disabilities.		
Target Date	Sep 30, 2018		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019		Publish information regarding employment under Schedule A and access to the Schedule A/AF Wounded Warrior tool on the AF Civilian Careers website.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	AF launched Schedule A/ AF Wounded Warrior tool in MyPers that accepts applications and builds a repository of potential candidates. The tool links to the AF Civilian Careers website to provide Schedule A information and enable upload of Schedule A packages. Civilian Personnel Sections (CPSs) and DPMs access the repository to view, retrieve and refer candidates absent a vacancy announcement.	

Brief Description of Program Deficiency	D.4.c. Does the agency ensure that disability-related questions from members of the public are answered promptly and correctly? [see 29 CFR §1614.203(d)(1)(ii)(A)]		
Objective	Incorporate an affirmative action plan for people with disabilities/targeted disabilities.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019		Conduct training for non-compliant MAJCOM/installations.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	MAJCOM AEPMs and SEPMS trained on BA at the AF World Wide Training Workshop.	
	2019	The Air Force Personnel Center AEP Operations manager provided one-on-one training to most MAJCOM AEPMs.	

Brief Description of Program Deficiency	D.4.d. Has the agency taken specific steps that are reasonably designed to increase the number of persons with disabilities or targeted disabilities employed at the agency until it meets the goals? [see 29 CFR §1614.203(d)(7)(ii)]		
Objective	Incorporate an affirmative action plan for people with disabilities/targeted disabilities.		
Target Date	Oct 1, 2020		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Sep 30, 2019		Publish information regarding employment under Schedule A and access to the Schedule A/AF Wounded Warrior tool on the AF Civilian Careers website.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	AF launched Schedule A/ AF Wounded Warrior tool in MyPers that accepts applications and builds a repository of potential candidates. The tool links to the AF Civilian Careers website to provide Schedule A information and enable upload of Schedule A packages. Civilian Personnel Sections (CPSs) and DPMs access the repository to view, retrieve and refer candidates absent a vacancy announcement.	

Brief Description of Program Deficiency	E.4.a.5. The processing of requests for reasonable accommodation? [29 CFR §1614.203(d)(4)]		
Objective	Provide training on the effective use of the AF RA tracking spreadsheet.		
Target Date	Sep 30, 2019		
Completion Date			
Planned Activities	<u>Target Date</u>	<u>Completion Date</u>	<u>Planned Activity</u>
	Jun 1, 2020		AF DPM will provide training to sub-components on the effective use of the AF A tracking spreadsheet.
Accomplishments	<u>Fiscal Year</u>	<u>Accomplishment</u>	
	2019	Training provided to installation DPMs and AEPMs during the AF EO World Wide Training Workshop regarding procedures for processing RA requests to include using the AF RA Tracking spreadsheet.	

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 Air Force Personnel Center (AFPC) Talent Acquisitions Division (AFPC/TA) utilizes the “Hiring Managers Playbook” to provide managers and organizations with updated information on hiring authorities to include Schedule A, 30% Disabled Veteran and hiring incentives. The AFPC posted the following Knowledge Articles on the AF MyPers website regarding PWD: “Processing Procedures for Appointing Schedule A, Individuals with Disabilities Non-competitively Absent a Vacancy Announcement”; “Employment of Individuals with Disabilities”; “Workforce Recruitment Program for College Students with Disabilities”; “Air Force Wounded Warrior Program”; and “Job Accommodation Procedures”. The Air Force Wounded Warrior (AFW2) Program supports the Office of the Secretary of Defense initiative to ensure all Airmen ill or injured during Operations Enduring Freedom and Iraqi Freedom who are medically separated receive complete information and entitlements due them by virtue of their service. Medically separated Airmen are eligible for special placement assistance for civilian employment under the AFW2 Program. Corporate funding is designated for up to 20 full-time equivalents to supplement local positions. Two wounded warriors were placed under this program with the goal of converting to full-time permanent employment. Air Force Materiel Command (AFMC), Wright Patterson AFB, continued to implement the “Autism at Work Program” by partnering with Wright State University to place college students with Autism Spectrum Disorders into year-long internships. Twenty-seven students completed internships with nine converted to permanent full-time employment. Thirty-three students were placed into temporary positions through the DoD-funded Workforce Recruitment Program (WRP) for College Students and Recent Graduates with Disabilities. Fourteen were offered permanent positions. AF also launched a Schedule A and AFW2 tool in MyPers in June 2019 that links to the AF Civilian Careers website to provide Schedule A information and enables upload of Schedule A packages. Applicants eligible for employment under the Schedule A authority directly upload applications for employment which creates a repository of potential candidates. Civilian Personnel Sections (CPSs) and DPMs access the repository to view, retrieve and refer candidates absent a vacancy announcement.

