

Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

Section I: Efforts to Reach Regulatory Goals

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

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

- | | | |
|--------------------------------|--------|----|
| a. Cluster GS-1 to GS-10 (PWD) | Answer | No |
| b. Cluster GS-11 to SES (PWD) | Answer | No |

*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- | | | |
|---------------------------------|--------|-----|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer | No |
| b. Cluster GS-11 to SES (PWTD) | Answer | Yes |

The percentage of PWTD in the GS-1 to SES was 0.81% in FY 2019 therefore this falls below the 2% benchmark and is considered a trigger.

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.

Although hiring goals are no longer tracked; hiring managers are encouraged to consider individuals with disabilities and targeted disabilities on job announcements. Training on hiring people with disabilities and people with targeted disabilities was held for managers FY19.

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, this position was filled in May 2017.

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	0	0	0	
Processing reasonable accommodation requests from applicants and employees	1	0	0	Joyce Hunter, PWD Program Manager
Section 508 Compliance	1	0	0	Sheree Peters, Section 508 Coordinator
Special Emphasis Program for PWD and PWTD	1	0	0	Timmy Brown, EEO Specialist
Processing applications from PWD and PWTD	1	0	0	David Hamill, Supervisory HR Specialist
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Cesar Collantes, Management and Program Analyst

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

Reasonable Accommodations Training Model EEO Program Reasonable Accommodations Management System (RAMS) Conflict Resolution Prevention of Work Place Bullying Prevention of Sexual Harassment Rethinking Diversity and Inclusion Social Media Harassment Hiring People with Disabilities Disability Awareness Diversity & Inclusion

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

A full-time Person with Disabilities Program Manager was hired in May 2017.

Section III: Program Deficiencies In The Disability Program

Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency's recruitment program plan for PWD and PWTD

A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

Training HR Specialist on Schedule A Hiring Authority Training Managers on Hiring People with Disabilities Public announcement on USAJOB's Internship Programs Career Fairs Aviation Development Program (ADP)

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

Schedule A Hiring Authority is promoted and available for use along with Veteran Appointment Authorities to non-competitively appoint PWD/PWTD and veterans with a service-connected disability rating of 30% or more.

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.

When applicants utilize the Schedule A Hiring Authority, the process for eligibility and hire encompasses: 1) Application qualification review process – conducted by the servicing HR Specialist who confirms that the applicant meets the qualification requirements of the position and have provided required Schedule A letter; 2) Applicant referral - individuals deemed qualified are referred to the hiring manager on a Schedule A certificate of eligibility with guidance on selection procedures, including the application of veterans' preference, when applicable. Managers have the option to interview and/or hire from the Schedule A certificate or to consider other candidates from other issued certificates (Merit Promotion, Non-Competitive, Veterans' Recruitment Appointment (VRA), etc.). Alternatively, when individuals submit their resumes directly to the FAA Selective Placement Program Coordinator (SPPC) for vacant positions, the SPPC refers the resumes to the designated servicing HR Specialist. The HR Specialist reviews the resumes to determine qualifications. If qualifications and Schedule A eligibility are met, the resumes are then forwarded to the hiring manager for consideration, with guidance on selection procedures, including the application of veterans' preference, when applicable.

4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

Training: Hiring People with Disabilities Frequency: Quarterly

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.

FAA maintains relationships with numerous Workforce Recruitment Centers (Rehab) and College and Universities Disability Offices to assist with recruitment, advertisement, and training; and disability counselors at colleges and universities. The FAA established a working relationship with the Computer/Electronic Accommodation Program (CAP) to secure devices frequently used by PWD and PWTD and Job Accommodation Network (JAN).

C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)

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

a. New Hires for Permanent Workforce (PWD) Answer No

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

The percentage of the PWTD new hires was 1.91%, which falls below the benchmark of 2%.

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

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

a. New Hires for MCO (PWD) Answer No

b. New Hires for MCO (PWTD) Answer Yes

A review of the top three MCOs shows that triggers exist in two PWTD categories. Airway Systems Specialist (2101) PWTD qualified applicant pool benchmark is 2.44% and the actual hires percentage is 0.82%, which is below the benchmark. The Air Traffic Control Specialist (2152) PWTD qualified applicant pool benchmark is 0.54% and the actual hires percentage is 0.26%, which is below the benchmark.

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 No

A review of the top three MCOs shows that triggers exist in all three PWD categories. Aviation Safety Inspector (1825) PWD relevant applicant pool benchmark is 19.98% and the qualified internal applicants' percentage is 4.61%, which is below the benchmark. Airway Systems Specialist (2101) PWD relevant applicant pool benchmark is 18.86% and the qualified internal applicants' percentage is 6.75%, which is below the benchmark. The Air Traffic Control Specialist (2152) PWD relevant applicant pool benchmark is 5.39% and the qualified internal applicants' percentage is 3.16%, which is below the benchmark.

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

A review of the top three MCOs shows that triggers exist in all three PWD and three PWTD categories. Aviation Safety Inspector (1825) PWD qualified applicant pool benchmark is 4.61% and the promoted percentage is 3.28%, which is below the benchmark. Aviation Safety Inspector (1825) PWTD qualified applicant pool benchmark is 0.90% and the promoted percentage is 0.00%, which is below the benchmark. Airway Systems Specialist (2101) PWD qualified applicant pool benchmark is 6.75% and the promoted percentage is 2.21%, which is below the benchmark. Airway Systems Specialist (2101) PWTD qualified applicant pool benchmark is 1.22% and the promoted percentage is 0.63%, which is below the benchmark. The Air Traffic Control Specialist (2152) PWD qualified applicant pool benchmark is 3.16% and the promoted percentage is 3.14%, which is below the benchmark. The Air Traffic Control Specialist (2152) PWTD qualified applicant pool benchmark is 0.56% and the promoted percentage is 0.43%, which is below the benchmark.

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.

The FAA continues to utilize special hiring authorities; i.e., Schedule A, Veteran Appointment Authorities, On the Spot, and continues to ensure that reasonable accommodations are offered and completed within 25 business days of initial request. The FAA will continue to train management and staff on this measure. The Department of Transportation developed a DOT-wide mentoring program that will incorporate diversity and inclusion across DOT Operating Administration. Online learning opportunities are assessable to all DOT employees through a Training Management System and Employee Learning Management System (ELMS).

B. CAREER DEVELOPMENT OPPORTUNITES

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

The FAA offers internships, fellowships, mentoring, coaching, training, and detail opportunities to its employees. DOT continues to promote and create career opportunities for all DOT Administrative Personnel for GS-9 and below to include career counseling, workshops on mentoring, interviewing, resume writing, and professional imaging. Additionally, DOT developed a career path guide that is available to all employees. This guide outlines the various pathways available for career advancement at DOT, the necessary core and technical competencies, and information on development experiences.

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 (%)
Fellowship Programs						
Mentoring Programs						
Coaching Programs						
Detail Programs						
Internship Programs						
Training Programs		194		9.28		2.06
Other Career Development Programs		16		18.75		6.25

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 Yes

FAA will track Applicant Pool numbers in 2020.

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

FAA will track Applicant Pool numbers in 2020.

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

Time-Off Awards 1-9 hours Time-Off Awards - 9+ hours PWD PWTD PWD PWTD Benchmark 13.95% 11.76% 15.31% 14.25%
 FAA Rate 10.74% 0.71% 19.05% 1.39% Cash Awards \$100 - \$500 Cash Awards \$500+ PWD PWTD PWD PWTD Benchmark
 14.42% 14.04% 21.27% 24.89% FAA Rate 13.92% 0.92% 16.69% 1.35% FAA identified a trigger involving the percentage of
 PWD and PWTD who received time-off awards and cash awards.

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

PWD PWTD Benchmark 0.19% 0.00% FAA Rate 25.00% 0.00% The FAA is above the benchmark for PWD regarding QSIs.