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

AF uses all available and appropriate hiring authorities to recruit and hire PWD and PWTD. The AF Civilian Careers website at <https://afciviliancareers.com/careers/#careerLastAnchor> provides disability information, contact information for the AF SPPC and access to the Schedule A/ AFW2 tool. Individuals eligible for employment under Schedule A 5 CFR 213.3102(u) may be considered for employment by applying to positions on USAJOBS and/ or by requesting assistance from the AF SPPC or local DPM.

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.

Applicants seeking consideration under Schedule A or the AFW2 Program are directed to the online tool at: https://mypers-opa.cx.usd.oraclecloud.com/mypers_opa/owda/startsession/Wounded%20Warrior to submit their resume and supporting documentation. CPSs review the repository for eligible qualified candidates and forward resumes to hiring managers for consideration of current and/or anticipated vacancies. CPSs' routinely review vacancy lists to determine if there is a match for referral. Referrals for Schedule A candidates under this process are separate from vacancies announced on USA jobs. The applicant's package is posted to the Schedule A repository for six months. CPSs and DPMs have access to the repository to view, retrieve, and refer candidates to hiring managers.

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 No

AF relies solely on local DPMS to provide training to hiring managers on the use of Schedule A hiring authority. Three sub-components reported that their installations did not provide information and training to hiring officials/supervisors. Training will be provided to educate on the following available resources: MyPers Knowledge Articles are available to managers and supervisors regarding the benefits of using the Schedule A hiring authority and employment of PWD: "Processing Procedures for Appointing Schedule A, Individuals with Disabilities Non-competitively Absent a Vacancy Announcement"; and "Employment of Individuals with Disabilities". A new Schedule A process was launched to publicize Schedule A information via the Air Force Civilian Careers website. This new process automates the notification process for applicants as well as establishes a repository of Schedule A candidates searchable by DPMs and Civilian Personnel Sections (CPSs).

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.

AF continues to utilize partnerships with state Vocational Rehabilitation Offices, Gallaudet University and the Workforce Recruitment Program (WRP) to recruit and hire PWD and PWTD. Subcomponents reported limited to no contact with organizations due to lack of full-time DPMs with the exception of one MAJCOM, authorized a full-time DPM, who reported constant communication with installation-level AEPMS; conducting various outreach events; establishing contacts via career fairs and disability inclusion organizations; and maintaining relationships with Vocational Rehabilitation.

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

Among the new hires in the permanent workforce, triggers exist for PWD (10.19%) and PWTD (1.80%) which is below the respective benchmarks. These percentages have increased from 9.64% of PWD and 1.69% of PWTD from FY18.

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 Yes

b. New Hires for MCO (PWTD) Answer Yes

Triggers exist in all seven mission critical occupations for both PWD and PWTD. The largest trigger for PWD is identified in the Misc Administration (0301) occupation with a qualified applicant pool of 7.14% and selection rate of 0%. The largest trigger for PWTD is in the General Business and Industry (1101) occupation with a qualified applicant pool of 5.37% and selection rate of 0%.