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

Internal Selection Benchmark SES 00.00% 33.33% GS-15 or Equivalent 3.51% 6.04% GS-14 or Equivalent 4.88% 6.24% GS-13 or Equivalent 7.05% 8.26% In FY 2019, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWD among the qualified selectees for promotions to the senior grade levels. Above are the triggers for PWD Internal Selections.

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 No

b. Grade GS-15

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

ii. Internal Selections (PWTD) Answer Yes

c. Grade GS-14

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

ii. Internal Selections (PWTD) Answer Yes

d. Grade GS-13

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

ii. Internal Selections (PWTD) Answer Yes

Internal Selection Benchmark SES 0.00% 0.00% GS-15 or Equivalent 0.58% 1.43% GS-14 or Equivalent 1.42% 1.91% GS-13 or Equivalent 1.28% 2.58% In FY 2019, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWTD among the qualified selectees for promotions to the senior grade levels. Above are the triggers for PWTD Internal Selections.

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 Yes

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

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

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

New Hires Benchmark SES 16.67% 33.33% GS-15 or Equivalent 33.33% 6.04% GS-14 or Equivalent 31.43% 6.24% GS-13 or Equivalent 24.71% 8.26% In FY 2019, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWD among the new hires to the senior grade levels.

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

a. New Hires to SES (PWTD) Answer No

b. New Hires to GS-15 (PWTD) Answer Yes

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

New Hires Benchmark SES 0.00% 0.00% GS-15 or Equivalent 0.00% 1.43% GS-14 or Equivalent 3.81% 1.91% GS-13 or Equivalent 2.30% 2.58% In FY 2019, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWTD among the new hires to the senior grade levels.

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

Internal Selections Benchmark Executive 0.00% 33.33% Supervisors 3.51% 6.04% Managers 4.88% 6.24% In FY2019, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWD among the new hires to the supervisory positions.

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

- a. Executives
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer No
- b. Managers
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer Yes
- c. Supervisors
 - i. Qualified Internal Applicants (PWTD) Answer N/A
 - ii. Internal Selections (PWTD) Answer Yes

Internal Selections Benchmark Executive 0.00% 0.00% Supervisors 0.58% 1.43% Managers 1.42% 1.91% In FY2019, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWD among the new hires to the supervisory positions.

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

- a. New Hires for Executives (PWD) Answer Yes
- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

New Hires Benchmark Executives 14.29% 33.33% Supervisors 13.33% 4.23% Managers 17.41% 3.98% In FY 201, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWD among the new hires to the supervisory positions.

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 No

New Hires Benchmark Executives 0.00% 0.00% Supervisors 0.00% 1.43% Managers 3.81% 1.91% In FY 2019, the FAA looked at the qualified applicant pool as the benchmark for triggers involving PWTD among the new hires to the supervisory positions.

Section VI: Plan to Improve Retention of Persons with Disabilities

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

A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

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

Answer Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

- a. Voluntary Separations (PWD) Answer Yes
- b. Involuntary Separations (PWD) Answer Yes

Inclusion Rate of PWD Inclusion Rate of PWOD Voluntary Separations 7.39% 5.74% Involuntary Separations 0.39% 0.17%

Seperations	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

Inclusion Rate of PWTD Inclusion Rate of PWOTD Voluntary Separations 9.50% 5.85% Involuntary Separations 1.13% 0.19%

Seperations	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.

Voluntary retirement Voluntary resignation Terminated –by appointment Removal Death Transfer to other Federal agency

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://dotnet.dot.gov/section508/#info> <http://our.dot.gov/office/fra.roa/roa10/Lists/Team%20Discussion/Flat.aspx?RootFolder=%2foffice%2ffra%2eroa%2froa10%2fLists%2fTeam%20Discussion%2fComplaint%20process&FolderCTID=0x01200200A113B2F37F870C4AA4394B021F621305>

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.