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 Yes

b. Qualified Applicants for MCO (PWTD) Answer Yes

Triggers exist in all seven mission critical occupations for both PWD and PWTD. The largest trigger for PWD is identified in the Contracting (1102) occupation with an applicant pool of 8.60% and selection rate of 1.94%. The largest trigger for PWTD is identified in the Electronic Engineer (0855) occupation with an applicant pool of .66% and selection rate of 0%.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD) Answer Yes

b. Promotions for MCO (PWTD) Answer Yes

Triggers exist in promotions within all seven mission critical occupations for both PWD and PWTD. Contracting has the largest trigger for PWD with a qualified applicant pool of 7.89% and selection rate of only 1.94%. The largest trigger for PWTD is identified in the Electronic Engineer (0855) occupation with an applicant pool of .66% and selection rate of 0%.

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.

AF has a firm commitment for a diverse workforce and will work to identify areas within the hiring process to increase employment of PWD and PWTD. Long-term, a focus on recruiting into GS-12 through GS-15 positions would increase the pool eligible to serve in the SES corps. In 2015, AF established a centralized accommodation fund for employees employees with disabilities attending training and development programs to ensure employees with disabilities are afforded the opportunity for professional development. The participation rate of PWD and PWTD has steadily increased: FY15 % PWD %PWTD FY119 %PWD %PWTD . GS-12 13.88 . 71 16.88 1.92 (up from 1.51% in FY18) GS-13 12.88 .49 15.63 1.36 (up from 1.05% in FY18) GS-14 11.97 .38 15.02 1.24 (up from .86% in FY18) GS-15 11.31 .64 12.54 1.11 (down from 1.22% in FY18) SES 5.17 0 10.75 .54 (up from 8.84% and 0% in FY18) AF continued to utilize an on-line Total Force mentoring and career development application called MyVector. This application includes a matching feature that enables civilians to search for mentors based on selected personal and professional traits. Once selected, mentors and mentees are able to view the individual career pyramid and duty history to assist in developing career plans. Being a mentor for at least 12 months is mandatory for all newly appointed Senior Executives. A data element code was added in FY19 to specifically identify disabled veterans. This enabled 216 mentors and 186 mentees to self-identify as disabled. Over 450 connections have been established including 30 disabled mentor/disabled mentee relationships. PWD can also form their own discussion forums enabling them to connect with other PWD throughout AF.

B. CAREER DEVELOPMENT OPPORTUNITES

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

All civilian developmental/experiential programs are open to PWD. This includes: AF Civilian Development Education, tuition assistance, mentoring, career broadening, internship, and leadership development courses.

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	NoData	NoData	NoData	NoData	NoData	NoData
Fellowship Programs	NoData	NoData	NoData	NoData	NoData	NoData
Mentoring Programs	NoData	NoData	NoData	NoData	NoData	NoData
Coaching Programs	NoData	NoData	NoData	NoData	NoData	NoData
Training Programs	NoData	NoData	NoData	NoData	NoData	NoData
Detail Programs	NoData	NoData	NoData	NoData	NoData	NoData
Other Career Development Programs	NoData	NoData	NoData	44%	NoData	NoData

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

Applicant data for career development programs not available.

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

a. Applicants (PWTDD) Answer N/A

b. Selections (PWTDD) Answer N/A

Applicant data for career development programs not available.

C. AWARDS

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

a. Awards, Bonuses, & Incentives (PWD) Answer Yes

b. Awards, Bonuses, & Incentives (PWTDD) Answer Yes

PWTDD and PWD receive awards at a much lower rate than PW/ODs. AF identified triggers in the following awards and recognition programs: Time-Off Awards - 1-10 hours: PWTDD = .26% PWD = 2.76% PW/OD =14% Time-Off Awards – 11-20 hours: PWTDD = .23 % PWD = 1.82 PW/OD =10.8% Time-Off Awards – 21-30 hours: PWTDD = 26% PWD = 2.4% PW/OD = 12.3% Time-Off Awards – 31-40 hours: PWTDD =.45% PWD =5% PW/OD = 26% Time-Off Awards – 41 or more hours: PWTDD = 0% PWD = .02% PW/OD = 3% Cash Awards - \$500 and under: PTWD = .42% PWD = 3.2% PW/OD = 26% Cash Awards - \$501 - \$999: PWTDD = .41% PWD= 3.48% PW/OD = 21% Cash Awards - \$1000 - \$1999: PWTDD = .46% PWD= 4.6% PW/OD = 27% Cash Awards - \$2000 - \$2999: PWTDD = .0% PWD= .89% PW/OD = 5.6% Quality Step Increases (QSIs): PWTDD = .02% PWD = .28% PW/OD =1.42%

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
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2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTDD for quality step increases or performance- based pay increases? If “yes”, please describe the trigger(s) in the text box.

a. Pay Increases (PWD) Answer No

b. Pay Increases (PWTDD) Answer No

N/A

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 PWTDD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

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

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

N/A

D. PROMOTIONS

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

a. SES

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

c. Grade GS-14

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

d. Grade GS-13

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

The percentage of qualified internal applicants fell well below the benchmark of 13.18% (AF current representation rate) at all senior levels. The percentage of PWD among the selectees for promotion fell below the benchmark: SES (0%); GS-15 (4.40%, up from .85% in FY18); GS-14 (3.06%, down from 4.33% in FY18); and GS-13 (3.34%, down from 4.52% FY18).

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 Yes

ii. Internal Selections (PWTB) Answer Yes

b. Grade GS-15

i. Qualified Internal Applicants (PWTB) Answer No

ii. Internal Selections (PWTB) Answer No

c. Grade GS-14

i. Qualified Internal Applicants (PWTB) Answer No

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

The percentage of qualified internal applicants fell below the benchmark of 13.18% (AF current representation rate) for SES (1.18%). The percentage of PWD among the selectees for promotion fell well below the benchmark: SES (0%); GS-14 (.31% down from 3.06% in FY18); and GS-13 (1.11%, down from 3.38% FY18).

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 No
- c. New Hires to GS-14 (PWD) Answer Yes
- d. New Hires to GS-13 (PWD) Answer Yes

SES applicant data was not available for this reporting period. GS-15 have a qualified applicant rate of 4.88% and a selection rate of 7.41%. GS-14 have a qualified applicant pool of 5.79% with a selection rate of 1.18%. GS-13 have a qualified applicant pool of 6.32% with a selection rate of 3.72%.

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 No
- c. New Hires to GS-14 (PWTD) Answer Yes
- d. New Hires to GS-13 (PWTD) Answer Yes

SES applicant data was not available for this reporting period. GS-14 have a qualified applicant pool of 2.92% but a selection rate of 0%. GS-13 have a qualified applicant pool of 3.14% but a selection rate of .93%

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 Yes
 - ii. Internal Selections (PWD) Answer Yes

b. Managers

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

c. Supervisors

i. Qualified Internal Applicants (PWD) Answer Yes

ii. Internal Selections (PWD) Answer Yes

Qualified internal applicant pool for Executives, 6.62% with a selection rate of 4.60%. Qualified applicant pool for Managers, 6.95% with a selection rate of 3.38%. Qualified applicant pool for Supervisors, 7.81% with a selection rate of 5.62%.

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 Yes

c. Supervisors

i. Qualified Internal Applicants (PWTD) Answer No

ii. Internal Selections (PWTD) Answer No

Qualified applicant pool for Managers, 3.12% with a selection rate of .94%.

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 Yes

b. New Hires for Managers (PWD) Answer Yes

c. New Hires for Supervisors (PWD) Answer Yes

New hire selection rates: Executives, 7.14%; Managers, 2.68%; and Supervisors, 3.30%.

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 Yes
- c. New Hires for Supervisors (PWTD) Answer Yes

New hire selection rates: Managers, .67%, and Supervisors, .96%.

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 No

One sub-component reported that it is unrealistic to convert all eligible employees. Schedule A employees are held to the same performance standard as other employees and a small number do not meet performance expectations. In addition, some were hired to accomplish surge workload and due to mission constraints and fiscal budgets, organizations could not outplace after the initial two-year period. Another sub-component reported not all were converted so need to explore further.

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 No

Voluntary separations for PWD, 5.12% compared to the involuntary separation rate of PWODs of 3.3%.