Information for the employees’ rights and how to file a complaint is currently available through the agency intranet site below.
<https://www.faa.gov/documentLibrary/media/Order/1400.9A.pdf>

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

The Agency works collaboratively with the Department of Transportation; Disability Resource Center (DRC) to ensure all newly implemented technology is deployed agency-wide. The DRC provides technical assistance to DOT staff on issues related to accessibility, facilities and technology.

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.)

16 business days is the average processing time.

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.

Additional training was provided to new managers and supervisors on reasonable accommodations and reasonable accommodation management system this year. Employees also participated in this training. Due to this training, managers and employees gained additional knowledge on the process and were able to actively engage in the process. Managers were encouraged to timely input all reasonable accommodations requests in Reasonable Accommodations Management System (RAMS). This allowed the Disability Program Manager and Manager to stay abreast of the timelines. The Disability Program Manager daily engages with all managers on the timeliness of the requests where they have oversight.

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.

Currently, the agency is at 99.29% across all LOB’s with timely processing of reasonable accommodations requests. Decision Makers are consistently reminded to update RAMS; and are reaching out to HR and Office of Civil Rights with any questions and/or concerns. They also request meetings/assistance on any accommodation that might seem difficult to process by participating in Reasonable Accommodations Team Meetings (ReAct).

Section VII: EEO Complaint and Findings Data

A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

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

Answer No

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

In FY 2019, the Agency had zero findings of discrimination concerning the failure to provide a reasonable accommodation.

B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

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

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

N/A

Section VIII: Identification and Removal of Barriers

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

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

Answer Yes

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

Answer Yes

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

<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>Lower than expected participation rates of PWD/PWTD.</p>
<p>STATEMENT OF BARRIER GROUPS:</p>	<p><i>Barrier Group</i></p> <p>People with Disabilities</p>

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

N/A

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

Due to holding the planned activities, the Agency was able to bring awareness to STEM events to children with disabilities and children with targeted disabilities. Due to the Public Notice for people with disabilities and people with targeted disabilities on

USAJOBS.gov, we were able to bring awareness to job opportunities at FAA. FAA developed and executed the Aviation Development (Pilot) Program (ADP). This was accomplished by creating a "Pilot" program to support, develop, build and champion a diverse and capable Air Traffic Control Conversion Program. This program will allow PWD and PWTD candidates to receive one year of experience in an Air Route Traffic Control Center (ARTCC) with the potential to convert to a 2152 upon successfully meeting existing 2152 criteria at 10 Air Route Centers. Nineteen (19) eligible candidates were invited to take the Air Traffic Skills Assessment (AT-SA) exam. Successful candidates were moved to the next phase of the program requesting medical and going through security. Candidates that were not successful in this pilot program are moved to a database of PWD/PWTD applicants. This database (Recruiterbox) stores resumes or potential PWD/PWTD applicants and are possibly shared with hiring managers and/or submitted to them if they have a vacant position. This will also increase the potential hiring of PWTD candidates for eligible positions.

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.

The agency will continue to increase the outreach and awareness regarding people with disabilities and people with targeted disabilities. FAA developed and executed the Aviation Development (Pilot) Program (ADP). This was accomplished by creating a "Pilot" program to support, develop, build and champion a diverse and capable Air Traffic Control Conversion Program. This program will allow PWD and PWTD candidates to receive one year of experience in an Air Route Traffic Control Center (ARTCC) with the potential to convert to a 2152 upon successfully meeting existing 2152 criteria at 10 Air Route Centers. Nineteen (19) eligible candidates were invited to take the Air Traffic Skills Assessment (AT-SA) exam. Successful candidates were moved to the next phase of the program requesting medical and going through security. Candidates that were not successful in this pilot program are moved to a database of PWD/PWTD applicants. This database (Recruiterbox) stores resumes or potential PWD/PWTD applicants and are possibly shared with hiring managers and/or submitted to them if they have a vacant position. This will also increase the potential hiring of PWTD candidates for eligible positions.