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

Voluntary separation rate of PWTD, 3.93%, was slightly higher than PWODS, 3.30%. Involuntary separation rate for PWTD was .95%, compared to the involuntary separation rate of PWODs of .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.

AF commissioned a study by RAND Corporation in FY17 to examine potential barriers to advancement and retention of AF civilian women, minorities, and individuals with disabilities and recommend potential changes to policies and practices to help grow and retain a diverse civilian workforce. Although AF is still awaiting the final report, preliminary results point to four potential retention barriers: lack of RA; no career growth opportunities; pay higher on the outside; and environmental factors like not feeling valued, leadership, workload stress, and government bureaucracy.

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.

DoD Section 508 website, http://dodcio.defense.gov/DoDSection508/Std_Stmt.aspx. The site includes an on-line fillable form for individuals who are experiencing difficulties obtaining assistive technology to properly interface with DoD Electronic and Information Technology (EIT). Issues regarding Section 508 compliance are directed to the AF DPM.

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.

Individuals can file ABA related complaints using the on-line fillable complaint form at <https://www.access-board.gov/aba-enforcement/file-a-complaint>.

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

The AF DPM continues to partner with Air Force Logistics, Engineering & Force Protection (AF/A4) to address complaints arising from inaccessible facilities to ensure they are addressed in a timely manner. The AF DPM also continues to collaborate with SAF/CIO to develop a solution to "fast track" RA software through the approval process for certification to the Air Force Evaluated Product List (AF EPL) and create a "508 Suite" of software for easy deployment on AF desktops. This effort is ongoing. Wright-Patterson AFB plans to revise its Disability Strategic Plan, engage all community partners as well as other federal agencies and hold technology fairs.

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 RA requests in FY19 was 49 days (down from 66 days in FY18) compared to the 30-day period required by AF RA procedures. The delay in processing RA requests is attributed to manager/supervisor lack of awareness of AF RA procedures. To remedy this issue, AF updated its RA policy and the AF DPM developed a trifold fact sheet for supervisors that outlines their responsibilities and clarifies the required timeline to implement requests for RA.

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.

AFI 36-205, encourages installations to establish full-time DPMs to assist managers and supervisors to comply with new RA procedures. AF engaged in activities to increase the knowledge and skills of installation DPMs and CPSs, who in turn provide training to managers and supervisors at the local level. All DPMs and CPSs were encouraged to complete OPM's Special Placement Program Coordinator training. The AF DPM conducted three DPM All Calls to disseminate information regarding RA procedures and timelines, reporting and tracking accommodation requests, and use of the Schedule A hiring authority. Additional training was provided at the AF EO World Wide Training Workshop and the AF CPO Summit. Collectively, installation DPMs held 150 separate training events for managers and supervisors.

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 FY18, the Air Force distributed Implementing Instructions for Providing Personal Assistance Services to managers and supervisors. The AF DPM developed and distributed to all installation DPMS a PAS Toolkit that provides instructions and templates for requesting and providing PAS to qualified employees with disabilities. Throughout FY19, the AF DPM provided training to managers, supervisors and installation DPMs on implementing PAS. PASs were provided to 2 PWTB to attend training. These services were approved and implemented in less than 20 business days.

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 N/A

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

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.

Data Not Available

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 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.

There were 23 complaints of discrimination involving failure to provide RA in FY19 versus 41 complaints in FY18. Requested accommodations were implemented. Managers and supervisors were provided training on AF RA policy and procedures.

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

<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>Low number of completed RAs and delays in providing RA.</p>			
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></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>Lack of communication, i.e., some supervisors and managers are not aware of their roles and responsibilities regarding RA.</p>			
<p>Objective</p>				
<p>Responsible Officials</p>	<p>Kendra Shock Disability Program Manager</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>07/30/2018</p>	<p>Include information on RA and AF RA process in manager/supervisor and new manager training modules</p>	<p>No</p>		<p>12/01/2018</p>
<p>11/30/2018</p>	<p>Develop RA fact sheets</p>	<p>Yes</p>		<p>01/30/2019</p>
<p>09/15/2020</p>	<p>Conduct a train the trainer session for all installation DPMS on updated RA policy</p>	<p>Yes</p>		
<p>Fiscal Year</p>	<p>Accomplishments</p>			
<p>2019</p>	<p>Developed “Just in Time Training” slide deck, trained and distributed to installation DPMS. As a result of this effort, DPMS logged over 150 completed training events for managers and supervisors. RA completion times reduced from 69 days to 49 days.</p> <p>The AF DPM developed and distributed a fact sheet for supervisors and managers detailing the AF RA process and a fact sheet or PWD outlining the process for requesting RA.</p>			

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?		Low number of applicants with targeted disabilities hired using Schedule A		
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>		
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.				
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.		Manual and laborious Schedule A process causing delays in customer assistance and lack of awareness by HR and hiring managers.		
Objective				
Responsible Officials		Kendra Shock Air Force Disability Program Manager		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
09/30/2018	Create vacancy like announcements on USAJOBS directing applicants to AF Civilian Careers website for noncompetitive Schedule A application procedures.	Yes	03/31/2019	
06/30/2019	Create a searchable repository of Schedule A candidates that CPSs and DPMs can access to view, retrieve and refer candidates.	Yes		06/30/2019
07/31/2020	Distribute a memo to announce the Schedule A repository and encourage hiring managers to review and interview eligible candidates.	Yes		
Fiscal Year	Accomplishments			
2019	Schedule A repository launched providing CPSs and DPMs access to view, retrieve, and refer candidates.			

STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:		Lack of execution of centralized funding for all RAs.		
Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?				
STATEMENT OF BARRIER GROUPS:		<i>Barrier Group</i>		
BARRIER ANALYSIS:				
Provide a description of the steps taken and data analyzed to determine cause of the condition.				
STATEMENT OF IDENTIFIED BARRIER:		Accommodations denied due to unit funding.		
Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.				
Objective				
Responsible Officials		Kendra Shock Air Force Disability Program Manager		
Target Date (mm/dd/yyyy)	Planned Activities	Sufficient Staffing & Funding (Yes or No)	Modified Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)
07/30/2019	AF/A1Q will disseminate information regarding the established ESP Code 7F and HA to local DPMs across AF.	Yes		06/14/2020
10/30/2020	SAF/MR will issue a policy memorandum to applicable AF offices with proper procedures to fund and track costs associated with providing RA.	Yes	12/12/2020	
09/30/2020	Effective execution of RA funding.	Yes	12/12/2020	
09/15/2020	Conduct training for installation DPMs on the use of ESP codes and the availability of RA funding	Yes	12/12/2020	
Fiscal Year	Accomplishments			
2019	The AF DPM contributed an article to the Civilian Education Training & Development Newsletter regarding the use of ESP code HA and the availability of funding to cover the cost of RA for PWD to attend training and development courses. The newsletter was published on 20 Sep 19.			
2019	The AF DPM provided training to installation DPMs during the AF EO World Wide Training Summit. Sessions included the AF RA process, manager and supervisor responsibilities and RA funding.			

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

Lack of full time DPMs at the local level which impacted AF's ability to efficiently and effectively utilize the Schedule A Hiring authority. 2) Lack of knowledge by managers and supervisors regarding AF RA procedures. 3) Continued use of established ESP codes by most units rather than using codes established to specifically track RA which hampered the ability to report and track RA costs and funding at the appropriate level.

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

The AF DPM continued to improve communication by increasing knowledge and skills of installation DPMs: 3 DPM All Calls were conducted to disseminate information regarding RA procedures and timelines, reporting and tracking RA requests and use of the Schedule A hiring Authority; training provided to managers and supervisors; RA factsheets were distributed; and DPMs were briefed on the use of the new automated Schedule A process and repository.

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.

AF will continue to centrally fund RAs required for employees with disabilities to participate in training and career development courses. The AF DPM will continue to disseminate information regarding established ESP Codes 7F and HA to comptrollers and Resource Managers, managers and supervisors at all levels across AF.